



**Proposed Operating &
Capital Budget
Fiscal Years 2025/26
and 2026/27**

City of Napa

Proposed Operating and Capital Budget

FISCAL YEARS 2025/26 AND 2026/27

Mission Statement

Rooted in public service, our mission is to grow a vibrant, sustainable community for all who live in, work in, and visit the City of Napa, through thoughtful leadership and dedication to excellence.

Scott Sedgley, Mayor



Bernie Narvaez, Councilmember



Beth Painter, Councilmember

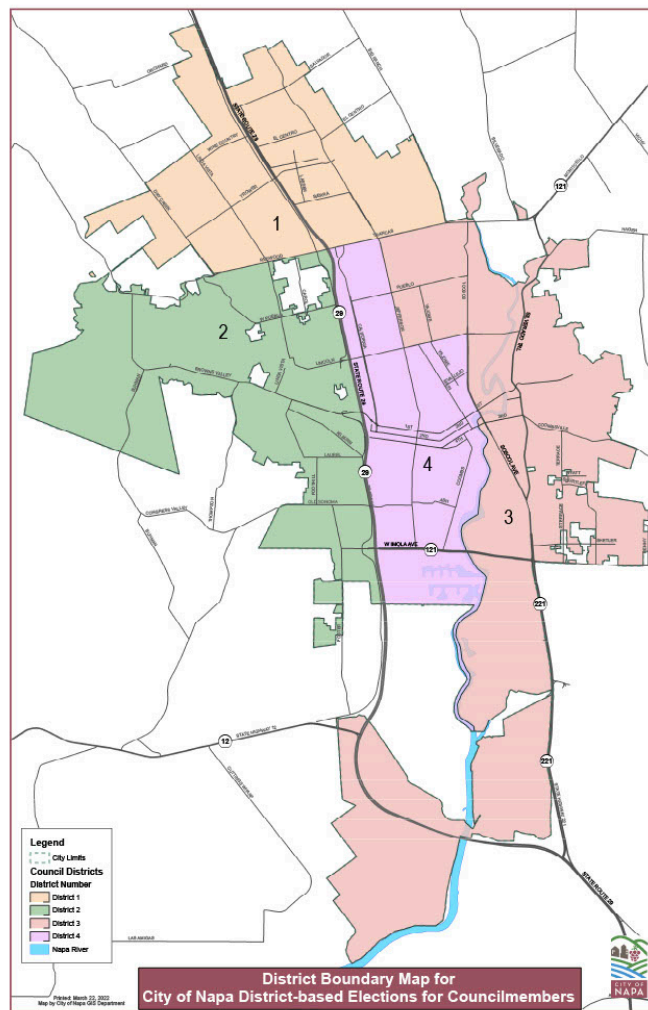


Mary Lueros, Vice Mayor



Christopher DeNatale, Councilmember





City Staff

Steve Potter, City Manager
 Liz Habkirk, Assistant City Manager
 Molly Rattigan, Deputy City Manager
 Christopher Diaz, City Attorney
 Tiffany Carranza, City Clerk
 Vacant, Finance Director
 Heather Ruiz, Human Resources Director
 Vacant, Police Chief
 Zach Curren, Fire Chief
 Vacant, Community Development Director
 Breyana Brandt, Parks and Recreation Services Director
 Julie Lucido, Public Works Director
 Joy Eldredge, Utilities Director

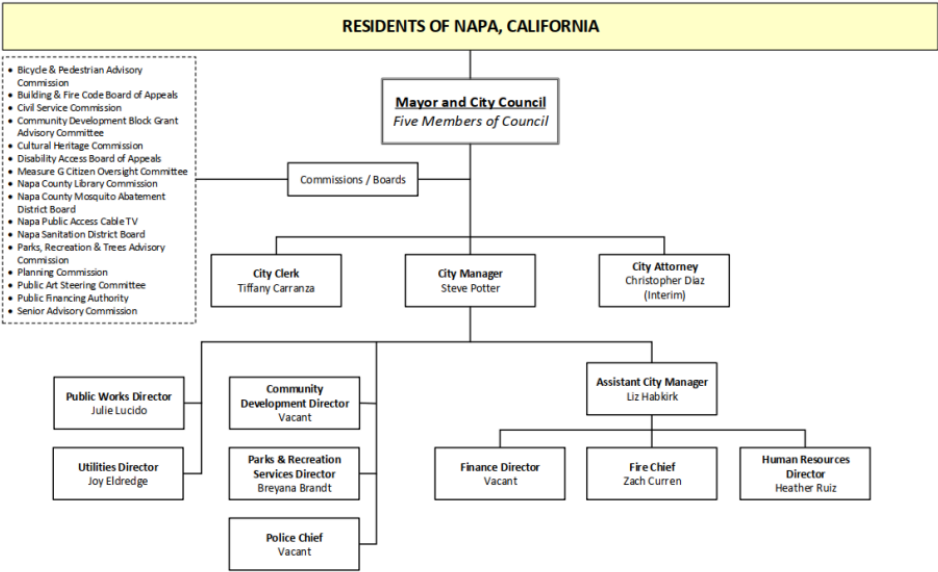


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Reader's Guide to the Budget

Fiscal Years 2025/26 and 2026/27

Reader's Guide to the Budget

The organization, content and presentation of the information in the City of Napa's budget document are designed to satisfy the specific needs of its various users. Residents, bondholders, public officials, and city employees often require different information and even prefer different levels of detail. This document is organized and structured in such a way as to make it easy to locate the specific content required to meet either external informational or internal managerial needs.

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

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

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

- Background and general budget preparation information and fund summaries are presented in the initial sections:
 - City Manager's Introduction
 - Council Focus Areas
 - Budget Overview
- Detailed budget information is presented in the next sections, specifically:
 - Budget by Department / Division
 - Housing Authority of the City of Napa
- The Five Year Capital Improvement Program
- The Appendices include other important information, specifically:
 - Appendix A: Five-Year Staffing Plan
 - Appendix B: Interfund Transfers
 - Appendix C: Budget Packages for FY 2025/26 and FY 2026/27 Budget
 - Appendix D: Fiscal Policies
 - Appendix E: Revenue Assumptions for the FY 2025/26 and FY 2026/27 Budget
 - Appendix F: Budget Process
 - Appendix G: Program Budget/Performance Metrics
 - Appendix H: Fleet Replacements and Purchases Schedule
 - Appendix I: Glossary of Terms and Acronyms
 - Appendix J: Fund Descriptions

City Manager's Introduction

The City Manager's Introduction summarizes many of the critical issues addressed in this budget. The transmittal letter speaks to the State of the Economy and the State of the City, and touches on significant challenges that remain in the current economic and political climate.

City Council Focus Areas

The City Council Focus Areas section explains the process the City Council and staff use, on an annual basis, to strategically analyze opportunities and solutions to meet the City's needs. Focus areas are

established and explained, and become the basis for the development of the budget.

Budget Overview

The Budget Overview provides a snapshot of the information contained in the full budget document, focusing on charts that show “big picture” views of revenues and expenditures for the General Fund, Special Revenue Funds, Capital Improvement Funds, and Proprietary Funds. Also included are the economic assumptions used in building the budget, staffing plans, debt summary, and projected fund balance and planned use of/contribution to reserves for the budget period.

Budget by Department / Division

The Budget by Department / Division section presents the City budget for each department and major operating division, and includes performance measures. Information included in this section includes four-year staffing levels by department and revenue and expenditure appropriation details. Major accomplishments for the prior budget cycle as well as key initiatives for the Fiscal Years 2025/26 and 2026/27 cycle are presented by program. For all City performance metrics see Appendix G.

Housing Authority of the City of Napa Budget

The Housing Authority of the City of Napa budget section provides the organizational structure, staffing, purpose and source of funding for the Housing Authority for the budget period. In addition, major accomplishments, budget changes and key initiatives are provided to put a story to the numbers.

Five-Year Capital Improvement Program

The Capital Improvement Program section of the budget summarizes the CIP development, prioritization and approval process, provides a summary of CIP projects, and provides a detail page for each new and existing project requesting funding in the current budget cycle.

Appendices

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

GFOA Budget Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
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PRESENTED TO

**City of Napa
California**

For the Biennium Beginning

July 01, 2023

Christopher P. Morill
Executive Director



City Manager Introduction

FY 2025/26 and FY 2026/27 Proposed Budget

City Manager Transmittal Letter

June 3, 2025

I am pleased to present the Proposed City of Napa Budget for Fiscal Years 2025/26 and 2026/27. The budget provides an overview of comprehensive city operations, projects, and programs as they relate to the City Council's top focus areas. The budget document also identifies technical pieces of city operations such as the City's organizational structure, an overview of the City's financial condition and summarizes budget priorities and issues.

The Budget process is an ongoing cycle. City Council meets at the beginning of the calendar year to set focus areas for the upcoming fiscal year. Then City staff works to put together plans that match those focus areas, and then hold a Capital Improvement Program (CIP) Workshop and an Operating Budget Workshop in April for initial Council feedback. This is followed by public hearings in June to review and adopt the finalized budget. The new budget goes into effect on July 1, 2025.

The careful planning that has gone into the building of the City's new budget reflects both fiscal responsibility and our commitment to improving Napa's infrastructure and services — with funds from Measure G playing a pivotal role in making these improvements possible. I am very grateful that our community made the collective decision to support Measure G at the ballot box last November. The decision to invest in our community's future is already allowing us to accelerate critical projects that will benefit everyone in Napa.

To maintain transparency and accountability, the City has appointed a five-member Measure G Oversight Committee that will play an essential role in reviewing expenditures and ensuring funds are allocated to initiatives that reflect the needs and priorities of Napa residents. The Oversight Committee will provide an extra layer of accountability, ensuring that every dollar of Measure G funding is spent wisely, in alignment with community priorities and contributes to building a stronger Napa for all of our residents.

I am very pleased to announce that Measure G is expected to generate \$22.4 million in FY 2025/26 and \$23.1 million in FY 2026/27 for capital projects and enhancement of our core services.

With the inclusion of Measure G revenue and expenditures, the General Fund expenditure budget totals \$163.2 million in Fiscal Year 2025/26 and represents a 12.9% increase in spending compared to the current Fiscal Year 2024/25 budget. For Fiscal Year 2026/27 the expenditure budget totals \$168.2 million, a 3.1% increase as compared to Fiscal Year 2025/26. In accordance with the direction of the City Council, this budget represents a spending plan that balances providing services to residents, businesses, and visitors within the limits of available resources. The City Council focus areas discussed in the January 2025 Workshop were a key consideration during development of this budget.

The Budget reflects the following City Council Focus Areas:

- Climate Action
- Roads & Traffic Safety
- Economic Resilience

- Parks & Community Spaces
- Community Engagement
- Housing

Key Points

A few key points regarding the budget are as follows:

- The General Fund includes revenue and expenditures for Measure G – Transaction and Use Tax, though Measure G revenue and transfers out for expenditure will live within their own fund to ensure transparency. The addition of Measure G revenue increases revenue within the General Fund by \$22.4 million in FY 2025/26 and \$23.1 million in FY 2026/27.
- The General Fund operating budgets for Fiscal Years 2025/26 and 2026/27 have been balanced using one-time revenue, specifically with \$4.3 million of Educational Revenue Augmentation Fund (ERAF) dollars in each fiscal year.
- Budget packages for new or changed programs and position requests for the General Fund total \$1,021,279 in expenditures and \$63,000 in revenues for FY 2025/26. Budget packages for new or changed programs and position requests for Measure G total \$4,493,155 in expenditures for FY 2025/26. The expenditure amount is included in the \$163.2 million total budget figure.
- Budget packages for new or changed programs and position requests for the General Fund total \$955,280 in expenditures and \$25,000 in revenues for FY 2026/27. Budget packages for new or changed programs and position requests for Measure G total \$4,688,755 in expenditures for FY 2026/27. The expenditure amount is included in the \$168.2 million total budget figure.
- There are also decision packages for the following funds:
 - Non-Recurring General Fund: \$1,696,310 in expenditures for FY 2025/26; \$1,075,819 in expenditures for FY 2026/27
 - Parking Fund: \$228,175 in expenditures and \$86,000 in revenue for FY 2025/26; \$143,828 in expenditures and \$86,000 in revenue for FY 2026/27
 - Internal Service Funds
 - General Liability: \$109,912 in expenditures for FY 2025/26; \$110,431 in expenditures FY 2026/27
 - Workers Compensation Fund: \$10,000 in expenditures for both FY 2025/26 and FY 2026/27
 - Fleet Administration: \$186,502 in expenditures for FY 2025/26 and \$181,461 in FY 2026/27
- The budget also includes the addition of eleven (11) full-time positions to the City's Staffing Plan:
 - Six (6) for the General Fund
 - Five (5) in FY 2025/26; One (1) in FY 2026/27
 - Two (2) for the Nonrecurring General Fund
 - One (1) for the Parking Fund
 - One (1) for the Fleet Fund
 - One (1) for the Internal Service Funds (General Liability)

General Fund Operating Budget

The budget projects overall General Fund revenue growth in the next two fiscal years. Sales Tax – inclusive of Measure G - is expected to grow in FY 2025/26 by 62.1% over current year, and an additional 2.9% in FY 2026/27. Transient Occupancy Tax (TOT) had a strong rebound after the pandemic low of FY 2020/21 and began to plateau in FY 2023/24. Growth of TOT is estimated to be 0.9% higher next year, with additional growth of 2.0% in FY 2026/27. Property Tax remains a steady source of General Fund revenue and has estimated growth of 5.7% in FY 2025/26 and 3.7% in FY 2026/27.

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

Overall, the FY 2025/26 revenue budget is 18.1% higher than the current FY 2024/25 budget. FY 2026/27 grows by another 3.1%. The FY 2025/26 expenditure budget is 12.9% higher than the FY 2024/25 budget, primarily due to increases in internal services and payroll costs. In order to maximize the usage of Measure

G revenue to address the needs of our community, this budget includes \$4.3 million of one-time funds in each fiscal year to balance the budget and create the surplus needed to allow for budget packages.

Other Funds

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

Capital Improvement Plan

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

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

Staff has worked to program funding to finish projects that have already started, repair and maintain existing infrastructure, improve our parks and facilities, and to leverage City funding through external grants and improving efficiencies.

The Proposed Budget includes a Capital Improvement Plan for the next five-year period with new funding for capital projects totaling \$188.6 million. Of this amount, \$41.1 million is budgeted in FY 2025/26 and \$30.6 million is budgeted in FY 2026/27. Projects funded from the General Fund CIP Reserves total \$2.5 million for FY 2025/26 and \$0.6 million in FY 2026/27. Measure G funded projects focus on street paving, park improvements, a splash pad, and public safety facilities improvements total \$11.4 million in FY 2025/26 and \$14.8 million in FY 2026/27. Included among the major capital expenditures requested during this budget cycle from various funding sources is significant funding for streets and traffic safety (\$34.7 million over two years), park improvements (\$11.2 million over two years), facilities (\$5.5 million over two years), and water utility (\$14.2 million over two years).

State of the City

I'm proud of the significant strides we've made in advancing our community's priorities and Council Focus Areas while maintaining our commitment to fiscal responsibility and excellence in service. With the community's passage of Measure G, we now have dedicated local funding to help sustain and enhance the essential services our community relies on every day. Furthermore, I'm also pleased to report that, at the direction of City Council, we have prioritized maintaining fully funded financial reserves even while making these significant investments in our community. This commitment to fiscal stability was of paramount importance to our City Council and ensures that Napa remains financially resilient and well-positioned for the future.

These investments are a direct reflection of what we've heard from the community, and as the budget process progresses, community input will continue to be essential in ensuring that our funds are being spent on what we all need.

Overall, the FY 2025/26 and FY 2026/27 Budget addresses City Council focus area projects and provides funding for various capital and infrastructure projects, while continuing to rebuild the organization to provide a high level of quality services to the residents and businesses of Napa. More information on City projects can be found in the City Council Focus Area section, as well as individual program sections.

Summary

Through a collaborative, community-focused approach, the City of Napa remains committed to furthering the goals and priorities of the City Council, guided by the recently announced Focus Areas, and using Measure G funds to enhance the City's budget to build resilient infrastructure, enhance public spaces and address future community needs. The City encourages residents to stay involved and share their input as these Focus Areas are implemented and as we make meaningful progress on those projects and initiatives that our community has prioritized.

Acknowledgments

Finally, I want to express my sincere appreciation to the City Council for their continued leadership and guidance. I also extend my gratitude to the dedicated City Department Heads, Managers, and key staff, whose countless hours of work have been essential in preparing this budget. Most importantly, I want to acknowledge the outstanding efforts of the City's budget team, led by our highly capable Budget Officer, Seth Anderson. Their collective commitment and hard work are deeply valued. Thank you all for a job well done.

Steve Potter, City Manager



City Council Focus Areas

FY 2025/26 and FY 2026/27 Proposed Budget

Mayor and Council Focus Areas

Mayor and Council Focus Areas

Each year, the Napa City Council meets to discuss the key issues facing the City of Napa and to strategize opportunities and solutions to meet the City's needs. During this workshop, City departments present to the Council recommended projects and options to help address the various needs of the community. The City Council considers the recommendations and facilitates development of a list that reflects the core strategies and priority activities for the City in the upcoming budget cycle. This year, the City continued with a two-year budget cycle, developing budgets for both FY2025/26 and FY2026/27. Focus areas were developed to address the needs over this two-year period.

After establishing the core strategies and priority activities, the City Manager and Department Directors begin developing a budget to incorporate the critical focus areas into the City's spending plan. If additional funds or staffing are required to implement a program or project, a budget package analysis is developed to explain the additional funding request. The City Council then considers the overall budget that includes requests for any necessary funding for implementing the established focus areas and ongoing operational needs.

After establishing the core strategies and priority activities and providing funding where necessary, the City Manager and Department Directors establish work plans to implement the approved initiatives. Overall progress is then assessed at the priority workshop the following year.

The sections below provide information about the City's established Focus Areas. The first section addresses the Focus Areas for the FY 2025/26 and FY2026/27 budget cycle, while the second section gives a status of past priority projects.

The City Council's Focus Areas for FY 2025/26 and FY2026/27 are:

- **Climate Action**
- **Roads & Traffic Safety**
- **Economic Resilience**
- **Parks & Community Spaces**
- **Community Engagement**
- **Housing**

The FY 2025/26 and FY 2026/27 Proposed Budgets provide a framework through which the City's goals and objectives are achieved in line with the Mayor and Council Focus Areas, including the following:

Climate Action

Building on Napa's ongoing commitment to sustainability, this Focus Area will target reducing carbon emissions, promoting environmental initiatives and encouraging community-wide efforts to build a sustainable future.

Road & Traffic Safety

Ensuring that streets, roads and public transportation systems are safe and well-maintained for all modes of transportation, this Focus Area will address critical improvements to street conditions and prioritize traffic safety for all Napa residents.

Economic Resilience

Strengthening Napa's economy by supporting local businesses, diversifying industries and enhancing workforce development to ensure the City remains resilient to economic challenges and continues to offer opportunities for growth.

Parks & Community Spaces

Expanding and enhancing public spaces, this Focus Area will ensure that Napa has vibrant parks, recreational amenities and community spaces where residents can connect, relax and enjoy the outdoors.

Community Engagement

Enhancing communication and engagement with residents, this Focus Area will expand opportunities for public participation and ensure that residents are informed, involved and empowered in City decision-making.

Housing

Addressing Napa's growing need for diverse and affordable housing, this Focus Area will ensure that the City continues to support housing development and initiatives that meet the needs of all residents.

As part of the Fiscal Year 2023/24 and 2024/25 budget that was adopted on June 20, 2023, the City Council identified five main goals and various priorities within each goal. The five goals were:

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

Implementation of the General Plan

- Selected a Consultant Team (Lisa Wise & Associates) to prepare the Zoning Ordinance Update which began preparations in early Summer. This is a major step in implementing the General Plan and is a comprehensive update to the City's Zoning Ordinance and Municipal Code.
- Prepared Scope of Services and supplemental contract to create Objective Design Standards as a component of the Zoning Ordinance Update. This work effort has been requested and desired by the Planning Commission and is an important of the Zoning Ordinance Update.
- Commenced an MTC Grant-funded implementation effort of the Parking Management Plan with a focus on Transportation Demand Management primarily in the Downtown as part of the goals of the Circulation Element of the General Plan.
- Solicited proposals and selected a Consultant Team (SWA Group) to prepare the Napa Riverline Economic Resilience and Strategic Plan. Work on this plan began in Summer of 2024 with the first public engagement workshop. Work will continue into 2025 with a completion date of Fall 2025.
- Continued focus on a Makers District by convening key business and property owners in the area North of Vallejo St. west of Soscol, south of Lincoln and East of Main Streets.

- Kicked off the Hazard Mitigation Plan (HMP) update, which serves as a guide to reduce potential damage and injury in the event of a wildfire, flood, earthquake, and other natural hazards.
- Launched efforts, in partnership with local agencies and stakeholders to develop a Community Wildfire Protection Plan (CWPP). This plan is designed to help our community identify fire risks and implement actions to reduce wildfire damage.
- Began updates to public safety plans, including our Emergency Operations Plan (EOP), and launched work on a new Emergency Public Information Plan (EPIP) and a new Debris Management Plan (SMP). These plans serve as centralized references in the event of an emergency or disaster.
- Conducted internal staff training for our various disaster-related responsibilities and to ensure the City will be eligible for FEMA reimbursement after a disaster.

Housing and Homelessness

- Implemented a Pilot Program with the Police Department and the Housing Division, utilizing officers, to supplement the Homeless Intervention Coordinator's efforts.
- Continued encampment cleanup i, in partnership with Napa's Parks and Public Works crews, including the cleanup of the encampment at Kennedy Park.
- Executed Point-In-Time Count in early 2024; overall, the number of individuals experiencing homelessness in Napa dropped by 18% since 2023, with a 42% drop in individuals experiencing unsheltered homelessness.
- Identified and approved 40 households from the homeless services system for the Heritage House permanent supportive housing projects. Move ins began in April 2024 and should be completed by the end of October 2024.
- Received a \$15 million award under the Encampment Resolution Program to open the North Napa Center, a 56-unit non-congregate temporary homeless shelter that provides intensive case management services with the goal of securing permanent housing opportunities. The North Napa Center opened in late August 2023. In the first year of operation, the NNC transitioned 21 individuals to permanent housing, meeting the goal established with the State of California under the program.
- Following a decision from the Supreme Court and an Executive Order by the Governor's office, the City continued with abatement and clean-up events in addition to weekly monitoring services. The City has also added additional resources to assist with the management of homeless encampment impacts including the addition of vendors to assist with shopping cart retrieval, trash removal, and security services to monitor hotspots on a daily basis. Staff are also in the process of working on proposed Municipal Code updates expected to be considered by Council in December 2024.

Climate Action & Sustainability

- Received full funding California Air Resources Board (CARB) for a Planning Grant award of \$439,796 to support implementation of the City of Napa Electric Vehicle and ebike Charging Plan. City staff will work closely with our sub-applicants, the Napa County Resource Conservation District and the Napa County Bike Coalition on this grant.
 - Work on the Regional Climate Action & Adaptation Plan (RCAAP) is continuing and is expected to be completed in 2025. The RCAAP will be roadmap for reducing greenhouse gas (GHG) emissions in the City and in all jurisdictions within the County.
 - Awarded technical assistance for fleet electrification planning through the Local Public Fleet Electrification Planning Program from Metropolitan Transportation Commission.
 - Exploring the potential impacts of a food ware ordinance to reduce single use plastic food ware, improve waste management, and support the transition to more reusable and sustainable alternatives.
-

- Supported local business efforts to address climate change by distributing over \$26,000 in American Rescue Plan Act (ARPA) funding to 27 landscaping businesses in the City of Napa to upgrade to electric leaf blowers.
- Hosted two California Climate Action Corp Fellows who served from February through mid-September. The Fellows focused on furthering the City's climate action goals through outreach and education. The Fellows hosted numerous educational events, workshops and volunteer events during their term.
- Completed a comprehensive inventory of Napa's public trees as part of the Urban Forestry Management Plan. The City's 21.5% tree cover generates benefits including: 2.1 million gallons of stormwater runoff avoided, 11 tons of air pollutants removed, and 378.3 tons of carbon directly sequestered.
- Completed \$2.6 million in upgraded organics processing equipment at the City's Materials Diversion Facility leveraging a \$1.5 million grant from the State of California. The improvements allow the City to fulfill the requirements of SB 1383 (Mandatory Organics Recovery) and maintain the facility's status as one of the best compost facilities in the nation.
- Installed a second optical sorter at the City's Materials Diversion Facility (at a cost of \$1.45 million shared by the City of Napa and NRWS) to recover an estimated 2,700 more tons per year of smaller mixed paper/cardboard from the MDF sorting operations which is a win-win of less landfilled material, and more paper fiber recovered to be sold and recycled.
- Made significant investments to comply with SB 1383 – Mandatory Organics Recovery, including: commercial compost collection vehicle and NRWS driver, 1,600 new commercial compost carts, two NRWS compost equipment operators, two NRWS recycling specialists, one and a half NRWS customer service representatives, and one additional City Waste Prevention Specialist.
- Completed two paving projects utilizing rubberized hot mix asphalt (RHMA) for Jefferson Street (Trower to Sierra) and Freeway Drive (Laurel to First Street). This pavement mix utilizes old tires, diverting them from landfills and the rubberized material creates road surfacing that is more elastic, longer lasting and less susceptible to cracking.
- Napa Fire Department purchased new battery powered rescue tools, including extrication equipment for fire apparatus.

Public Infrastructure

- Since June 2023, City crews completed 9.68 centerline miles of paving, including segments in neighborhoods including
 - Completed work orders for 812 pothole repairs, 38 storm drain inspections/cleanings for inlet grates, 125 sign replacements, and 131 striping requests completed. Completed street spot repair pilot project on 3rd street, Soscol Ave, Jefferson Ave, and Lincoln Ave using new mastic hot repair material. Completed stormwater infrastructure repairs at Gordon and Plass to support paving program.
 - Completed sidewalk repairs in the Stonehouse-Adrian neighborhood, Waverly Street, Twin Oaks neighborhood, and La Homa neighborhood. This includes more than 300 yards of concrete and 29 ADA ramp installations. More than 3,300 sidewalk vertical displacements were removed through horizontal saw-cutting method throughout the city
 - Completed upgrades at Kennedy Park, including the extensive repair of the pathways installation of backflow devices for the reclaimed water system serving the golf course
 - Finished safety upgrades and repairs of the electrical infrastructure system at the City's Corporation Yard.
 - Completed paving projects at Freeway Drive (1st St to Laurel) and Jefferson St (Trower to Sierra) and constructed the City's first buffered bicycle lanes.
-

- Finalized sidewalk safety improvements associated with the Manzanita housing development, utilizing AHSC grant funding.
- The Silverado Trail/Third St/East Ave/Coombsville Rd “5-Way Intersection” project entered the Project Approval and Environmental Document phase (PA&ED). The outcome of this phase will be an approved environmental document for the project, preparing for the full design, property acquisition, and construction to follow at later dates.
- Upgraded fiber optic link from City Hall with the Corporation Yard linking vital communication hubs/locations. This work vastly increases bandwidth, adds redundant communication links, while also dedicating a much-improved vital link for emergency services communications and the ability to enable future traffic signals interlinks on the Soscol Corridor.
- Completed installation of hardware for the Automated Traffic Management Systems (ATMS) project, which allows for coordinated signal timing along critical transportation corridors (Jefferson, Lincoln, Soscol, Trancas).
- Awarded over \$16M in Public Works construction contracts, including:
 - Salvador Avenue Complete Streets project (Byway East to City limits) including the addition of bike lanes, sidewalks, and pedestrian crossing enhancements.
 - Laurel Street Rehabilitation project (First Street to Griggs Lane) including the addition of bike lanes, sidewalks, and pedestrian crossing enhancements including flashing beacons.
 - Browns Valley Road improvement project from Freeway Drive to McCormick Lane including the City’s first-Class IV protected bike lanes, sidewalk improvements, and pedestrian crossing enhancements including flashing beacons and median islands.
 - Westwood Ave. Sidewalks project – pavement rehabilitation and concrete sidewalk between Laurel St. and Chelsea.
 - Westwood Neighborhood Streetlights – Contract will install additional streetlighting within the Westwood Neighborhood.
 - Senior Activity Center – Parking lot paving and ADA accessibility improvements.
- Repaired a failed 36-inch water transmission main crossing under Redwood Creek with a 20-inch liner in the host pipe to reinstate flow without impacting the creek.
- Replaced 1,550 linear-feet of 4-inch and 6-inch 1942-era cast iron pipe with 6-inch C-900 PVC water main.
- Constructed \$6M of improvements to a narrow access road and bridges through challenging terrain to stabilize the access trail to the Milliken Treatment Plant intake structure that was severely damaged during the 2017 Atlas Fire.
- Implemented revised water rates for the five-year period starting Jan 2024, with updates each October through 2027. Rates will increase water infrastructure capital investments from \$6M per year to \$8M in 2028 and fund a planned bond issuance of \$100 million in 2027 to be used for Hennessey Treatment Plant improvements and other capital projects.

Traffic Safety for All Modes of Travel

- Established quarterly meetings with Traffic Engineering and Risk Management to review injury collisions for both enforcement and engineering improvements.
- Submitted funding grant applications based on approved transportation plans:

- Highway Safety Improvement Program (HSIP) grant for \$576,000 for pedestrian safety improvements by upgrading traffic signal controllers at 14 intersections to provide leading pedestrian intervals, adding pedestrian countdown signals at one intersection, and adding a protected left turn signal at one intersection.
- Transportation Fund for Clean Air (TFCA) grant for \$71,000 to install Rectangular Rapid Flashing Beacon (RRFB) pedestrian safety devices near schools at the intersections of El Capitan Way/Beckworth Drive, Oxford Street/Briarwood Street, and Park Avenue/Santa Clara Street.
- Active Transportation Program (ATP) grant for \$14,020,000 for complete streets infrastructure improvements (including bike lanes, Class I shared-use path, sidewalks, pedestrian crossing enhancements, etc.) along the Imola corridor from Foster Road to 4th Avenue.
- Awarded grants for:
 - Safe Streets and Roads for All (SS4A) grant for \$280,000 to develop a complete street corridor study for Redwood Road from Dry Creek Road to Solano Avenue and along Solano Avenue to the Vine Trail, as well as a demonstration project with quick build bulb-outs and pedestrian crossing improvements at multiple locations throughout the City.
 - Federal Safe Streets and Roads for All (SS4A) grant for \$400,000 to complete a corridor study along the length of Jefferson Street to identify infrastructure improvements that will reduce roadway deaths and serious injuries.
 - Two Highway Safety Improvement Program (HSIP) grants totaling more than \$1M for safety improvements including Rectangular Rapid Flashing Beacons, ADA curb ramps, signage and striping improvements, curb extensions, and high friction surface treatments at locations on the City's high injury network as identified by the Local Roadway Safety Plan.
- Installed Rectangular Rapid Flashing Beacons at high priority intersections, including:
 - Rowena/Partrick, Yajome/Bale, and Seminary/3rd street.
 - School locations: Linda Vista Avenue at Pueblo Vista Magnet School and Trower Avenue/Solomon Avenue at Vintage High School were installed.
 - Vine Trail Crossings: five street crossings within the City
- Assessed all local school zones for striping needs; assessments resulted in the refreshing of six areas.
- Installed All-Way stop at Redwood Road and Dry Creek Road and installed sharrow on Class III bicycle routes.
- Lowered speed limits in Downtown to 20 mile per hour.



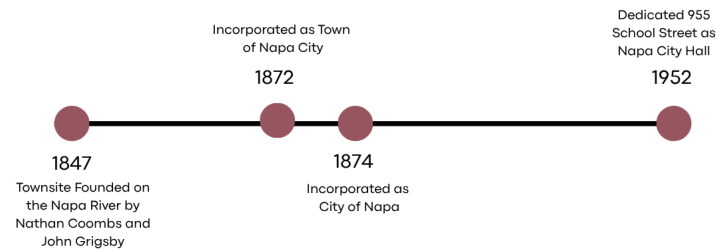
City of Napa by the Numbers: Overview & Statistical Information

FY 2025/26 and 2026/27

City of Napa by the Numbers

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

History of Napa



Napa City Hall



CITY OF NAPA RECRUITMENT

131 New Hires (59 FT Hires, 72 PT Hires)
Bringing the City's total
to 638 employees (472 FT and 166 PT)



Public Safety
5 Fire Stations
42 Firefighters/Paramedics
78 Sworn Police Officers



CITY SERVICES

- | | |
|------------------------------|------------------------------------|
| • Police and Fire Protection | • Solid Waste Recycling |
| • Recreational Activities | • General Admin & Support |
| • Parks Maintenance | • Water |
| • Maintenance Services | • Street Improvement |
| • Housing | • Community & Economic Development |

City of Napa by the Numbers

In the City's Care



Parks and Recreation

54 Parks (955+ Acres of Parkland)
26 Miles of Public Trails
37,000+ City-Managed Trees



Building

3,931 Building Permits
11,938 Building Inspections



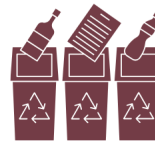
Public Works

53 Signalized Intersections
5,315 Streetlights
233 Streets (Centerline miles)*



Water

360 Miles of Pipeline
4.21 Billion Gallons of Drinking Water Produced Annually
14 Water Storage Tanks
8,271 Water Service Requests



Recycling & Solid Waste

Recycle More Program:

152 tons of e-waste, 137 tons of appliances, 29 tons of clothing/shoes and 307 gallons (2,333 lbs.) of used cooking oil collected



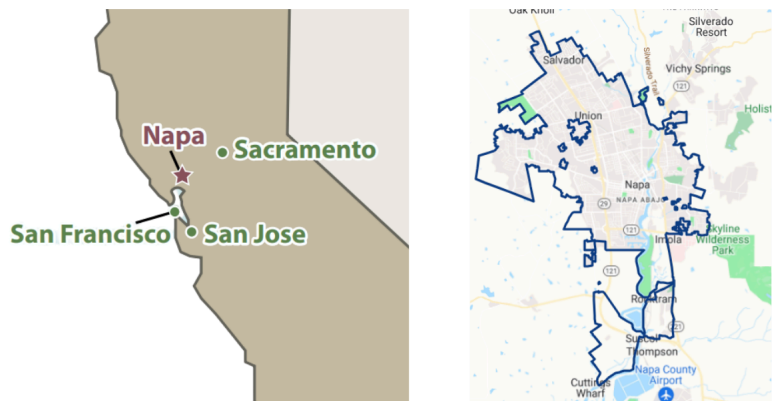
Community Development

4,413 Total Businesses
774 New Business Licenses Produced

**Street centerline miles according to Street Saver data within the City jurisdiction, excludes private-owned.*

City of Napa by the Numbers

Geography



Stats

Population: 77,492
Square Miles: 18.1
Percentage of Land area: 98.3%
Percentage of Water area: 1.7%

Demographics

Demographics

Median Age: 40.5
Median Household Income: \$102,231
Median Value of Owner-Occupied Housing: \$824,500
Median Gross Rent: \$2,165
Labor Force: 41,700
Unemployment: 4.3%
Individuals with a College Degree: 36.7%

City of Napa by the Numbers

Businesses in Napa

Comparison of City of Napa Taxable Sales by Major Retail Category (Q4 2024)



Numbers may not add up due to rounding.
Source: California Department of Tax and Fee Administration

\$432

Hotel Average Daily Rate
(Dec. 2024, 6 Month
Moving Average)

65.2%

Hotel Occupancy Rate
(Dec. 2024, 6 Month
Moving Average)

+1.7%

Hotel Occupancy Rate
past year difference (Dec.
2023 - Dec. 2024)

+1.2%

Hotel Occupancy Rate
past two year difference
(Dec. 2022 - Dec.2024)

\$7.48 Billion

City of Napa Gross Regional Product
Economic Output (2023 est.)

-6.0%

City of Napa Taxable Sales Percent
Increase (2023 Q3 to 2024 Q3)

-4.6%

Napa County Taxable Sales Percent
Increase (2023 Q3 to 2024 Q3)

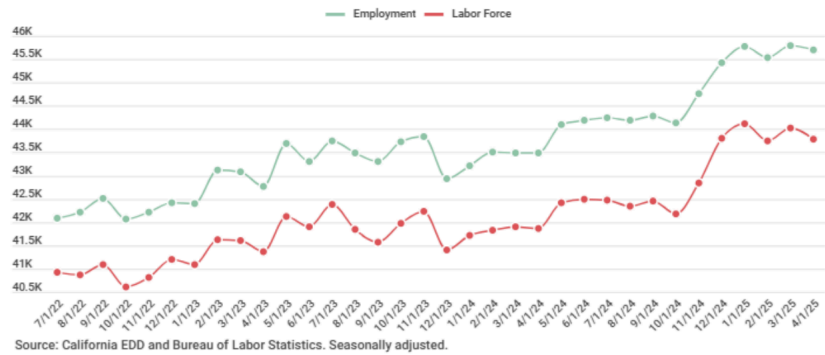
-3.2%

California Taxable Sales Percent
Increase (2023 Q3 to 2024 Q3)

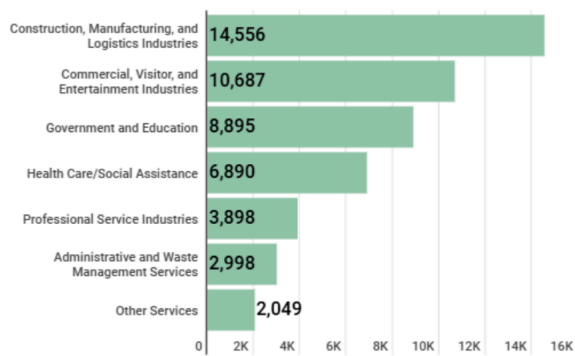
City of Napa by the Numbers

Work in Napa

Labor Force and Napa Residents Employed (2022-2024)



Jobs in the City of Napa
(including Residents and inbound commuters)



Unemployment Rate

4.1%

Dec. 2024

4.1%

Dec. 2023

3.4%

Dec. 2022

4.3%

Dec. 2021



OpenGov

Add links



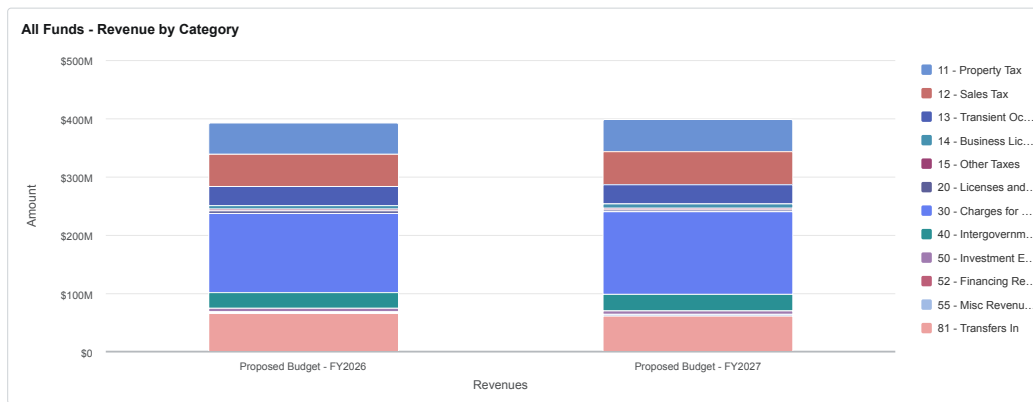
Budget Overview

*Fiscal Years
2025/26 and 2026/27*



All Funds by Category

Revenues by Category

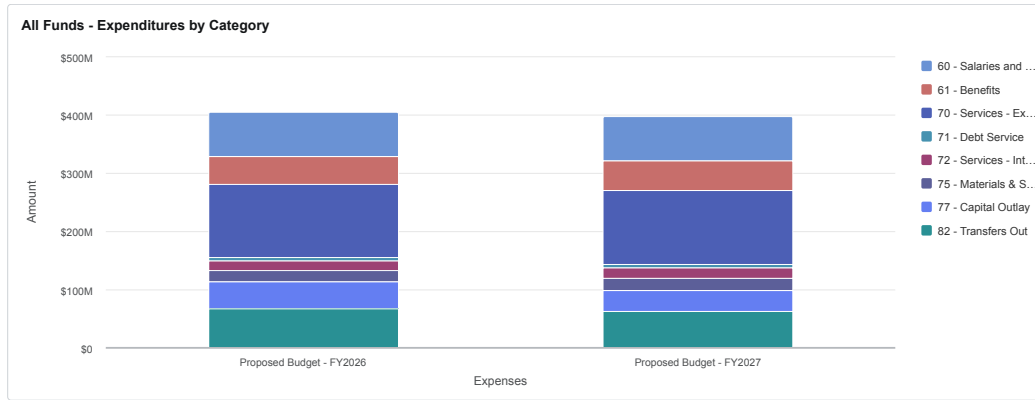


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All Funds - Revenue by Category

PROPOSED BUDGET		
	FY2026	FY2027
Revenues		
11 - Property Tax	\$53,759,522	\$55,834,166
12 - Sales Tax	\$56,079,297	\$57,435,320
13 - Transient Occup Tax	\$32,205,880	\$32,848,518
14 - Business License Tax	\$6,188,965	\$6,392,936
15 - Other Taxes	\$2,741,560	\$2,792,110
20 - Licenses and Permit	\$3,892,338	\$4,022,229
30 - Charges for Service	\$135,968,644	\$141,306,980
40 - Intergovernmental	\$28,014,074	\$28,440,571
50 - Investment Earnings	\$5,980,119	\$5,997,276
52 - Financing Revenues	\$727,500	\$727,500
55 - Misc Revenues	\$1,787,050	\$1,645,750
81 - Transfers In	\$65,023,558	\$61,423,191
REVENUES TOTAL	\$392,368,507	\$398,866,547

Expenditures by Category



All Funds - Expenditures by Category

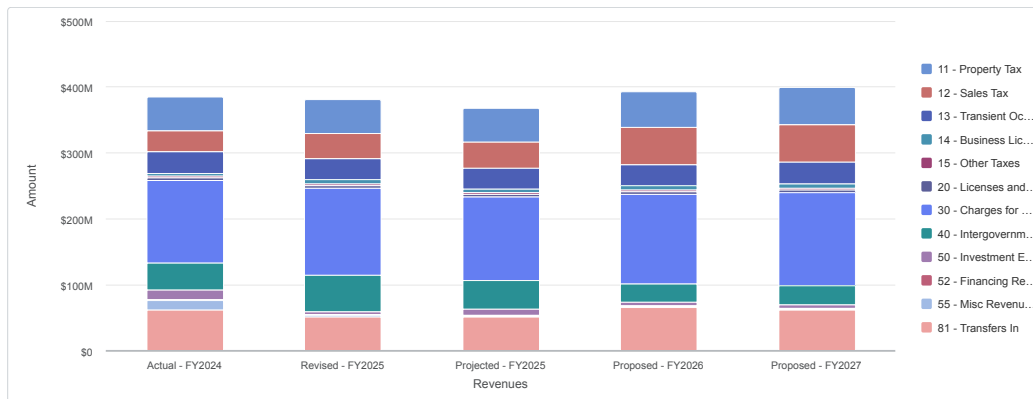
PROPOSED BUDGET		
	FY2026	FY2027
Expenses		
60 - Salaries and Wages	\$76,144,861	\$77,020,021
61 - Benefits	\$47,938,345	\$50,818,715
70 - Services - External	\$125,864,135	\$126,541,739
71 - Debt Service	\$5,501,442	\$5,406,692
72 - Services - Internal	\$16,694,071	\$18,579,889
75 - Materials & Supplies	\$20,282,715	\$20,510,620
77 - Capital Outlay	\$45,997,177	\$35,944,750
82 - Transfers Out	\$66,327,972	\$62,369,713
EXPENSES TOTAL	\$404,750,718	\$397,192,139



All Fund Comparison

FY 2025/26 and 2026/27

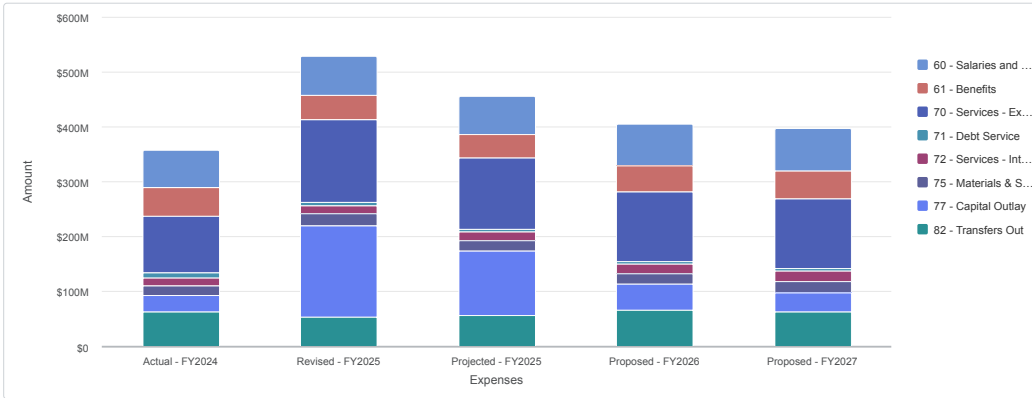
Revenue Comparison



Data Updated: May 27, 2025, 8:21 PM

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
Revenues					
11 - Property Tax	\$51,106,139	\$51,369,070	\$51,992,691	\$53,759,522	\$55,834,166
12 - Sales Tax	\$32,811,777	\$38,897,320	\$38,905,554	\$56,079,297	\$57,435,320
13 - Transient Occup Tax	\$31,913,165	\$31,958,000	\$31,832,043	\$32,205,880	\$32,848,518
14 - Business License Tax	\$4,642,480	\$5,981,600	\$5,994,600	\$6,188,965	\$6,392,936
15 - Other Taxes	\$2,733,299	\$2,692,000	\$2,692,000	\$2,741,560	\$2,792,110
20 - Licenses and Permit	\$3,855,486	\$4,240,820	\$3,918,520	\$3,892,338	\$4,022,229
30 - Charges for Service	\$125,520,856	\$132,030,366	\$126,944,605	\$135,968,644	\$141,306,980
40 - Intergovernmental	\$40,939,747	\$54,438,594	\$43,543,962	\$28,014,074	\$28,440,571
50 - Investment Earnings	\$14,572,455	\$4,881,520	\$9,188,210	\$5,980,119	\$5,997,276
52 - Financing Revenues	\$408,892	\$1,403,125	\$455,400	\$727,500	\$727,500
55 - Misc Revenues	\$14,434,260	\$2,202,084	\$1,600,715	\$1,787,050	\$1,645,750
81 - Transfers In	\$62,186,826	\$51,092,648	\$51,098,996	\$65,023,558	\$61,423,191
REVENUES TOTAL	\$385,125,382	\$381,187,146	\$368,167,296	\$392,368,507	\$398,866,547

Expense Comparison



Data Updated: May 27, 2025, 8:21 PM

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
Expenses					
60 - Salaries and Wages	\$68,471,343	\$71,898,006	\$68,475,245	\$76,144,861	\$77,020,021
61 - Benefits	\$51,077,354	\$43,917,139	\$42,809,327	\$47,938,345	\$50,818,715
70 - Services - External	\$103,455,855	\$150,178,998	\$130,096,518	\$125,864,135	\$126,541,739
71 - Debt Service	\$9,328,632	\$5,775,875	\$5,759,023	\$5,501,442	\$5,406,692
72 - Services - Internal	\$14,111,975	\$15,107,771	\$15,071,269	\$16,694,071	\$18,579,889
75 - Materials & Supplies	\$17,411,622	\$22,277,932	\$19,426,107	\$20,282,715	\$20,510,620
77 - Capital Outlay	\$31,274,443	\$166,125,667	\$116,346,609	\$45,997,177	\$35,944,750
82 - Transfers Out	\$62,186,826	\$53,289,895	\$57,085,175	\$66,327,972	\$62,369,713
EXPENSES TOTAL	\$357,318,050	\$528,571,284	\$455,069,273	\$404,750,718	\$397,192,139



Fund Summaries

Revenue by Fund

All Fund Revenue Comparison

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
Revenues					
General fund					
General	\$133,518,141	\$133,250,557	\$134,189,754	\$141,067,921	\$145,380,768
General Non-Recurring	\$7,452,570	\$7,750,979	\$7,550,722	\$5,767,124	\$2,776,004
Measure G	–	\$5,140,000	\$5,140,000	\$22,373,130	\$23,046,816
General ARPA	\$4,122,540	\$8,433,948	\$8,433,948	\$0	\$0
GENERAL FUND TOTAL	\$145,093,251	\$154,575,485	\$155,314,424	\$169,208,175	\$171,203,588
Special revenue funds					
Gas Tax	\$2,085,823	\$2,066,710	\$2,159,666	\$2,163,239	\$2,206,505
RMRA	\$2,022,402	\$1,994,480	\$2,045,430	\$2,118,339	\$2,126,339
Traffic Safety	\$193,657	\$160,000	\$160,000	\$160,000	\$160,000
Red Light Camera	\$23,206	\$510,500	\$311,500	\$2,022,000	\$2,010,500
Measure T Road Maint	\$10,299,581	\$10,477,500	\$10,477,500	\$0	\$0
Measure U	–	–	\$0	\$10,000,000	\$10,000,000
Golf Course	\$62,077	\$41,000	\$45,000	\$45,000	\$47,000
Enhanced Infra Financing Distr	\$222,490	\$385,150	\$388,150	\$426,890	\$560,498
DIF Big Ranch	\$466,476	\$19,500	\$30,000	\$19,500	\$19,500
DIF Fire/Paramedic	\$252,945	\$203,000	\$87,500	\$82,500	\$83,000
DIF Affordable Housing	\$1,895,424	\$1,356,000	\$1,596,218	\$1,356,000	\$1,356,000
DIF Las Flores Rec Center	\$181	\$50	\$60	\$50	\$50
DIF Linda Vista	\$735	\$11,500	\$1,000	\$11,500	\$11,500
DIF Lone Oak Drainage	\$118	–	–	–	–
DIF N Jefferson Parks	\$70	\$10	\$25	\$0	\$0
DIF N Jefferson Traffic	\$31,392	\$24,500	\$2,000	\$24,500	\$24,500
DIF Orchard Parks	\$205	\$1,040	\$100	\$100	\$100
DIF Orchard Traffic	\$2,202	\$500	\$1,000	\$500	\$500
DIF Park Acq & Dev	\$757,724	\$608,630	\$0	\$608,630	\$608,630
DIF Parking	\$149,878	\$31,210	\$0	\$31,210	\$31,210
DIF Redwood Rd	\$12,179	\$2,000	\$4,500	\$2,000	\$2,000
DIF Street Improvement	\$129,109	\$525,500	\$200,000	\$225,500	\$225,500
DIF Underground Utility	\$205,490	\$120,000	\$232,000	\$120,000	\$120,000
Fair Share Contrib/Mitigat	\$2,004,411	\$35,000	\$60,000	\$200,000	\$200,000
Public Art	\$195,279	\$114,440	\$35,400	\$70,800	\$70,800
Property Development Tax	\$31,052	\$23,000	\$28,500	\$23,000	\$23,000
Public Infrastructure In Lieu	\$10,640	\$500	\$5,500	\$500	\$500
Parking	\$1,148,605	\$804,610	\$804,610	\$1,024,121	\$1,054,342
Alston Park Trust	\$29,234	\$25,620	\$25,500	\$25,620	\$25,820
Youth Services Diversion Prog	\$2,022	\$1,000	\$1,000	\$1,000	\$1,000
Measure F 1% TOT Aff Hsg	\$2,729,113	\$2,587,500	\$2,764,337	\$2,556,500	\$2,605,500
Encampment Resolution Grant	\$10,754,994	–	\$108,750	\$0	\$0
CDBG	\$1,065,786	\$2,363,601	\$2,411,622	\$776,024	\$776,024

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
HOME Program	\$307,187	\$803,500	\$24,664	\$303,500	\$303,500
CalHome Program	\$14,010	\$106,790	\$4,905	\$10,500	\$10,500
Perm Local Housing Allocation	\$318,210	\$1,591,050	\$1,068,684	\$380,000	\$380,000
Damage Reimbursement	\$19,282	\$102,000	\$103,500	\$103,000	\$103,000
PD Grants	–	\$854,995	\$0	\$0	\$0
Fire SR	–	\$10,000	\$10,000	\$0	\$0
Administration SR	–	\$161,872	\$161,872	\$0	\$0
AD Altavina Maint Dist	\$11,420	\$11,000	\$11,000	\$11,000	\$11,000
AD Chaudhary Estates	\$1,495	\$1,400	\$1,400	\$1,400	\$1,400
AD Dry Creek Village	\$2,389	\$2,300	\$0	\$2,280	\$2,280
AD Fox Ridge	\$3,272	\$3,000	\$3,000	\$3,000	\$3,000
AD Glencar Estates	\$2,435	\$2,320	\$2,320	\$2,320	\$2,320
AD Hill View Park	\$2,149	\$1,610	\$1,610	\$1,610	\$1,610
AD Hyde Park I	\$2,303	\$2,200	\$2,200	\$2,200	\$2,200
AD Lake Park	\$339,157	\$195,500	\$195,500	\$220,000	\$220,000
AD Linda Vista	\$50,835	\$11,440	\$11,440	\$11,440	\$11,440
AD Mills	\$1,695	\$1,600	\$1,600	\$1,600	\$1,600
AD Napa Valley Corp Park	\$14,984	\$31,540	\$0	\$13,500	\$13,500
AD Oak Ridge	\$4,116	\$3,280	\$3,280	\$3,280	\$3,280
AD Orchard Estates	\$3,122	\$3,000	\$3,000	\$3,000	\$3,000
AD Oxford Garden	\$967	\$960	\$960	\$960	\$960
AD Rancho Las Flores	\$4,355	\$4,080	\$4,080	\$4,080	\$4,080
AD River Park Maintenance	\$649,542	\$401,500	\$432,000	\$447,000	\$447,000
AD Silverado Creek	\$33,878	\$32,000	\$32,000	\$32,000	\$32,000
AD Sunrise Meadows	\$2,467	\$2,400	\$2,400	\$2,400	\$2,400
AD Tierra Grove	\$5,149	\$4,500	\$4,500	\$4,500	\$4,500
AD Trancas	\$1,705	\$1,500	\$0	\$1,700	\$1,700
AD Vineyard Vista	\$2,090	\$2,000	\$0	\$2,080	\$2,080
AD Walnut Grove	\$662	\$550	\$550	\$550	\$550
AD Woodside	\$1,605	\$1,600	\$1,600	\$1,600	\$1,600
Storm Drain Fees	\$3,387	–	–	–	–
Tourism Improvement District	\$1,242,144	\$1,220,200	\$1,120,459	\$1,242,200	\$1,266,200
Business Dist Downtown	\$221,406	\$256,930	\$257,330	\$264,635	\$272,340
Business Dist Oxbow	\$46,485	\$52,830	\$52,830	\$54,415	\$56,000
Prop & Business Impr District	\$528,718	\$507,190	\$527,139	\$691,061	\$551,082
SPECIAL REVENUE FUNDS TOTAL	\$40,627,121	\$30,882,688	\$28,032,691	\$27,917,834	\$28,066,440
Capital projects funds					
City Capital Projects	\$32,241,705	\$33,532,284	\$30,913,654	\$30,572,759	\$26,672,158
Streets and Sidewalks Fund	\$5,797,000	\$6,800,000	\$6,800,000	\$9,317,000	\$9,587,000
CAPITAL PROJECTS FUNDS TOTAL	\$38,038,705	\$40,332,284	\$37,713,654	\$39,889,759	\$36,259,158
Enterprise funds					
Materials Diverson-Operating	\$43,905,837	\$47,607,750	\$48,438,704	\$47,376,900	\$47,528,400
Materials Diversion-CIP	\$733,000	\$1,500,000	\$1,500,000	\$3,000,000	\$4,000,000
Materials Diversion-NR	\$708,289	\$750,000	\$750,000	\$500,000	\$400,000
Water Utility-Operating	\$40,448,541	\$44,014,975	\$45,725,705	\$47,909,850	\$50,588,350
Water Utility-CIP	\$19,908,739	\$12,376,594	\$1,978,782	\$7,800,000	\$9,300,000
Water Utility-NR	\$289,859	\$628,149	\$0	\$0	\$0
ENTERPRISE FUNDS TOTAL	\$105,994,264	\$106,877,467	\$98,393,191	\$106,586,750	\$111,816,750
Internal service funds					
Fleet	\$5,902,627	\$4,893,880	\$5,142,758	\$5,013,063	\$4,990,034
Fleet Fire Apparatus	\$3,503,065	\$889,400	\$927,763	\$889,788	\$890,184
Information Technology	\$475,450	\$576,240	\$593,730	\$486,200	\$486,200
General Liability	\$8,781,128	\$10,283,090	\$9,763,090	\$10,665,888	\$12,496,976
Workers Compensation	\$5,758,759	\$5,745,810	\$6,020,810	\$6,174,353	\$6,706,798
Unemployment	\$63,208	\$99,470	\$59,000	\$53,000	\$53,000
Postemployment Benefits	\$4,590,860	\$2,703,470	\$2,605,269	\$1,599,184	\$1,616,538
Equipment Replacement	\$198,546	\$157,000	\$172,000	\$165,000	\$165,000

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
INTERNAL SERVICE FUNDS TOTAL	\$29,273,644	\$25,348,360	\$25,284,420	\$25,046,476	\$27,404,730
REVENUES TOTAL	\$359,026,985	\$358,016,284	\$344,738,380	\$368,648,994	\$374,750,666
Housing Authority of Napa Fund					
Laurel Manor	\$498,779	\$441,410	\$448,785	\$444,910	\$444,910
Seminary Street	\$304,103	\$243,000	\$296,556	\$244,500	\$244,500
Section 8	\$20,076,778	\$21,716,239	\$21,925,204	\$22,304,519	\$22,680,744
20% Low/Mod Income	\$119,065	\$175,500	\$200,067	\$175,500	\$175,500
Local Housing	\$573,997	\$390,650	\$357,064	\$367,400	\$382,121
Continuum of Care Program	\$114,437	\$202,063	\$199,240	\$180,684	\$186,106
Housing 5% RDA Supplemental	\$4,759	\$2,000	\$2,000	\$2,000	\$2,000
HOUSING AUTHORITY OF NAPA FUND TOTAL	\$21,691,918	\$23,170,862	\$23,428,916	\$23,719,513	\$24,115,881
All Fund Summary	\$380,718,903	\$381,187,146	\$368,167,296	\$392,368,507	\$398,866,547

Expenditures by Fund

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
Expenses					
General fund					
General	\$129,059,385	\$139,697,488	\$137,309,896	\$140,941,424	\$145,079,740
General Non-Recurring	\$5,274,554	\$11,634,365	\$9,699,966	\$7,670,802	\$4,175,118
Measure G	–	\$5,000,000	\$5,000,000	\$22,250,786	\$23,133,331
General ARPA	\$4,123,012	\$8,471,988	\$8,395,531	\$0	\$0
GENERAL FUND TOTAL	\$138,456,950	\$164,803,841	\$160,405,393	\$170,863,012	\$172,388,189
Special revenue funds					
Gas Tax	\$1,457,565	\$1,929,770	\$1,929,770	\$3,152,472	\$2,055,141
RMRA	\$1,987,059	\$2,317,900	\$2,317,900	\$2,321,030	\$2,171,791
Traffic Safety	\$49,753	\$258,845	\$73,155	\$61,708	\$61,776
Red Light Camera	\$115,779	\$499,843	\$438,880	\$1,127,238	\$1,132,061
Measure T Road Maint	\$11,867,896	\$11,221,045	\$11,221,045	\$2,814,917	\$4,500
Measure U	–	–	\$0	\$9,000,000	\$9,900,000
Golf Course	\$30,796	\$27,000	\$27,000	\$28,000	\$29,000
Enhanced Infra Financing Distr	\$48,242	\$75,670	\$75,670	\$36,647	\$37,055
DIF Big Ranch	\$771	\$1,000	\$1,000	\$1,000	\$1,000
DIF Fire/Paramedic	\$48,575	\$57,500	\$50,095	\$50,100	\$50,100
DIF Affordable Housing	\$319,640	\$5,102,005	\$4,460,304	\$551,397	\$569,731
DIF Las Flores Rec Center	\$2	\$10	\$10	\$10	\$10
DIF Linda Vista	\$9	\$1,620	\$1,620	\$1,620	\$1,620
DIF Lone Oak Drainage	\$2	\$500	\$500	\$500	\$500
DIF N Jefferson Parks	\$1	\$10	\$5	\$10	\$10
DIF N Jefferson Traffic	\$922,429	\$2,500	\$502,500	\$2,500	\$2,500
DIF Orchard Parks	\$3	\$100	\$50	\$50	\$50
DIF Orchard Traffic	\$28	\$500	\$500	\$500	\$500
DIF Park Acq & Dev	\$7,140	\$15,500	\$0	\$1,215,500	\$15,500
DIF Parking	\$1,925	\$202,000	\$1,500	\$2,000	\$2,000
DIF Redwood Rd	\$156	\$500	\$500	\$500	\$500
DIF Street Improvement	\$500,000	\$500,500	\$500,500	-\$599,500	\$500
DIF Underground Utility	\$1,008	\$3,500	\$3,500	\$3,500	\$3,500
Fair Share Contrib/Mitigat	\$387	\$1,000	\$1,000	\$1,000	\$1,000
Public Art	\$31,660	\$63,666	\$63,666	\$185,826	\$11,139
Property Development Tax	\$198	\$500	\$500	\$500	\$500
Public Infrastructure In Lieu	\$137	–	–	–	–
Parking	\$779,986	\$878,650	\$819,897	\$1,151,330	\$1,121,610
Alston Park Trust	\$93	\$124,464	\$75,100	\$22,500	\$22,500
Youth Services Diversion Prog	\$3,136	\$5,200	\$5,200	\$5,200	\$5,200

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
Measure F 1% TOT Aff Hsg	\$560,921	\$4,029,880	\$4,004,433	\$172,824	\$178,751
Encampment Resolution Grant	\$10,754,994	\$8,047,680	\$8,050,622	\$0	\$0
CDBG	\$1,076,347	\$1,952,416	\$1,697,265	\$707,462	\$713,776
HOME Program	\$174,764	\$1,763,060	\$169,968	\$806,558	\$806,820
CalHome Program	\$163,741	\$361,242	\$45,717	\$68,520	\$68,708
Perm Local Housing Allocation	\$590,370	\$954,324	\$484,939	\$374,859	\$376,807
Damage Reimbursement	\$81,772	\$73,611	\$73,611	\$400	\$400
PD Grants	–	\$854,995	\$45,447	\$1,910	\$1,930
Fire SR	–	\$10,000	\$10,000	\$0	\$0
Administration SR	–	\$161,872	\$161,872	\$0	\$0
AD Altavina Maint Dist	\$3,642	\$9,150	\$5,200	\$9,150	\$9,150
AD Chaudhary Estates	\$496	\$2,100	\$600	\$1,400	\$1,850
AD Dry Creek Village	\$1,485	\$1,200	\$500	\$2,200	\$2,200
AD Fox Ridge	\$3,343	\$8,950	\$1,850	\$2,850	\$2,850
AD Glencar Estates	\$1,367	\$2,100	\$900	\$2,300	\$2,300
AD Hill View Park	\$840	\$1,650	\$400	\$1,600	\$1,600
AD Hyde Park I	\$1,539	\$1,750	\$950	\$2,150	\$2,150
AD Lake Park	\$5,689	\$14,060	\$14,060	\$14,381	\$14,465
AD Linda Vista	\$673	\$820	\$820	\$824	\$825
AD Mills	\$829	\$1,600	\$750	\$1,600	\$1,600
AD Napa Valley Corp Park	\$5,965	\$10,500	\$10,500	\$10,500	\$10,500
AD Oak Ridge	\$1,996	\$7,750	\$650	\$3,250	\$3,250
AD Orchard Estates	\$1,866	\$1,950	\$1,350	\$2,950	\$2,950
AD Oxford Garden	\$495	\$2,350	\$650	\$950	\$950
AD Rancho Las Flores	\$3,778	\$9,700	\$1,900	\$4,000	\$4,000
AD River Park Maintenance	\$8,461	\$8,960	\$8,960	\$130,483	\$10,822
AD Silverado Creek	\$11,129	\$22,770	\$12,220	\$22,528	\$22,581
AD Sunrise Meadows	\$2,417	\$2,660	\$1,660	\$2,360	\$2,360
AD Tierra Grove	\$857	\$1,150	\$750	\$1,150	\$1,150
AD Trancas	\$2,797	\$3,400	\$1,850	\$1,850	\$1,850
AD Vineyard Vista	\$1,415	\$4,200	\$700	\$2,000	\$2,000
AD Walnut Grove	\$139	\$210	\$160	\$510	\$510
AD Woodside	\$2,491	\$3,300	\$1,350	\$1,350	\$1,350
Storm Drain Fees	\$601	\$1,080	\$1,080	\$851	\$865
Tourism Improvement District	\$1,311,150	\$1,684,349	\$1,579,349	\$1,436,946	\$1,288,622
Business Dist Downtown	\$220,399	\$256,840	\$256,840	\$264,545	\$272,250
Business Dist Oxbow	\$45,933	\$52,850	\$52,850	\$54,436	\$56,021
Prop & Business Impr District	\$527,723	\$506,660	\$525,500	\$690,500	\$550,500
SPECIAL REVENUE FUNDS TOTAL	\$33,746,796	\$44,124,437	\$39,799,590	\$25,940,202	\$21,620,007
Capital projects funds					
City Capital Projects	\$21,559,702	\$99,641,322	\$103,187,099	\$33,692,927	\$27,200,000
Streets and Sidewalks Fund	\$5,575,921	\$8,708,739	\$6,092,630	\$9,718,159	\$9,988,833
CAPITAL PROJECTS FUNDS TOTAL	\$27,135,623	\$108,350,061	\$109,279,729	\$43,411,086	\$37,188,833
Enterprise funds					
Materials Diverson-Operating	\$46,334,006	\$49,824,281	\$47,083,850	\$52,579,587	\$55,143,975
Materials Diversion-CIP	\$1,430	\$1,526,895	\$1,490	\$3,003,246	\$1,203,376
Materials Diversion-NR	\$414,606	\$1,017,248	\$630,080	\$513,328	\$413,862
Water Utility-Operating	\$44,569,378	\$44,371,512	\$41,897,787	\$47,859,919	\$50,528,298
Water Utility-CIP	\$1,871,956	\$52,635,177	\$6,736,740	\$8,664,440	\$5,405,373
Water Utility-NR	\$10,319,645	\$2,557,119	\$81,320	\$570,917	\$401,354
ENTERPRISE FUNDS TOTAL	\$103,511,020	\$151,932,231	\$96,431,267	\$113,191,437	\$113,096,238
Internal service funds					
Fleet	\$6,645,539	\$10,752,150	\$10,724,034	\$4,599,205	\$5,776,739
Fleet Fire Apparatus	\$719,098	\$2,735,897	\$2,293,612	\$2,278,200	\$453,200
Information Technology	\$607,559	\$515,329	\$1,550	\$351,900	\$351,900
General Liability	\$8,206,009	\$11,480,456	\$7,566,661	\$10,334,931	\$11,633,428
Workers Compensation	\$6,025,682	\$6,033,276	\$1,016,170	\$6,639,844	\$7,193,163

	ACTUAL	REVISED	PROJECTED	PROPOSED	
	FY2024	FY2025	FY2025	FY2026	FY2027
Unemployment	\$21,600	\$100,000	\$100,000	\$100,000	\$100,000
Postemployment Benefits	\$693,576	\$2,095,000	\$4,095,000	\$1,146,184	\$1,163,538
Equipment Replacement	\$294,569	\$76,875	\$76,875	\$700	\$700
INTERNAL SERVICE FUNDS TOTAL	\$23,213,632	\$33,788,981	\$25,873,902	\$25,450,964	\$26,672,668
EXPENSES TOTAL	\$326,064,021	\$502,999,552	\$431,789,881	\$378,856,701	\$370,965,935
Housing Authority of Napa Fund					
Laurel Manor	\$411,873	\$411,230	\$450,171	\$759,027	\$777,450
Seminary Street	\$330,716	\$378,740	\$350,028	\$392,931	\$298,530
Section 8	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	\$22,856,725
20% Low/Mod Income	\$111,108	\$310,890	\$300,979	\$406,923	\$416,078
Local Housing	\$558,394	\$646,130	\$122,275	\$537,683	\$545,267
Continuum of Care Program	\$117,815	\$202,343	\$208,294	\$181,008	\$186,460
Housing 5% RDA Supplemental	\$361	\$1,000	\$558	\$1,038	\$1,062
HOUSING AUTHORITY OF NAPA FUND TOTAL	\$21,986,931	\$24,424,542	\$22,132,210	\$24,749,385	\$25,081,572
All Funds Summary	\$348,050,952	\$527,424,094	\$453,922,091	\$403,606,086	\$396,047,507

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



Fund Balances

Fund	Fund Type	Fund Name	Department	24/25 Projected Available Fund Balance	24/25 Projected Revenue	24/25 Projected Expenditures	25/26 Projected Available Fund Balance
100	General Fund	General	General Services	\$11,609,357	134,189,754	137,309,896	8,489,214.75
101	General Fund	General Non-Recurring	General Services	\$7,434,068	7,550,722	9,699,966	5,284,823.89
102	General Fund	Measure G	General Services	\$0	5,140,000	5,000,000	140,000
110	General Fund	ARPA	General Services	\$0	8,433,948	8,395,531	38,417
	General Fund			\$19,043,425	155,314,424	160,405,393	13,952,455.64
201	Special Revenue Funds	Gas Tax	Public Works	\$780,647	2,159,666	1,929,770	1,010,543.19
202	Special Revenue Funds	RMRA	Public Works	\$453,596	2,045,430	2,317,900	181,125.5
203	Special Revenue Funds	Traffic Safety	Police	\$328,609	160,000	73,155	415,453.76
204	Special Revenue Funds	Red Light Camera	Police	\$388,273	311,500	438,880	260,893.08
205	Special Revenue Funds	Measure T Road Maint	Public Works	\$3,046,678	10,477,500	11,221,045	2,303,133.21
206	Special Revenue Funds	Measure U	Public Works	\$0	0	0	0
207	Special Revenue Funds	Golf Course	Parks and Recreation	-\$1,445,881	45,000	27,000	-1,427,880.69
208	Special Revenue Funds	Enhanced Infra Financing Distr	Community Development	\$174,248	388,150	75,670	486,728.39
210	Special Revenue Funds	DIF Big Ranch	Public Works	\$1,599,256	30,000	1,000	1,628,255.6
211	Special Revenue Funds	DIF Fire/Paramedic	Fire	-\$3,088,265	87,500	50,095	-3,050,860.24
212	Special Revenue Funds	DIF Affordable Housing	City Manager	\$7,380,467	1,596,218	4,460,304	4,516,381.4
213	Special Revenue Funds	DIF Las Flores Rec Center	Parks and Recreation	\$4,039	60	10	4,089.31
214	Special Revenue Funds	DIF Linda Vista	Public Works	\$16,978	1,000	1,620	16,358.24
215	Special Revenue Funds	DIF Lone Oak Drainage	Public Works	\$2,636	0	500	2,136.14
216	Special Revenue Funds	DIF N Jefferson Parks	Parks and Recreation	\$1,559	25	5	1,579.48
217	Special Revenue Funds	DIF N Jefferson Traffic	Public Works	\$55,952	2,000	502,500	-444,548.45
218	Special Revenue Funds	DIF Orchard Parks	Parks and Recreation	\$2,785	100	50	2,835.46
219	Special Revenue Funds	DIF Orchard Traffic	Public Works	\$49,079	1,000	500	49,579.37
220	Special Revenue Funds	DIF Park Acq & Dev	Parks and Recreation	\$12,538,049	0	0	12,538,048.75

Fund	Fund Type	Fund Name	Department	24/25 Projected Available Fund Balance	24/25 Projected Revenue	24/25 Projected Expenditures	25/26 Projected Available Fund Balance
221	Special Revenue Funds	DIF Parking	Community Development	\$3,345,805	0	1,500	3,344,305.04
222	Special Revenue Funds	DIF Redwood Rd	Public Works	\$271,470	4,500	500	275,469.73
223	Special Revenue Funds	DIF Street Improvement	Public Works	-\$633,001	200,000	500,500	-933,501.19
224	Special Revenue Funds	DIF Underground Utility	Public Works	\$1,712,558	232,000	3,500	1,941,057.58
225	Special Revenue Funds	Fair Share Contrib/Mitigat	Public Works	\$2,068,859	60,000	1,000	2,127,858.78
230	Special Revenue Funds	Public Art	Parks and Recreation	\$605,805	35,400	63,666	577,539.41
232	Special Revenue Funds	Property Development Tax	Public Works	\$352,041	28,500	500	380,041.1
234	Special Revenue Funds	Public Infrastructure In Lieu	Public Works	\$237,153	5,500	0	242,652.89
236	Special Revenue Funds	Parking	Community Development	\$1,367,557	804,610	819,897	1,352,269.76
238	Special Revenue Funds	Alston Park Trust	Parks and Recreation	\$174,800	25,500	75,100	125,200.4
240	Special Revenue Funds	Youth Services Diversion Prog	Police	\$41,964	1,000	5,200	37,764.34
255	Special Revenue Funds	Measure F 1% TOT Aff Hsg	City Manager	\$7,598,417	2,764,337	4,004,433	6,358,320.72
257	Special Revenue Funds	Encampment Resolution Grant	City Manager	\$10,146,285	108,750	8,050,622	2,204,413.47
260	Special Revenue Funds	CDBG	City Manager	\$4,380,643	2,411,622	1,697,265	5,094,999.95
270	Special Revenue Funds	HOME Program	City Manager	\$9,021,146	24,664	169,968	8,875,842.1
275	Special Revenue Funds	CalHome Program	City Manager	\$252,391	4,905	45,717	211,578.73
285	Special Revenue Funds	Perm Local Housing Allocation	City Manager	-\$638,438	1,068,684	484,939	-54,692.58
290	Special Revenue Funds	Damage Reimbursement	City Manager	\$142,416	103,500	73,611	172,304.52
292	Special Revenue Funds	Police SR	Police	\$0	0	45,447	-45,447
293	Special Revenue Funds	Fire SR	Fire	\$0	10,000	10,000	0
297	Special Revenue Funds	Administration SR	General Services	\$0	161,872	161,872	0
401	Special Revenue Funds	AD Altavina Maint Dist	Parks and Recreation	\$12,922	11,000	5,200	18,721.71
402	Special Revenue Funds	AD Chaudhary Estates	Parks and Recreation	\$2,740	1,400	600	3,540.19
403	Special Revenue Funds	AD Dry Creek Village	Parks and Recreation	\$2,844	0	500	2,344.14
404	Special Revenue Funds	AD Fox Ridge	Parks and Recreation	\$7,867	3,000	1,850	9,017.1
405	Special Revenue Funds	AD Glencar Estates	Parks and Recreation	\$3,395	2,320	900	4,814.72
406	Special Revenue Funds	AD Hill View Park	Parks and Recreation	\$4,819	1,610	400	6,029.22
407	Special Revenue Funds	AD Hyde Park I	Parks and Recreation	\$2,710	2,200	950	3,959.7
408	Special Revenue Funds	AD Lake Park	Public Works	\$2,921,294	195,500	14,060	3,102,733.6

Fund	Fund Type	Fund Name	Department	24/25 Projected Available Fund Balance	24/25 Projected Revenue	24/25 Projected Expenditures	25/26 Projected Available Fund Balance
409	Special Revenue Funds	AD Linda Vista	Parks and Recreation	\$1,035,451	11,440	820	1,046,071.32
410	Special Revenue Funds	AD Mills	Parks and Recreation	\$2,804	1,600	750	3,654.44
411	Special Revenue Funds	AD Napa Valley Corp Park	Parks and Recreation	\$45,754	0	10,500	35,254.17
412	Special Revenue Funds	AD Oak Ridge	Parks and Recreation	\$7,918	3,280	650	10,548.23
413	Special Revenue Funds	AD Orchard Estates	Parks and Recreation	\$3,419	3,000	1,350	5,068.61
414	Special Revenue Funds	AD Oxford Garden	Parks and Recreation	\$458	960	650	768.26
415	Special Revenue Funds	AD Rancho Las Flores	Parks and Recreation	\$5,332	4,080	1,900	7,512.11
416	Special Revenue Funds	AD River Park Maintenance	Public Works	\$3,440,963	432,000	8,960	3,864,003.15
417	Special Revenue Funds	AD Silverado Creek	Parks and Recreation	\$52,526	32,000	12,220	72,305.51
418	Special Revenue Funds	AD Sunrise Meadows	Parks and Recreation	\$1,453	2,400	1,660	2,193.45
419	Special Revenue Funds	AD Tierra Grove	Parks and Recreation	\$12,610	4,500	750	16,359.56
420	Special Revenue Funds	AD Trancas	Parks and Recreation	-\$289	0	1,850	-2,139.31
421	Special Revenue Funds	AD Vineyard Vista	Parks and Recreation	\$676	0	700	-24.34
422	Special Revenue Funds	AD Walnut Grove	Parks and Recreation	\$2,826	550	160	3,216.07
423	Special Revenue Funds	AD Woodside	Parks and Recreation	-\$786	1,600	1,350	-535.9
424	Special Revenue Funds	Storm Drain Fees	Public Works	\$64,004	0	1,080	62,924.17
430	Special Revenue Funds	Tourism Improvement District	Community Development	\$886,631	1,120,459	1,579,349	427,741.05
432	Special Revenue Funds	Business Dist Downtown	Community Development	-\$2,657	257,330	256,840	-2,166.7
434	Special Revenue Funds	Business Dist Oxbow	Community Development	\$6,551	52,830	52,850	6,531.11
436	Special Revenue Funds	Prop & Business Impr District	Community Development	-\$6,539	527,139	525,500	-4,900.14
	Special Revenue Funds			\$71,254,273	28,032,691	39,799,590	59,487,374.45
300	Capital projects funds	City Capital Projects	Public Works	\$81,999,742	30,913,654	103,187,099	9,726,297.3
302	Capital projects funds	Streets and Sidewalks Fund	Public Works	\$2,924,619	6,800,000	6,092,630	3,631,989.18
	Capital projects funds			\$84,924,361	37,713,654	109,279,729	13,358,286.48
510	Prioprietary Enterprise Funds	Solid Waste & Recycling - OPS	Utilities	\$9,048,925	48,438,704	47,083,850	10,403,779.11
511	Prioprietary Enterprise Funds	Solid Waste & Recycling - CIP	Utilities	\$537,952	1,500,000	1,490	2,036,461.63
519	Prioprietary Enterprise Funds	Solid Waste & Recycling - NR	Utilities	-\$895,383	750,000	630,080	-775,462.52
530	Prioprietary Enterprise Funds	Water Utility - Operating	Utilities	\$1,979,315	45,725,705	41,897,787	5,807,232.75
531	Prioprietary Enterprise Funds	Water Utility - CIP	Utilities	\$32,392,137	1,978,782	6,736,740	27,634,179.13

Fund	Fund Type	Fund Name	Department	24/25 Projected Available Fund Balance	24/25 Projected Revenue	24/25 Projected Expenditures	25/26 Projected Available Fund Balance
539	Proprietary Enterprise Funds	Water Utility - NR	Utilities	-\$189,025	0	81,320	-270,345.31
	Proprietary Enterprise Funds			\$42,873,921	98,393,191	96,431,267	44,835,844.79
610	Proprietary Internal Service Funds	Fleet	Public Works	\$16,196,239	5,142,758	10,724,034	10,614,962.71
611	Proprietary Internal Service Funds	Fleet Fire Apparatus	Public Works	\$4,432,610	927,763	2,293,612	3,066,760.63
630	Proprietary Internal Service Funds	Information Technology	City Manager	\$2,508,693	593,730	1,550	3,100,872.67
640	Proprietary Internal Service Funds	General Liability	City Manager	\$3,484,070	9,763,090	7,566,661	5,680,499.37
641	Proprietary Internal Service Funds	Workers Compensation	City Manager	\$4,840,499	6,020,810	1,016,170	9,845,138.86
642	Proprietary Internal Service Funds	Unemployment	Human Resources	\$417,388	59,000	100,000	376,388.31
650	Proprietary Internal Service Funds	Postemployment Benefits	Finance	\$10,595,044	2,605,269	4,095,000	9,105,312.92
660	Proprietary Internal Service Funds	Equipment Replacement	Finance	\$961,239	172,000	76,875	1,056,363.87
	Proprietary Internal Service Funds			\$43,435,781	25,284,420	25,873,902	42,846,299.34
841	Housing Authority of the City of Napa Funds	Laurel Manor	City Manager	\$2,001,735	448,785	450,171	2,000,349.08
842	Housing Authority of the City of Napa Funds	Seminary Street	City Manager	\$803,851	296,556	350,028	750,379.26
843	Housing Authority of the City of Napa Funds	Section 8	City Manager	\$779,281	21,925,204	20,699,905	2,004,579.7
844	Housing Authority of the City of Napa Funds	20% Low/Mod Income	City Manager	\$1,490,593	200,067	300,979	1,389,681.33
846	Housing Authority of the City of Napa Funds	Local Housing	City Manager	\$527,569	357,064	122,275	762,357.97
847	Housing Authority of the City of Napa Funds	Continuum of Care Program	City Manager	-\$5,196	199,240	208,294	-14,250.27
848	Housing Authority of the City of Napa Funds	Housing 5% RDA Supplemental	City Manager	\$105,629	2,000	558	107,070.79
	Housing Authority of the City of Napa Funds			\$5,703,462	23,428,916	22,132,210	7,000,167.86

Fund	25/26 Proposed Revenues	25/26 Proposed Expenditures	26/27 Projected Available Fund Balance	26/27 Proposed Revenues	26/27 Proposed Expenditures	26/27 Projected Ending Fund Balance
100	141,067,921	140,941,424	8,615,711.75	145,380,768	145,079,740	8,916,739.75
101	5,767,124	7,670,802	3,381,145.89	2,776,004	4,175,118	1,982,031.89
102	22,373,130	22,250,786	262,344	23,046,816	23,133,331	175,829
110	0	0	38,417	0	0	38,417
	169,208,175	170,863,012	12,297,618.64	171,203,588	172,388,189	11,113,017.64
201	2,163,239	3,152,472	21,310.19	2,206,505	2,055,141	172,674.19
202	2,118,339	2,321,030	-21,565.5	2,126,339	2,171,791	-67,017.5
203	160,000	61,708	513,745.76	160,000	61,776	611,969.76
204	2,022,000	1,127,238	1,155,655.08	2,010,500	1,132,061	2,034,094.08
205	0	2,814,917	-511,783.79	0	4,500	-516,283.79
206	10,000,000	9,000,000	1,000,000	10,000,000	9,900,000	1,100,000
207	45,000	28,000	-1,410,880.69	47,000	29,000	-1,392,880.69

Fund	25/26 Proposed Revenues	25/26 Proposed Expenditures	26/27 Projected Available Fund Balance	26/27 Proposed Revenues	26/27 Proposed Expenditures	26/27 Projected Ending Fund Balance
208	426,890	36,647	876,971.39	560,498	37,055	1,400,414.39
210	19,500	1,000	1,646,755.6	19,500	1,000	1,665,255.6
211	82,500	50,100	-3,018,460.24	83,000	50,100	-2,985,560.24
212	1,356,000	551,397	5,320,984.4	1,356,000	569,731	6,107,253.4
213	50	10	4,129.31	50	10	4,169.31
214	11,500	1,620	26,238.24	11,500	1,620	36,118.24
215	0	500	1,636.14	0	500	1,136.14
216	0	10	1,569.48	0	10	1,559.48
217	24,500	2,500	-422,548.45	24,500	2,500	-400,548.45
218	100	50	2,885.46	100	50	2,935.46
219	500	500	49,579.37	500	500	49,579.37
220	608,630	1,215,500	11,931,178.75	608,630	15,500	12,524,308.75
221	31,210	2,000	3,373,515.04	31,210	2,000	3,402,725.04
222	2,000	500	276,969.73	2,000	500	278,469.73
223	225,500	-599,500	-108,501.19	225,500	500	116,498.81
224	120,000	3,500	2,057,557.58	120,000	3,500	2,174,057.58
225	200,000	1,000	2,326,858.78	200,000	1,000	2,525,858.78
230	70,800	185,826	462,513.41	70,800	11,139	522,174.41
232	23,000	500	402,541.1	23,000	500	425,041.1
234	500	0	243,152.89	500	0	243,652.89
236	1,024,121	1,151,330	1,225,060.76	1,054,342	1,121,610	1,157,792.76
238	25,620	22,500	128,320.4	25,820	22,500	131,640.4
240	1,000	5,200	33,564.34	1,000	5,200	29,364.34
255	2,556,500	172,824	8,741,996.72	2,605,500	178,751	11,168,745.72
257	0	0	2,204,413.47	0	0	2,204,413.47
260	776,024	707,462	5,163,561.95	776,024	713,776	5,225,809.95
270	303,500	806,558	8,372,784.1	303,500	806,820	7,869,464.1
275	10,500	68,520	153,558.73	10,500	68,708	95,350.73
285	380,000	374,859	-49,551.58	380,000	376,807	-46,358.58
290	103,000	400	274,904.52	103,000	400	377,504.52
292	0	1,910	-47,357	0	1,930	-49,287
293	0	0	0	0	0	0
297	0	0	0	0	0	0
401	11,000	9,150	20,571.71	11,000	9,150	22,421.71
402	1,400	1,400	3,540.19	1,400	1,850	3,090.19
403	2,280	2,200	2,424.14	2,280	2,200	2,504.14
404	3,000	2,850	9,167.1	3,000	2,850	9,317.1
405	2,320	2,300	4,834.72	2,320	2,300	4,854.72
406	1,610	1,600	6,039.22	1,610	1,600	6,049.22
407	2,200	2,150	4,009.7	2,200	2,150	4,059.7
408	220,000	14,381	3,308,352.6	220,000	14,465	3,513,887.6
409	11,440	824	1,056,687.32	11,440	825	1,067,302.32
410	1,600	1,600	3,654.44	1,600	1,600	3,654.44
411	13,500	10,500	38,254.17	13,500	10,500	41,254.17
412	3,280	3,250	10,578.23	3,280	3,250	10,608.23
413	3,000	2,950	5,118.61	3,000	2,950	5,168.61
414	960	950	778.26	960	950	788.26
415	4,080	4,000	7,592.11	4,080	4,000	7,672.11
416	447,000	130,483	4,180,520.15	447,000	10,822	4,616,698.15
417	32,000	22,528	81,777.51	32,000	22,581	91,196.51
418	2,400	2,360	2,233.45	2,400	2,360	2,273.45
419	4,500	1,150	19,709.56	4,500	1,150	23,059.56
420	1,700	1,850	-2,289.31	1,700	1,850	-2,439.31
421	2,080	2,000	55.66	2,080	2,000	135.66
422	550	510	3,256.07	550	510	3,296.07
423	1,600	1,350	-285.9	1,600	1,350	-35.9
424	0	851	62,073.17	0	865	61,208.17

Fund	25/26 Proposed Revenues	25/26 Proposed Expenditures	26/27 Projected Available Fund Balance	26/27 Proposed Revenues	26/27 Proposed Expenditures	26/27 Projected Ending Fund Balance
430	1,242,200	1,436,946	232,995.05	1,266,200	1,288,622	210,573.05
432	264,635	264,545	-2,076.7	272,340	272,250	-1,986.7
434	54,415	54,436	6,510.11	56,000	56,021	6,489.11
436	691,061	690,500	-4,339.14	551,082	550,500	-3,757.14
	27,917,834	25,940,202	61,465,006.45	28,066,440	21,620,007	67,911,439.45
300	30,572,759	33,692,927	6,606,129.3	26,672,158	27,200,000	6,078,287.3
302	9,317,000	9,718,159	3,230,830.18	9,587,000	9,988,833	2,828,997.18
	39,889,759	43,411,086	9,836,959.48	36,259,158	37,188,833	8,907,284.48
510	47,376,900	52,579,587	5,201,092.11	47,528,400	55,143,975	-2,414,482.89
511	3,000,000	3,003,246	2,033,215.63	4,000,000	1,203,376	4,829,839.63
519	500,000	513,328	-788,790.52	400,000	413,862	-802,652.52
530	47,909,850	47,859,919	5,857,163.75	50,588,350	50,528,298	5,917,215.75
531	7,800,000	8,664,440	26,769,739.13	9,300,000	5,405,373	30,664,366.13
539	0	570,917	-841,262.31	0	401,354	-1,242,616.31
	106,586,750	113,191,437	38,231,157.79	111,816,750	113,096,238	36,951,669.79
610	5,013,063	4,599,205	11,028,820.71	4,990,034	5,776,739	10,242,115.71
611	889,788	2,278,200	1,678,348.63	890,184	453,200	2,115,332.63
630	486,200	351,900	3,235,172.67	486,200	351,900	3,369,472.67
640	10,665,888	10,334,931	6,011,456.37	12,496,976	11,633,428	6,875,004.37
641	6,174,353	6,639,844	9,379,647.86	6,706,798	7,193,163	8,893,282.86
642	53,000	100,000	329,388.31	53,000	100,000	282,388.31
650	1,599,184	1,146,184	9,558,312.92	1,616,538	1,163,538	10,011,312.92
660	165,000	700	1,220,663.87	165,000	700	1,384,963.87
	25,046,476	25,450,964	42,441,811.34	27,404,730	26,672,668	43,173,873.34
841	444,910	759,027	1,686,232.08	444,910	777,450	1,353,692.08
842	244,500	392,931	601,948.26	244,500	298,530	547,918.26
843	22,304,519	22,470,775	1,838,323.7	22,680,744	22,856,725	1,662,342.7
844	175,500	406,923	1,158,258.33	175,500	416,078	917,680.33
846	367,400	537,683	592,074.97	382,121	545,267	428,928.97
847	180,684	181,008	-14,574.27	186,106	186,460	-14,928.27
848	2,000	1,038	108,032.79	2,000	1,062	108,970.79
	23,719,513	24,749,385	5,970,295.86	24,115,881	25,081,572	5,004,604.86



General Fund

FY 2025/26 and 2026/27

General Fund Revenue Comparison

General Fund Revenues and Year-to-Year Comparison

\$163.4 million in total revenues projected for FY 2025/26
\$168.4 million in total revenues projected for FY 2026/27

General Fund Revenues, which are inclusive of a new 1% Measure G local transactions and use tax, for FY 2025/26 are projected to be \$163.4 million (including one-time revenues), representing a 18.1% increase compared to FY 2024/25 budgeted revenues of \$138.4 million. Revenues for FY 2026/27 are expected to increase another 3.1%.

Property Tax revenue growth is beginning to slow with home sales in the county trending lower. The 2024-25 Assessment Roll for the City of Napa showed a year-over-year increase of 3.7% in base revenue from property tax in FY 2025/26 and FY 2026/27 based on market activity. With the inclusion of \$4.3 million in Excess ERAF reimbursement expected from the County in each fiscal year, growth is shown in FY 2025/26 at 5.7%. This funding is typically used in the Non-Recurring General Fund to cover large dollar projects, but with expenditure growth outpacing revenue growth, it is needed to balance the General Fund.

Base General Fund Sales Tax growth is anticipated moving forward with an increase of 1.8% in FY 2025/26 and an increase of 2.9% in FY 2026/27. With two full years of Measure G revenue generation, General Fund Sales Tax growth has become drastically different in FY 2025/26 increasing to 62.1%. In FY 2026/27, overall Sale Tax growth is 2.9%.

The City of Napa is highly dependent on tourism to generate revenue to the General Fund. The local industry has worked to adjust after a FY 2022/23 post pandemic peak with FY 2023/24 declining and the FY 2024/25 projected at flat with FY 2023/24. The FY 2025/26 budget increases by 0.9% over the FY 2024/25 budget. Additional increases of 2.0% are expected in FY 2026/27.

Non-Operating Revenues for FY 2025/26 and FY 2026/27 include \$4.3 million of Excess ERAF, budgeted in the General Fund in order to balance the fund.

Revenue History



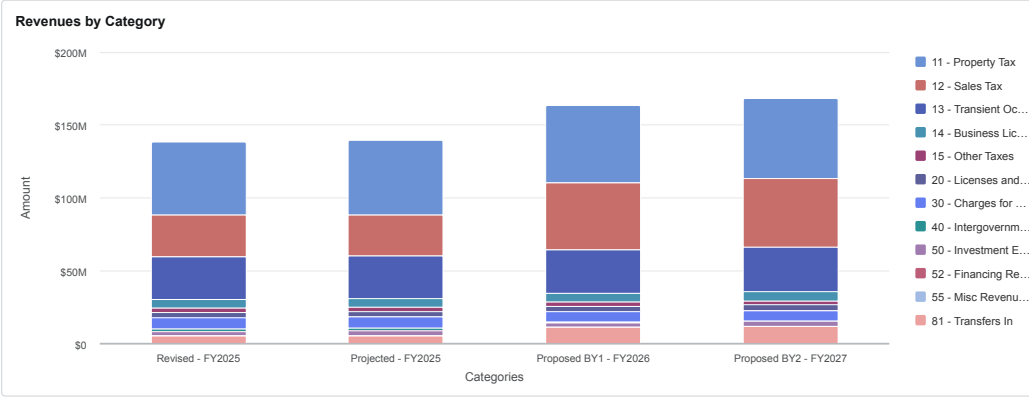
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Revenues

Account Category	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Amount							
Property Tax	\$32,132,850	\$34,973,716	\$36,346,753	\$41,821,754	\$43,633,274	\$42,986,800	\$45,869,920
Licenses and Permits	\$2,594,379	\$2,330,199	\$2,624,306	\$2,492,367	\$3,020,127	\$2,491,000	\$2,355,580
Interest and Miscellaneous Revenue	\$161,944	\$2,247,637	\$1,837,907	\$154,209	\$269,189	\$198,000	\$240,000
Other Taxes and Business Licenses	\$6,405,607	\$6,435,441	\$6,377,701	\$2,708,329	\$2,793,606	\$2,701,000	\$2,758,000
Charges for Services	\$6,205,131	\$5,935,660	\$8,297,285	\$4,854,699	\$6,154,899	\$6,196,200	\$6,042,510
Sales Tax	\$17,941,254	\$19,387,409	\$16,955,821	\$18,811,806	\$21,746,665	\$22,211,000	\$22,558,100
Intergovernmental	\$1,195,723	\$654,032	\$387,744	\$2,130,563	\$1,617,100	\$954,589	\$354,500
Transfers In	\$7,311,643	\$3,922,480	\$7,943,701	\$4,661,900	\$3,011,200	\$3,120,200	\$4,900,540
Transient Occupancy Tax	\$20,085,068	\$22,656,733	\$16,749,924	\$11,717,480	\$28,733,810	\$31,026,000	\$32,779,000
AMOUNT	\$94,033,600	\$98,543,307	\$97,521,143	\$89,353,109	\$110,979,870	\$111,884,789	\$117,858,150

Account Category	FY2025	FY2026	FY2027
Amount			
Property Tax	\$50,234,440	\$53,083,632	\$55,024,668
Licenses and Permits	\$3,840,820	\$3,492,338	\$3,622,229
Interest and Miscellaneous Revenue	\$3,105,958	\$3,376,500	\$3,394,000
Other Taxes and Business Licenses	\$8,673,600	\$8,930,525	\$9,185,046
Charges for Services	\$7,706,731	\$7,414,511	\$7,411,617
Sales Tax	\$28,424,820	\$46,079,297	\$47,435,320
Intergovernmental	\$1,856,629	\$264,269	\$265,853
Transfers In	\$5,094,560	\$11,068,099	\$11,763,333
Transient Occupancy Tax	\$29,453,000	\$29,731,880	\$30,325,518
AMOUNT	\$138,390,558	\$163,441,051	\$168,427,584

Revenue by Category

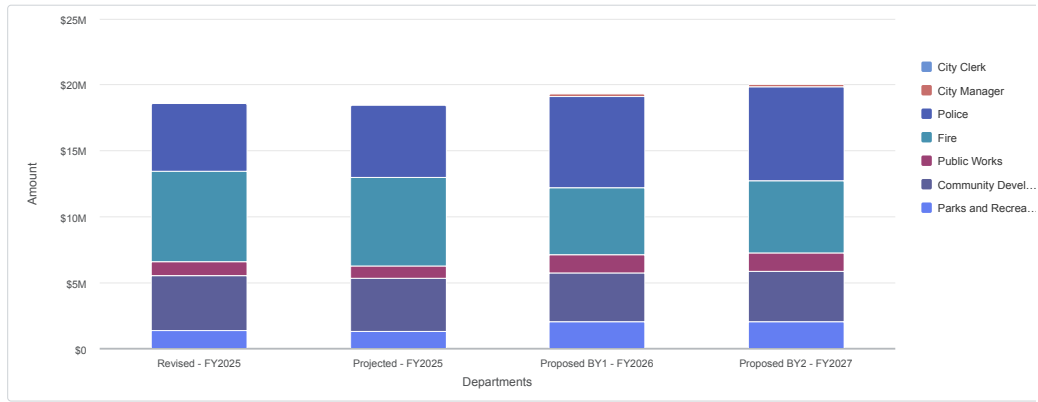


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	REVISED	PROJECTED	PROPOSED BY1	PROPOSED BY2			
	FY2025	FY2025	FY2026	\$ Change BY1	% Change BY1	FY2027	\$ Change BY2
Categories							
11 - Property Tax	\$50,234,440	\$50,857,541	\$53,083,632	\$2,849,192	6%	\$55,024,668	\$1,941,036
12 - Sales Tax	\$28,424,820	\$28,402,410	\$46,079,297	\$17,654,477	62%	\$47,435,320	\$1,356,023
13 - Transient Occup Tax	\$29,453,000	\$29,327,043	\$29,731,880	\$278,880	1%	\$30,325,518	\$593,638
14 - Business License Tax	\$5,981,600	\$5,994,600	\$6,188,965	\$207,365	3%	\$6,392,936	\$203,971
15 - Other Taxes	\$2,692,000	\$2,692,000	\$2,741,560	\$49,560	2%	\$2,792,110	\$50,550
20 - Licenses and Permit	\$3,840,820	\$3,838,520	\$3,492,338	-\$348,482	-9%	\$3,622,229	\$129,891
30 - Charges for Service	\$7,706,731	\$7,558,330	\$7,414,511	-\$292,220	-4%	\$7,411,617	-\$2,894
40 - Intergovernmental	\$1,856,629	\$1,708,551	\$264,269	-\$1,592,360	-86%	\$265,853	\$1,584
50 - Investment Earnings	\$2,800,000	\$3,590,000	\$3,112,500	\$312,500	11%	\$3,125,000	\$12,500
52 - Financing Revenues	\$41,000	\$41,000	\$41,000	\$0	0%	\$41,000	\$0
55 - Misc Revenues	\$264,958	\$225,199	\$223,000	-\$41,958	-16%	\$228,000	\$5,000
81 - Transfers In	\$5,094,560	\$5,094,560	\$11,068,099	\$5,973,539	117%	\$11,763,333	\$695,234
CATEGORIES TOTAL	\$138,390,557	\$139,329,754	\$163,441,051	\$25,050,494	18%	\$168,427,584	\$4,986,533

	% Change BY2
Categories	
11 - Property Tax	4%
12 - Sales Tax	3%
13 - Transient Occup Tax	2%
14 - Business License Tax	3%
15 - Other Taxes	2%
20 - Licenses and Permit	4%
30 - Charges for Service	0%
40 - Intergovernmental	1%
50 - Investment Earnings	0%
52 - Financing Revenues	0%
55 - Misc Revenues	2%
81 - Transfers In	6%
CATEGORIES TOTAL	3%

Operating Revenue by Department



Data Updated: May 28, 2025, 12:35 PM

	REVISED	PROJECTED	PROPOSED BY1			PROPOSED BY2	
	FY2025	FY2025	FY2026	\$ Change BY1	% Change BY1	FY2027	\$ Change BY2
Departments							
City Clerk	\$1,050	\$60	\$750	-\$300	-29%	\$750	\$0
City Manager	–	\$0	\$193,850	\$193,850	–	\$194,802	\$952
Police	\$5,086,910	\$5,435,290	\$6,931,173	\$1,844,263	36%	\$7,113,037	\$181,864
Fire	\$6,887,469	\$6,728,300	\$5,058,391	-\$1,829,078	-27%	\$5,478,473	\$420,082
Public Works	\$1,083,600	\$963,160	\$1,366,850	\$283,250	26%	\$1,366,850	\$0
Community Development	\$4,153,511	\$3,974,150	\$3,718,886	-\$434,625	-10%	\$3,867,517	\$148,631
Parks and Recreation Services	\$1,347,808	\$1,322,950	\$2,014,519	\$666,711	49%	\$2,007,603	-\$6,916
DEPARTMENTS TOTAL	\$18,560,347	\$18,423,910	\$19,284,419	\$724,072	4%	\$20,029,032	\$744,613
*General Government	\$119,830,210	\$120,905,844	\$144,156,632	\$24,326,422	20%	\$148,398,552	\$4,241,920
Total Revenues	\$138,390,557	\$139,329,754	\$163,441,051	\$25,050,494	18%	\$168,427,584	\$4,986,533

	% Change BY2
Departments	
City Clerk	0%
City Manager	0%
Police	3%
Fire	8%
Public Works	0%
Community Development	4%
Parks and Recreation Services	0%
DEPARTMENTS TOTAL	4%
*General Government	3%
Total Revenues	3%

Operating Expenditure Comparison

General Fund Operating Expenditures and Year-to-Year Comparison

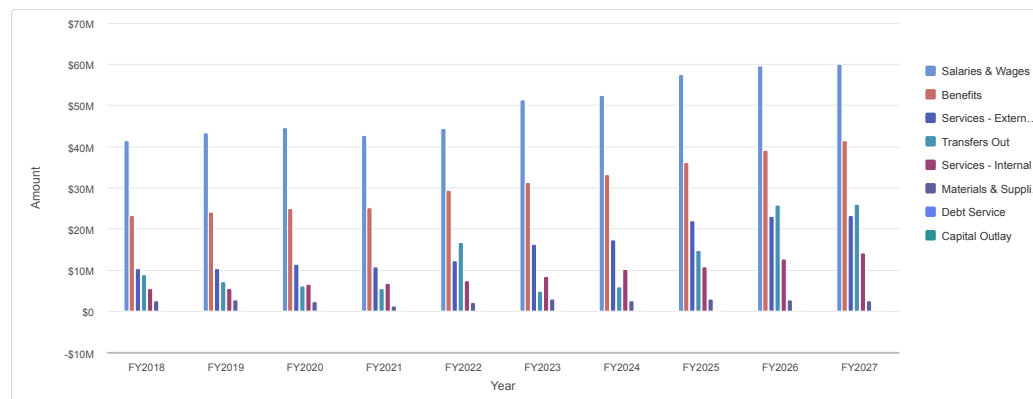
\$163.2 million in expenditures projected for Fiscal Year 2025/26

\$168.2 million in expenditures projected for Fiscal Year 2026/27

The total General Fund Operating Budget of \$163.2 (including transfers to reserves) for FY 2025/26, which is inclusive of Measure G related expenditures (transfers out), represents a 12.9% increase in expenditures (\$18.6 million) compared to FY 2024/25 budgeted expenditures. The FY 2026/27 increases by 3.1% (\$5.0 million) as compared to FY 2026/27.

- Salaries & Wages, which make up the largest single component of General Fund expenditures, are projected to increase by 3.7% in FY 2025/26 due to approved MOU adjustments, merit increases, and adding new positions. An additional 1.0% increase in FY 2026/27 is projected.
- The cost of Employee Benefits is projected to increase by 8.4% in FY 2025/26 and 6.0% in FY 2026/27 due to anticipated increases in healthcare, pension and other benefit costs, as well as the increased number of full and part-time employees.
- Expenditures for Services - External are projected to increase by 4.9% in FY 2025/26 and 1.0% in FY 2026/27, due to increasing contract costs and other City needs.
- Expenditures for Services - Internal are projected to increase by 16.1% in FY 2025/26 and 12.4% in FY 2026/27. These increases are primarily driven by increases in the City's self-funded insurance costs.
- Expenditures for Materials and Supplies are projected to decrease by -10.2% in FY 2025/26 and then by -1.2% in FY 2026/27. The FY 2024/25 adjusted budget includes \$6.8 million of budget carried forward from FY 2023/24, which makes the budget appear to decrease in FY 2025/26.

Expenditure History



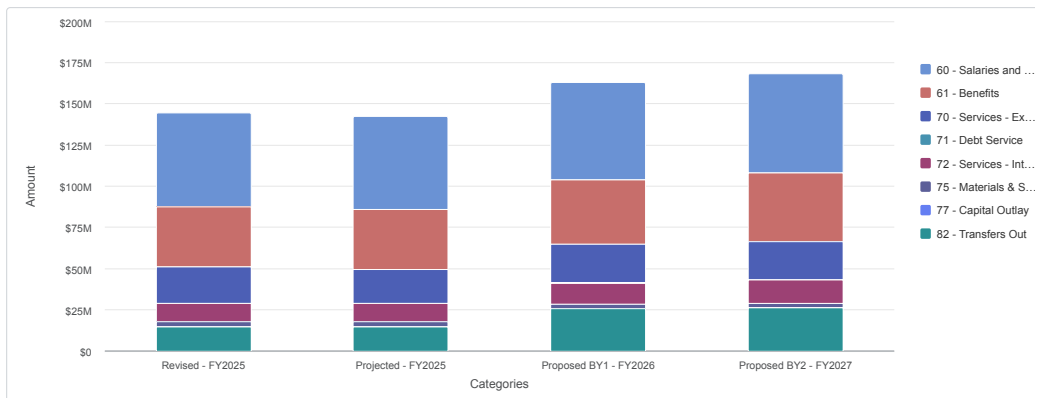
Expenses

Account Category	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Amount							
Services - External	\$10,410,649	\$10,495,780	\$11,523,457	\$10,830,590	\$12,230,826	\$16,322,446	\$17,357,770
Debt Service	\$128,499	\$128,499	\$128,499	\$128,499	\$128,499	\$128,510	\$128,560
Capital Outlay	\$67,520	\$116,845	\$119,912	\$108,566	-\$4,613	\$52,700	\$50,500
Services - Internal	\$5,664,978	\$5,629,273	\$6,595,328	\$6,799,559	\$7,533,593	\$8,615,470	\$10,154,920
Transfers Out	\$8,992,442	\$7,191,338	\$6,279,956	\$5,627,816	\$16,706,664	\$5,032,763	\$6,007,130
Salaries & Wages	\$41,448,309	\$43,372,307	\$44,607,468	\$42,684,840	\$44,365,852	\$51,364,942	\$52,479,840
Materials & Supplies	\$2,717,438	\$2,790,651	\$2,464,476	\$1,274,184	\$2,202,330	\$3,101,933	\$2,629,980
Benefits	\$23,201,512	\$24,044,937	\$24,926,078	\$25,094,277	\$29,343,497	\$31,311,980	\$33,322,140

Account Category	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
AMOUNT	\$92,631,347	\$93,769,630	\$96,645,174	\$92,548,331	\$112,506,648	\$115,930,744	\$122,130,840

Account Category	FY2025	FY2026	FY2027
Amount			
Services - External	\$22,031,849	\$23,120,333	\$23,361,050
Debt Service	\$219,185	\$128,560	\$128,560
Capital Outlay	\$5,500	\$50,500	\$50,500
Services - Internal	\$10,925,010	\$12,686,885	\$14,263,011
Transfers Out	\$14,842,153	\$25,810,732	\$26,102,710
Salaries & Wages	\$57,415,926	\$59,511,700	\$60,126,418
Materials & Supplies	\$3,040,028	\$2,730,465	\$2,696,665
Benefits	\$36,120,729	\$39,153,035	\$41,484,157
AMOUNT	\$144,600,380	\$163,192,210	\$168,213,071

Expenditures by Category



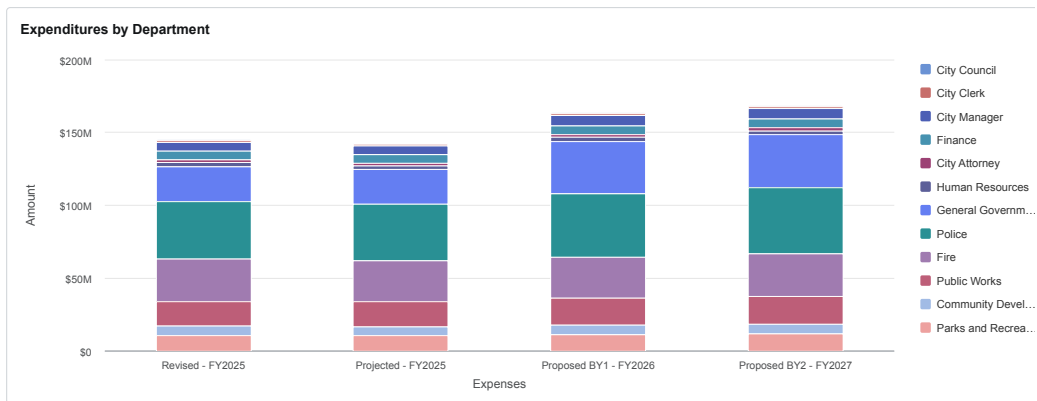
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	REVISED	PROJECTED	PROPOSED BY1	PROPOSED BY2			
	FY2025	FY2025	FY2026	\$ Change BY1	% Change BY1	FY2027	\$ Change BY2
Categories							
60 - Salaries and Wages	\$57,415,926	\$56,315,952	\$59,511,700	\$2,095,774	4%	\$60,126,418	\$614,718
61 - Benefits	\$36,129,159	\$36,549,344	\$39,153,035	\$3,023,876	8%	\$41,484,157	\$2,331,122
70 - Services - External	\$22,065,528	\$20,423,356	\$23,120,333	\$1,054,805	5%	\$23,361,050	\$240,717
71 - Debt Service	\$219,185	\$219,185	\$128,560	-\$90,625	-41%	\$128,560	\$0
72 - Services - Internal	\$10,925,010	\$10,913,719	\$12,686,885	\$1,761,875	16%	\$14,263,011	\$1,576,126
75 - Materials & Supplies	\$3,095,028	\$3,005,688	\$2,730,465	-\$364,563	-12%	\$2,696,665	-\$33,800
77 - Capital Outlay	\$5,500	\$40,500	\$50,500	\$45,000	818%	\$50,500	\$0
82 - Transfers Out	\$14,842,153	\$14,842,152	\$25,810,732	\$10,968,579	74%	\$26,102,710	\$291,978
CATEGORIES TOTAL	\$144,697,488	\$142,309,896	\$163,192,210	\$18,494,722	13%	\$168,213,071	\$5,020,861

	% Change BY2
Categories	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	1%

	% Change BY2
71 - Debt Service	0%
72 - Services - Internal	12%
75 - Materials & Supplies	-1%
77 - Capital Outlay	0%
82 - Transfers Out	1%
CATEGORIES TOTAL	3%

Operating Expenditures by Department

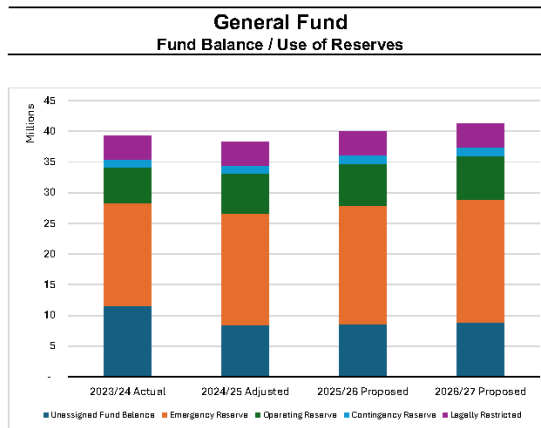


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	REVISED	PROJECTED	PROPOSED	PROPOSED			
	FY2025	FY2025	FY2026	\$ Change	% Change	FY2027	\$ Change
Expenses				BY1	BY1		BY2
City Council	\$346,231	\$325,355	\$371,817	\$25,586	7%	\$383,273	\$11,456
City Clerk	\$1,405,492	\$1,370,162	\$1,450,772	\$45,280	3%	\$1,487,727	\$36,955
City Manager	\$5,958,318	\$5,864,116	\$6,927,024	\$968,706	16%	\$7,038,446	\$111,422
Finance	\$5,761,771	\$5,923,137	\$6,087,588	\$325,817	6%	\$6,244,028	\$156,440
City Attorney	\$2,054,371	\$1,836,318	\$1,861,750	-\$192,621	-9%	\$1,919,930	\$58,180
Human Resources	\$2,676,913	\$2,647,971	\$2,600,403	-\$76,510	-3%	\$2,657,480	\$57,077
General Government (Non-Dept)	\$24,160,152	\$23,575,926	\$36,021,558	\$11,861,406	49%	\$36,645,178	\$623,620
Police	\$39,369,294	\$38,537,295	\$43,378,680	\$4,009,386	10%	\$45,185,032	\$1,806,352
Fire	\$29,057,489	\$28,328,619	\$28,489,232	-\$568,257	-2%	\$29,302,431	\$813,199
Public Works	\$16,910,705	\$17,416,216	\$18,079,800	\$1,169,095	7%	\$18,900,779	\$820,979
Community Development	\$6,239,134	\$6,128,766	\$6,591,257	\$352,123	6%	\$6,821,676	\$230,419
Parks and Recreation Services	\$10,757,619	\$10,356,015	\$11,332,329	\$574,710	5%	\$11,627,091	\$294,762
EXPENSES TOTAL	\$144,697,488	\$142,309,896	\$163,192,210	\$18,494,722	13%	\$168,213,071	\$5,020,861

	% Change BY2
Expenses	
City Council	3%
City Clerk	3%
City Manager	2%

	% Change BY2
Finance	3%
City Attorney	3%
Human Resources	2%
General Government (Non-Dept)	2%
Police	4%
Fire	3%
Public Works	5%
Community Development	4%
Parks and Recreation Services	3%
EXPENSES TOTAL	3%



	2023/24 Actual	24/25 Adjusted	2025/26 Proposed	2026/27 Proposed
Unassigned Fund Balance	11.61	8.49	8.62	8.92
Emergency Reserve	16.63	18.12	19.23	19.90
Operating Reserve	5.94	6.47	6.87	7.11
Contingency Reserve	1.19	1.29	1.37	1.42
Legally Restricted	3.87	3.87	3.87	3.87

The judicious set aside and use of reserve funds is vitally important for consistency in providing local government services. It is anticipated that the fiscal policy funding levels for the operating, emergency and contingency reserves will continue to be funded in this budget cycle. The large unassigned fund balance in FY 2023/24 was partially reallocated in FY 2024/25 through the Mid-Year Budget process for one-time needs and to cover General Fund carryforward requests for encumbered contracts and purchase orders.



Measure G

FY 2025/26 and 2026/27

With strong voter support, Measure G establishes a new local sales tax that will generate an estimated \$22-23 million annually to fund essential services and infrastructure improvements.

Measure G will provide the resources necessary to enhance road maintenance, repair sidewalks, revitalize parks, and support public safety and other critical services. The City Council identified these priorities when placing the measure on the ballot, ensuring the tax revenue directly addresses the needs of Napa's residents.



Measure G Funding Principles

1. **Ensure financial stability** – Core City services remain the foundation, and the City will be strategic about how to address needs without overcommitting our limited resources.
2. **Engage the public & ensure transparency** – Continual engagement of the public on their most important priorities and maintaining public trust is essential.
3. **Address community priorities** – Focusing on meeting critical needs such as infrastructure, parks and recreation, and public safety.
4. **Leverage funding for maximum impact** – Ensuring that every dollar benefits the Napa community as effectively as possible.

Fund Summary

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
12 - Sales Tax	–	–	\$5,140,000	\$5,140,000	\$22,373,130	335%	\$23,046,816
REVENUES TOTAL	–	–	\$5,140,000	\$5,140,000	\$22,373,130	335%	\$23,046,816
Expenses							
82 - Transfers Out	–	–	\$5,000,000	\$5,000,000	\$22,250,786	345%	\$23,133,331
EXPENSES TOTAL	–	–	\$5,000,000	\$5,000,000	\$22,250,786	345%	\$23,133,331
Net Contribution / (Use)	\$0	\$0	\$140,000	\$140,000	\$122,344	–	(\$86,515)
Source of Funds							
Measure G	–	–	\$5,000,000	\$5,000,000	\$22,250,786	345%	\$23,133,331
SOURCE OF FUNDS TOTAL	–	–	\$5,000,000	\$5,000,000	\$22,250,786	345%	\$23,133,331

	FY27 % Change
Revenues	
12 - Sales Tax	3%
REVENUES TOTAL	3%
Expenses	
82 - Transfers Out	4%
EXPENSES TOTAL	4%
Net Contribution / (Use)	–
Source of Funds	
Measure G	4%
SOURCE OF FUNDS TOTAL	4%



Non-Recurring General Fund

FY 2025/26 and 2026/27

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

Examples of one-time revenues are reimbursements and or other non-restricted one-time revenues. Examples of one-time expenditures are projects, studies, and/or temporary staffing.

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

Fund Summary

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$3,093,619	\$1,605,956	\$750,000	\$750,000	\$250,000	(67%)	\$250,000
12 - Sales Tax	\$15,410	—	—	\$30,644	\$0	—	\$0
20 - Licenses and Permit	\$85,315	\$108,599	\$400,000	\$80,000	\$400,000	0%	\$400,000
30 - Charges for Service	\$932,682	\$1,165,910	\$1,411,235	\$1,812,694	\$917,124	(35%)	\$926,004
40 - Intergovernmental	\$1,734,559	\$3,581,997	\$4,394,244	\$3,751,884	\$100,000	(98%)	\$100,000
50 - Investment Earnings	(\$225,324)	\$377,395	—	\$330,000	\$0	—	\$0
52 - Financing Revenues	\$51,335	—	—	—	—	—	—
55 - Misc Revenues	\$364,550	\$270,000	\$295,500	\$295,500	\$0	(100%)	\$0
81 - Transfers In	\$89,698	\$342,714	\$500,000	\$500,000	\$4,100,000	720%	\$1,100,000
REVENUES TOTAL	\$6,141,844	\$7,452,570	\$7,750,979	\$7,550,722	\$5,767,124	(26%)	\$2,776,004
Expenses							
60 - Salaries and Wages	\$423,496	\$603,053	\$229,925	\$178,888	\$1,083,145	371%	\$1,097,344
61 - Benefits	\$131,244	\$147,726	—	\$44,307	\$315,296	—	\$335,445
70 - Services - External	\$2,718,019	\$3,684,657	\$9,656,710	\$8,226,560	\$5,887,361	(39%)	\$2,667,329
71 - Debt Service	\$154,464	—	—	—	—	—	—
72 - Services - Internal	\$0	\$2,730	\$2,770	\$2,770	\$0	(100%)	\$0
75 - Materials & Supplies	\$155,793	\$198,657	\$1,018,070	\$520,552	\$75,000	(93%)	\$75,000
77 - Capital Outlay	\$1,790,868	\$94,732	\$681,889	\$681,889	\$310,000	(55%)	\$0
82 - Transfers Out	\$699,854	\$543,000	\$45,000	\$45,000	\$0	(100%)	\$0
EXPENSES TOTAL	\$6,073,738	\$5,274,554	\$11,634,365	\$9,699,966	\$7,670,802	(34%)	\$4,175,118
Net Contribution / (Use)	\$68,106	\$2,178,017	(\$3,883,386)	(\$2,149,244)	(\$1,903,678)	—	(\$1,399,114)
Source of Funds							
General Non-Recurring	\$6,073,738	\$5,274,554	\$11,634,365	\$9,699,966	\$7,670,802	(34%)	\$4,175,118
SOURCE OF FUNDS TOTAL	\$6,073,738	\$5,274,554	\$11,634,365	\$9,699,966	\$7,670,802	(34%)	\$4,175,118

	FY27 % Change
Revenues	
11 - Property Tax	0%
12 - Sales Tax	—

FY27 % Change	
20 - Licenses and Permit	0%
30 - Charges for Service	1%
40 - Intergovernmental	0%
50 - Investment Earnings	—
52 - Financing Revenues	—
55 - Misc Revenues	—
81 - Transfers In	(73%)
REVENUES TOTAL	(52%)
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	(55%)
71 - Debt Service	—
72 - Services - Internal	—
75 - Materials & Supplies	0%
77 - Capital Outlay	(100%)
82 - Transfers Out	—
EXPENSES TOTAL	(46%)
Net Contribution / (Use)	—
Source of Funds	
General Non-Recurring	(46%)
SOURCE OF FUNDS TOTAL	(46%)



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Budget by Department and Division

*Fiscal Years
2025/26 and 2026/27*



Administrative Support

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

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

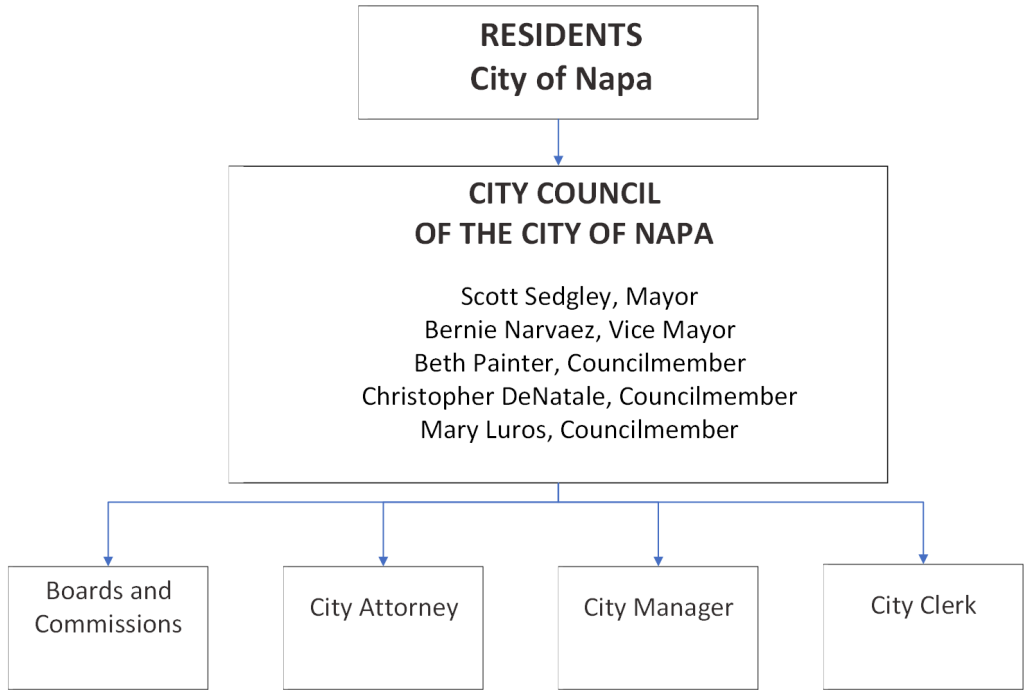
Administrative Support is provided to all Departments and Programs to support the carrying out of policy directives of the City Council and delivering excellent public services to the City of Napa. Due to the nature of the Administrative Support function, specific departmental information (including major accomplishments, key initiatives, program metrics, revenue and expenditure detail, and major changes) will be included on the departmental summary sheets.

Each Administrative Support department summary includes the following:

- Departmental Mission Statement
- Organizational Chart
- Four-Year Staffing Trend
- Departmental Overview (Description of services provided)
- Major Accomplishments in Fiscal Year 2024/25
- Key Initiatives for Fiscal Years 2025/26 and 2026/27
- Program Metrics
- Five-Year Revenue and Expenditure Detail
- Major Budget Changes



City Council



City Council	Actual		Adj	Proposed	
	2022/3	2023/4	2024/5	2025/6	
Mayor	1.00	1.00	1.00	1.00	
Council Members	4.00	4.00	4.00	4.00	
Total Elected Officials	5.00	5.00	5.00	5.00	

Part-Time Salaries / Temp Help	\$0	\$0	\$0	\$0	
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Department Overview:

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

Major Accomplishments in Fiscal Year 2024/25:

- Appointed a new Councilmember to fill a position vacated by a Councilmember who was elected to the Board of Supervisor.
- Directed staff to place Measure G on the ballot and supported the successful campaign, which resulted in a balanced and stable revenue stream.
- In support of the community, effectively navigated the impacts of changes at the State and Federal levels to further stability and growth.
- Provided policy direction that resulted in an 18% decrease in homelessness and continued support for services for individuals in need.
- Continued to address housing needs by approving 185 new housing units, including 59 permitted ADUs, in calendar year 2024.

Council Focus Areas for Fiscal Years 2025/26 and 2026/27:

- **Climate Action** – Continued commitment to sustainability initiatives both internally and throughout our community.
- **Roads & Traffic Safety** – Expanding efforts to focus on street maintenance and repairs, while also prioritizing traffic safety features for all modes of transportation to create comprehensive projects.
- **Economic Resilience** – Working to diversify our local economy, promote partnership and collaboration with the business community, and strengthening the local workforce.
- **Parks & Community Spaces** – Enhancing park maintenance, expansion, and the development of additional community spaces and recreational amenities.
- **Community Engagement** – Increasing opportunities for community involvement through improved engagement efforts, expanded communications on City issues and projects, increased public feedback, and education on issues of community concern.
- **Housing** – Maintaining our strong focus on housing initiatives and support for all levels of housing need.

City Council

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
60 - Salaries and Wages	\$129,863	\$136,301	\$131,820	\$131,820	\$134,821	2%	\$134,821
61 - Benefits	\$118,213	\$128,332	\$130,251	\$130,255	\$148,329	14%	\$157,282
70 - Services - External	\$43,801	\$52,512	\$54,500	\$36,020	\$54,500	0%	\$54,500
72 - Services - Internal	\$5,400	\$21,050	\$23,160	\$23,160	\$27,667	19%	\$30,170
75 - Materials & Supplies	\$5,569	\$3,715	\$6,500	\$4,100	\$6,500	0%	\$6,500
EXPENSES TOTAL	\$302,846	\$341,910	\$346,231	\$325,355	\$371,817	7%	\$383,273

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Net Contribution / (Use)	(\$302,846)	(\$341,910)	(\$346,231)	(\$325,355)	(\$371,817)	–	(\$383,273)
Source of Funds							
General	\$302,846	\$341,910	\$346,231	\$325,355	\$371,817	7%	\$383,273
SOURCE OF FUNDS TOTAL	\$302,846	\$341,910	\$346,231	\$325,355	\$371,817	7%	\$383,273

	FY27 % Change
Expenses	
60 - Salaries and Wages	0%
61 - Benefits	6%
70 - Services - External	0%
72 - Services - Internal	9%
75 - Materials & Supplies	0%
EXPENSES TOTAL	3%
Net Contribution / (Use)	–
Source of Funds	
General	3%
SOURCE OF FUNDS TOTAL	3%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None

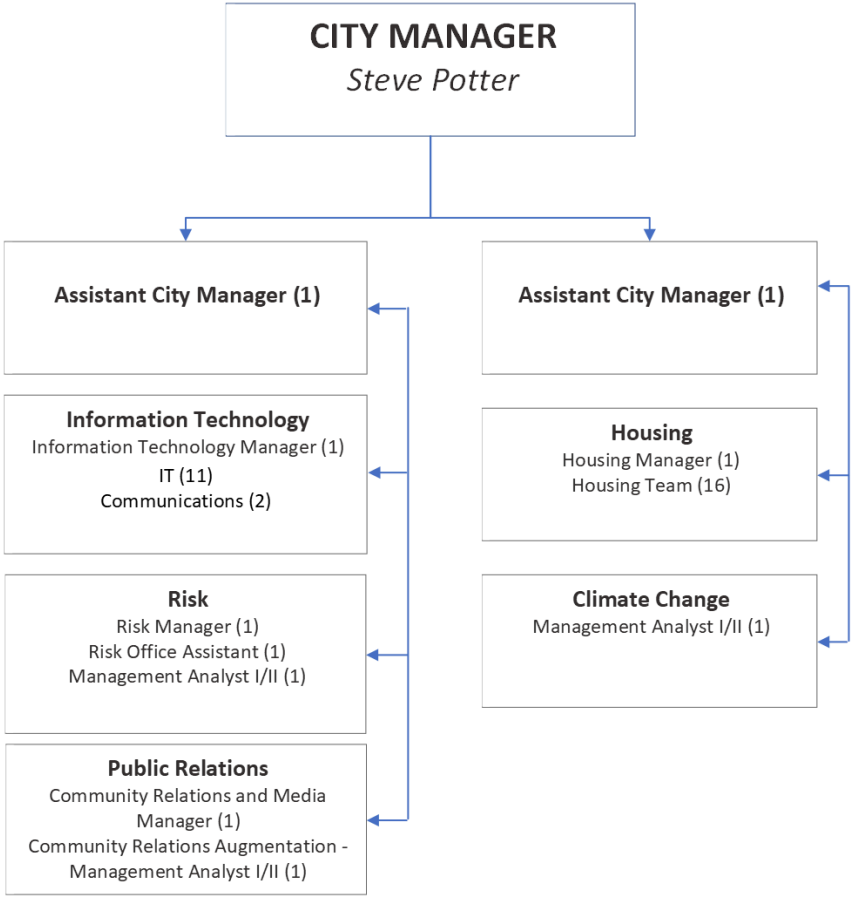


City Manager



Mission Statement:

The City Manager's Office implements policies and priorities of the City Council and ensures that services further the City's mission and reflect our values by providing thoughtful leadership, strategic alignment, and equitable distribution of critical resources to the organization and community.



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	1	2	1	1	0
Full-Time	6	36	36	40	40
AMOUNT	7	38	37	41	40

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$30,526	\$141,424	\$37,000	\$30,000	\$30,000
TOTAL	\$30,526	\$141,424	\$37,000	\$30,000	\$30,000

Department Overview:

The City Manager’s Department provides overall leadership and direction for carrying out the policy directives of the City Council and setting the standards for delivering excellent public services to the residents of Napa. It establishes the goals and objectives for operational performance of all City departments and functions including the City’s fiscal policies and establishment of the City’s annual budget. The Department also leads efforts to modernize the City’s organizational structure and develop work force

strategies to meet current and future organizational challenges and opportunities. The Manager's Department provides strategic guidance to the City Council on intergovernmental affairs that affect the region and carries out negotiations and essential communication on important matters affecting fiscal stability, public safety, and securing fundamental public resources such as water for the City. Included in the Department are the functions related to Community Relations, Climate Action, and Risk Management, as well as the Housing and IT Divisions.

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
City Manager	\$28,273,678	\$14,559,170	\$17,070,696	\$16,387,400	\$21,137,091	24%	\$20,501,576
CM Information Technology	–	\$2,002,696	\$0	\$0	\$0	–	\$0
CM IT Projects	–	\$20,492	\$8,320	\$18,300	\$8,320	0%	\$8,320
CM CDD Technology Reserve	–	\$107,135	\$100,000	\$100,000	\$100,000	0%	\$100,000
CM IT ERP Project	–	\$21,389	\$36,730	\$33,000	\$36,730	0%	\$36,730
CM IT Replacement	–	\$326,434	\$431,190	\$442,430	\$341,150	(21%)	\$341,150
CM Housing	–	\$18,184,079	\$8,849,463	\$8,021,270	\$6,021,494	(32%)	\$6,090,637
CM Section 8 VO Admin	–	\$1,561,142	\$1,848,500	\$1,923,398	\$2,046,395	11%	\$2,132,215
CM Section 8 VO HAP	–	\$16,522,107	\$18,000,000	\$17,816,401	\$18,120,275	1%	\$19,380,913
CM FSS Coordinator Grant	–	\$92,816	\$135,499	\$176,545	\$135,891	0%	\$138,246
CM Mainstream Operating	–	\$99,045	\$81,980	\$103,006	\$78,680	(4%)	\$82,614
CM Emergency Housing Vouchers	–	\$81,725	\$96,020	\$86,342	\$84,948	(12%)	\$0
CM Emergency Housing VO HAP	–	\$970,425	\$913,690	\$956,798	\$936,658	3%	\$0
CM Mainstream HAP	–	\$749,518	\$640,550	\$862,714	\$901,672	41%	\$946,756
CM CDBG Planning and Admin	\$1,323	\$119,181	\$206,661	\$206,661	\$119,097	(42%)	\$119,097
CM CDBG Public Service	\$78,189	\$104,885	\$259,200	\$259,201	\$121,927	(53%)	\$121,927
CM CDBG NonProfit CIP Program	–	\$233	\$168,675	\$168,675	\$50,000	(70%)	\$50,000
CM CDBG Rehab Program Delivery	–	\$193,365	\$249,695	\$249,814	\$210,000	(16%)	\$210,000
CM CDBG Rehab Loan Program	\$27,070	\$648,121	\$307,530	\$355,430	\$275,000	(11%)	\$275,000
CM CDBG Disaster Recovery	–	–	\$1,171,841	\$1,171,841	\$0	(100%)	\$0
REVENUES BY DIVISION TOTAL	\$28,380,260	\$56,363,959	\$50,576,240	\$49,339,226	\$50,725,328	0%	\$50,535,181
Expenses by Division							
City Manager	\$25,041,814	\$16,305,182	\$21,001,990	\$12,057,449	\$23,561,223	12%	\$22,260,763
CM Information Technology	\$34,124	\$3,717,706	\$3,645,427	\$3,645,439	\$4,735,213	30%	\$4,544,674
CM IT Projects	–	\$411,351	\$500	\$500	\$500	0%	\$500
CM CDD Technology Reserve	–	\$129	\$150	\$150	\$150	0%	\$150
CM IT ERP Project	–	\$22,901	\$400	\$400	\$400	0%	\$400
CM IT Replacement	–	\$173,179	\$514,279	\$500	\$350,850	(32%)	\$350,850
CM Housing	\$1,395	\$15,491,741	\$23,141,273	\$19,500,465	\$5,304,526	(77%)	\$5,294,098
CM Section 8 VO Admin	–	\$1,983,334	\$2,611,189	\$1,076,700	\$2,235,902	(14%)	\$2,306,082
CM Section 8 VO HAP	–	\$16,562,612	\$18,000,000	\$17,816,401	\$18,120,275	1%	\$19,380,913
CM FSS Coordinator Grant	–	\$114,044	\$130,780	\$4,938	\$135,422	4%	\$138,619
CM Mainstream Operating	–	\$82,053	\$81,980	\$2,010	\$78,782	(4%)	\$82,646
CM Emergency Housing Vouchers	–	\$54,954	\$96,020	\$1,190	\$62,064	(35%)	\$1,709
CM Emergency Housing VO HAP	–	\$911,232	\$913,690	\$935,952	\$936,658	3%	\$0
CM Mainstream HAP	–	\$748,435	\$640,550	\$862,714	\$901,672	41%	\$946,756

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
CM CDBG Planning and Admin	–	\$122,585	\$208,760	\$96,951	\$13,991	(93%)	\$14,681
CM CDBG Public Service	\$8,004	\$155,511	\$204,296	\$131,550	\$121,297	(41%)	\$121,927
CM CDBG NonProfit CIP Program	–	\$1,034	\$152,583	\$220,293	\$110,000	(28%)	\$110,000
CM CDBG Rehab Program Delivery	–	\$196,934	\$228,299	\$36,915	\$153,889	(33%)	\$158,813
CM CDBG Rehab Loan Program	–	\$532,554	\$357,266	\$438,484	\$307,530	(14%)	\$307,530
CM CDBG Disaster Recovery	–	\$67,730	\$801,211	\$773,072	\$755	(100%)	\$825
EXPENSES BY DIVISION TOTAL	\$25,085,337	\$57,655,199	\$72,730,644	\$57,602,073	\$57,131,099	(21%)	\$56,021,936
Net Contribution / (Use)	\$3,294,923	(\$1,291,240)	(\$22,154,404)	(\$8,262,847)	(\$6,405,771)	–	(\$5,486,755)

		FY27 % Change
Revenues by Division		
City Manager		(3%)
CM Information Technology		–
CM IT Projects		0%
CM CDD Technology Reserve		0%
CM IT ERP Project		0%
CM IT Replacement		0%
CM Housing		1%
CM Section 8 VO Admin		4%
CM Section 8 VO HAP		7%
CM FSS Coordinator Grant		2%
CM Mainstream Operating		5%
CM Emergency Housing Vouchers		(100%)
CM Emergency Housing VO HAP		(100%)
CM Mainstream HAP		5%
CM CDBG Planning and Admin		0%
CM CDBG Public Service		0%
CM CDBG NonProfit CIP Program		0%
CM CDBG Rehab Program Delivery		0%
CM CDBG Rehab Loan Program		0%
CM CDBG Disaster Recovery		–
REVENUES BY DIVISION TOTAL		0%
Expenses by Division		
City Manager		(6%)
CM Information Technology		(4%)
CM IT Projects		0%
CM CDD Technology Reserve		0%
CM IT ERP Project		0%
CM IT Replacement		0%
CM Housing		0%
CM Section 8 VO Admin		3%
CM Section 8 VO HAP		7%
CM FSS Coordinator Grant		2%
CM Mainstream Operating		5%
CM Emergency Housing Vouchers		(97%)
CM Emergency Housing VO HAP		(100%)
CM Mainstream HAP		5%
CM CDBG Planning and Admin		5%
CM CDBG Public Service		1%
CM CDBG NonProfit CIP Program		0%
CM CDBG Rehab Program Delivery		3%
CM CDBG Rehab Loan Program		0%

FY27 % Change	
CM CDBG Disaster Recovery	9%
EXPENSES BY DIVISION TOTAL	(2%)
Net Contribution / (Use)	-

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$1,718,151	\$5,735,320	\$5,958,318	\$5,864,116	\$6,927,024	16%	\$7,038,446
General Non-Recurring	\$14,506	\$1,371,150	\$2,034,506	\$2,034,507	\$5,445,995	168%	\$2,008,434
DIF Affordable Housing	-	\$319,640	\$5,102,005	\$4,460,304	\$551,397	(89%)	\$569,731
Measure F 1% TOT Aff Hsg	-	\$560,921	\$4,029,880	\$4,004,433	\$172,824	(96%)	\$178,751
Encampment Resolution Grant	\$1,395	\$10,754,994	\$8,047,680	\$8,050,622	\$0	(100%)	\$0
CDBG	\$8,004	\$1,076,347	\$1,952,416	\$1,697,265	\$707,462	(64%)	\$713,776
HOME Program	-	\$174,764	\$1,763,060	\$169,968	\$806,558	(54%)	\$806,820
CalHome Program	-	\$163,741	\$361,242	\$45,717	\$68,520	(81%)	\$68,708
Perm Local Housing Allocation	-	\$590,370	\$954,324	\$484,939	\$374,859	(61%)	\$376,807
Damage Reimbursement	\$66,620	\$81,772	\$73,611	\$73,611	\$400	(99%)	\$400
Laurel Manor	-	\$411,873	\$411,230	\$450,171	\$759,027	85%	\$777,450
Seminary Street	-	\$330,716	\$378,740	\$350,028	\$392,931	4%	\$298,530
Section 8	-	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	0%	\$22,856,725
20% Low/Mod Income	-	\$111,108	\$310,890	\$300,979	\$406,923	31%	\$416,078
Local Housing	-	\$558,394	\$646,130	\$122,275	\$537,683	(17%)	\$545,267
Continuum of Care Program	-	\$117,815	\$202,343	\$208,294	\$181,008	(11%)	\$186,460
Housing 5% RDA Supplemental	-	\$361	\$1,000	\$558	\$1,038	4%	\$1,062
Information Technology	-	\$607,559	\$515,329	\$1,550	\$351,900	(32%)	\$351,900
General Liability	\$20,803,723	\$8,206,009	\$11,480,456	\$7,566,661	\$10,334,931	(10%)	\$11,633,428
Workers Compensation	\$2,472,938	\$6,025,682	\$6,033,276	\$1,016,170	\$6,639,844	10%	\$7,193,163
EXPENSES TOTAL	\$25,085,337	\$57,655,199	\$72,730,644	\$57,602,073	\$57,131,099	(21%)	\$56,021,936

FY27 % Change	
Expenses	
General	2%
General Non-Recurring	(63%)
DIF Affordable Housing	3%
Measure F 1% TOT Aff Hsg	3%
Encampment Resolution Grant	-
CDBG	1%
HOME Program	0%
CalHome Program	0%
Perm Local Housing Allocation	1%
Damage Reimbursement	0%
Laurel Manor	2%
Seminary Street	(24%)
Section 8	2%
20% Low/Mod Income	2%
Local Housing	1%

		FY27 % Change
Continuum of Care Program		3%
Housing 5% RDA Supplemental		2%
Information Technology		0%
General Liability		13%
Workers Compensation		8%
EXPENSES TOTAL		(2%)

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
13 - Transient Occup Tax	–	\$2,432,088	\$2,505,000	\$2,505,000	\$2,474,000	(1%)	\$2,523,000
30 - Charges for Service	\$28,751,270	\$15,963,725	\$18,323,480	\$17,821,809	\$18,981,031	4%	\$21,352,085
40 - Intergovernmental	\$106,583	\$28,607,947	\$26,788,030	\$26,029,511	\$23,146,227	(14%)	\$23,527,874
50 - Investment Earnings	(\$477,592)	\$1,848,582	\$438,010	\$1,312,820	\$500,220	14%	\$507,420
52 - Financing Revenues	–	\$628,945	\$1,266,500	\$414,400	\$681,500	(46%)	\$681,500
55 - Misc Revenues	–	\$6,782,672	\$650,500	\$655,686	\$648,500	0%	\$648,500
81 - Transfers In	–	\$100,000	\$604,719	\$600,000	\$4,293,850	610%	\$1,294,802
REVENUES TOTAL	\$28,380,260	\$56,363,959	\$50,576,240	\$49,339,226	\$50,725,328	0%	\$50,535,181
Expenses							
60 - Salaries and Wages	\$1,257,628	\$4,747,300	\$5,328,775	\$3,334,129	\$6,197,198	16%	\$6,269,190
61 - Benefits	\$501,826	\$2,643,686	\$2,576,564	\$1,511,848	\$2,876,735	12%	\$3,028,845
70 - Services - External	\$22,939,722	\$39,373,810	\$61,634,982	\$50,317,606	\$45,394,828	(26%)	\$44,407,770
71 - Debt Service	–	\$2,182,712	\$149,000	\$138,756	\$149,000	0%	\$149,000
72 - Services - Internal	\$32,925	\$191,569	\$207,460	\$207,518	\$273,074	32%	\$295,438
75 - Materials & Supplies	\$30,653	\$1,134,759	\$1,606,816	\$1,069,888	\$765,770	(52%)	\$660,620
77 - Capital Outlay	\$22,582	\$6,204,023	\$119,887	\$119,888	\$310,000	159%	\$0
82 - Transfers Out	\$300,000	\$1,177,340	\$1,107,159	\$902,440	\$1,164,494	5%	\$1,211,073
EXPENSES TOTAL	\$25,085,337	\$57,655,199	\$72,730,644	\$57,602,073	\$57,131,099	(21%)	\$56,021,936
Net Contribution / (Use)	\$3,294,923	(\$1,291,240)	(\$2,154,404)	(\$8,262,847)	(\$6,405,771)	–	(\$5,486,755)
Source of Funds							
General	\$1,718,151	\$5,735,320	\$5,958,318	\$5,864,116	\$6,927,024	16%	\$7,038,446
General Non-Recurring	\$14,506	\$1,371,150	\$2,034,506	\$2,034,507	\$5,445,995	168%	\$2,008,434
DIF Affordable Housing	–	\$319,640	\$5,102,005	\$4,460,304	\$551,397	(89%)	\$569,731
Measure F 1% TOT Aff Hsg	–	\$560,921	\$4,029,880	\$4,004,433	\$172,824	(96%)	\$178,751
Encampment Resolution Grant	\$1,395	\$10,754,994	\$8,047,680	\$8,050,622	\$0	(100%)	\$0
CDBG	\$8,004	\$1,076,347	\$1,952,416	\$1,697,265	\$707,462	(64%)	\$713,776
HOME Program	–	\$174,764	\$1,763,060	\$169,968	\$806,558	(54%)	\$806,820
CalHome Program	–	\$163,741	\$361,242	\$45,717	\$68,520	(81%)	\$68,708
Perm Local Housing Allocation	–	\$590,370	\$954,324	\$484,939	\$374,859	(61%)	\$376,807
Damage Reimbursement	\$66,620	\$81,772	\$73,611	\$73,611	\$400	(99%)	\$400
Laurel Manor	–	\$411,873	\$411,230	\$450,171	\$759,027	85%	\$777,450
Seminary Street	–	\$330,716	\$378,740	\$350,028	\$392,931	4%	\$298,530
Section 8	–	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	0%	\$22,856,725
20% Low/Mod Income	–	\$111,108	\$310,890	\$300,979	\$406,923	31%	\$416,078
Local Housing	–	\$558,394	\$646,130	\$122,275	\$537,683	(17%)	\$545,267
Continuum of Care Program	–	\$117,815	\$202,343	\$208,294	\$181,008	(11%)	\$186,460
Housing 5% RDA Supplemental	–	\$361	\$1,000	\$558	\$1,038	4%	\$1,062
Information Technology	–	\$607,559	\$515,329	\$1,550	\$351,900	(32%)	\$351,900
General Liability	\$20,803,723	\$8,206,009	\$11,480,456	\$7,566,661	\$10,334,931	(10%)	\$11,633,428
Workers Compensation	\$2,472,938	\$6,025,682	\$6,033,276	\$1,016,170	\$6,639,844	10%	\$7,193,163
SOURCE OF FUNDS TOTAL	\$25,085,337	\$57,655,199	\$72,730,644	\$57,602,073	\$57,131,099	(21%)	\$56,021,936

		FY27 % Change
Revenues		
13 - Transient Occup Tax		2%
30 - Charges for Service		12%
40 - Intergovernmental		2%
50 - Investment Earnings		1%
52 - Financing Revenues		0%
55 - Misc Revenues		0%
81 - Transfers In		(70%)
REVENUES TOTAL		0%
Expenses		
60 - Salaries and Wages		1%
61 - Benefits		5%
70 - Services - External		(2%)
71 - Debt Service		0%
72 - Services - Internal		8%
75 - Materials & Supplies		(14%)
77 - Capital Outlay		(100%)
82 - Transfers Out		4%
EXPENSES TOTAL		(2%)
Net Contribution / (Use)		—
Source of Funds		
General		2%
General Non-Recurring		(63%)
DIF Affordable Housing		3%
Measure F 1% TOT Aff Hsg		3%
Encampment Resolution Grant		—
CDBG		1%
HOME Program		0%
CallHome Program		0%
Perm Local Housing Allocation		1%
Damage Reimbursement		0%
Laurel Manor		2%
Seminary Street		(24%)
Section 8		2%
20% Low/Mod Income		2%
Local Housing		1%
Continuum of Care Program		3%
Housing 5% RDA Supplemental		2%
Information Technology		0%
General Liability		13%
Workers Compensation		8%
SOURCE OF FUNDS TOTAL		(2%)

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
55 - Misc Revenues	—	\$211,828	—	—	—	—	—
81 - Transfers In	—	—	—	\$0	\$193,850	—	\$194,802
REVENUES TOTAL	—	\$211,828	—	\$0	\$193,850	—	\$194,802
Expenses							
60 - Salaries and Wages	\$1,034,028	\$2,673,705	\$2,785,912	\$2,787,249	\$3,270,537	18%	\$3,296,910

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
61 - Benefits	\$443,209	\$1,265,613	\$1,385,854	\$1,360,722	\$1,603,451	21%	\$1,678,454
70 - Services - External	\$207,867	\$1,222,591	\$1,428,682	\$1,359,921	\$1,649,250	15%	\$1,649,750
71 - Debt Service	—	\$120,034	—	—	—	—	—
72 - Services - Internal	\$31,725	\$98,919	\$106,050	\$106,050	\$150,266	51%	\$160,312
75 - Materials & Supplies	\$1,322	\$142,632	\$251,820	\$250,174	\$253,520	0%	\$253,020
77 - Capital Outlay	—	\$211,828	—	—	—	—	—
EXPENSES TOTAL	\$1,718,151	\$5,735,320	\$5,958,318	\$5,864,116	\$6,927,024	18%	\$7,038,446
Net Contribution / (Use)	(\$1,718,151)	(\$5,523,492)	(\$5,958,318)	(\$5,864,116)	(\$6,733,174)	—	(\$6,843,644)

		FY27 % Change
Revenues		
55 - Misc Revenues		—
81 - Transfers In		0%
REVENUES TOTAL		0%
Expenses		
60 - Salaries and Wages		1%
61 - Benefits		5%
70 - Services - External		0%
71 - Debt Service		—
72 - Services - Internal		7%
75 - Materials & Supplies		0%
77 - Capital Outlay		—
EXPENSES TOTAL		2%
Net Contribution / (Use)		—



City Manager

Department Overview:

The City Manager's Department provides overall leadership and direction for carrying out the policy directives of the City Council and setting the standards for delivering excellent public services to the residents of Napa. It establishes the goals and objectives for operational performance of all City departments and functions including the City's fiscal policies and establishment of the City's annual budget. The Department also leads efforts to modernize the City's organizational structure and develop work force strategies to meet current and future organizational challenges and opportunities. The Manager's Department provides strategic guidance to the City Council on intergovernmental affairs that affect the region and carries out negotiations and essential communication on important matters affecting fiscal stability, public safety, and securing fundamental public resources such as water for the City. Included in the Department are the functions related to Community Relations, Climate Action, and Risk Management, as well as the Housing and IT Divisions.

Major Accomplishments in FY2024/25

- Successfully reinstated the City Academy (formerly Citizens Academy), a six-week program designed to provide residents with a comprehensive look at their local government. By participating in interactive sessions and hands-on experiences, attendees gained a deeper understanding of Napa's operations and decision-making processes through this long-standing program.
- Implemented near term climate action goals including holding seven climate action focused workshops for residents.
- with topics including electric transportation, recycling and composting, water and energy conservation, food waste reduction, container gardening and clothes mending and received grant funding from the California Air Resources Board to begin work on the Community Transportation Needs Assessment.
- Coordinated the update to all Department's "Purpose Statements" to better align with the City's new Mission Statement and Core Values adopted by the City Council.
- Completed a Citywide Encampment Resolution Policy and convened an internal cross-departmental working group to collaborate on homeless encampment issues. The City reported an 18% decrease in homelessness between Calendar Year 2023 and 2024.
- Completed priority recommendations included in the Risk Program assessment for long term stability, improved employee safety and liability reduction including updating six Administrative Regulations focused on CalOSHA compliance and employee safety, updating Napa Municipal Code related to Workers Compensation and General Liability claims to streamline processing, and recovered an average of \$50,000 annually in damages to City property from third parties. '

Key Initiatives for Fiscal years 2025/26 and 2026/27:

- Launch a structured pre-promotion strategy for City Council meetings, using social media, newsletters, City website updates and local radio, to enhance transparency and civic engagement as part of the City's commitment to open governance.
- Work with partner agencies to complete the Regional Climate Action and Adaptation Plan
- Continue to build out the City's Service Center to ensure that the community has broad access to report blight or issues related to homelessness in need of abatement.
- Coordinate the implementation of work plans targeted to address and further Council Focus Areas in the FY25/26 and FY26/27 Budget Cycle
- Complete priority recommendations included in the Risk Program assessment for long term stability, improved employee safety and liability reduction.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Fiscal Health	% fiscal policies in compliance	100%	100	100%
Website and Social Media	Website Hits	Trend	838,000	1,301,228
	Facebook Page Likes	Trend	N/A	N/A
	Instagram	Total	2,929	3,472
	Twitter Impressions	Trend	266,429	130,349
	New Twitter Followers	Trend	145	-72
	Total Facebook Followers	Trend	14,183	14,048
	Total Facebook Reach	Trend	N/A	N/A
	Total Facebook Impressions	Total	1,055,797	585,920

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$28,751,270	\$13,655,926	\$16,048,900	\$15,448,900	\$16,804,241	5%	\$19,160,574
40 - Intergovernmental	–	–	\$439,796	\$0	\$0	(100%)	\$0
50 - Investment Earnings	(\$477,592)	\$903,243	\$82,000	\$438,500	\$139,000	70%	\$146,200
81 - Transfers In	–	–	\$500,000	\$500,000	\$4,193,850	739%	\$1,194,802
REVENUES TOTAL	\$28,273,678	\$14,559,170	\$17,070,696	\$16,387,400	\$21,137,091	24%	\$20,501,576
Expenses							
60 - Salaries and Wages	\$1,230,716	\$1,501,401	\$1,571,600	\$1,420,566	\$1,798,244	14%	\$1,783,568
61 - Benefits	\$494,614	\$1,109,947	\$738,317	\$674,024	\$838,240	14%	\$863,143
70 - Services - External	\$22,931,718	\$13,594,535	\$18,199,293	\$9,676,500	\$20,788,237	14%	\$19,468,290
72 - Services - Internal	\$32,925	\$67,424	\$73,580	\$73,580	\$112,802	53%	\$122,562
75 - Materials & Supplies	\$29,258	\$31,874	\$19,200	\$12,779	\$23,700	23%	\$23,200
77 - Capital Outlay	\$22,582	\$0	–	–	–	–	–
82 - Transfers Out	\$300,000	–	\$400,000	\$200,000	\$0	(100%)	\$0
EXPENSES TOTAL	\$25,041,814	\$16,305,182	\$21,001,990	\$12,057,449	\$23,561,223	12%	\$22,260,763
Net Contribution / (Use)	\$3,231,864	(\$1,746,012)	(\$3,931,294)	\$4,329,951	(\$2,424,132)	–	(\$1,759,187)
Source of Funds							

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
General	\$1,684,027	\$1,987,564	\$2,354,406	\$2,340,766	\$2,441,811	4%	\$2,433,772
General Non-Recurring	\$14,506	\$4,155	\$1,060,241	\$1,060,241	\$4,144,237	291%	\$1,000,000
Damage Reimbursement	\$66,620	\$81,772	\$73,611	\$73,611	\$400	(99%)	\$400
General Liability	\$20,803,723	\$8,206,009	\$11,480,456	\$7,566,661	\$10,334,931	(10%)	\$11,633,428
Workers Compensation	\$2,472,938	\$6,025,682	\$6,033,276	\$1,016,170	\$6,639,844	10%	\$7,193,163
SOURCE OF FUNDS TOTAL	\$25,041,814	\$16,305,182	\$21,001,990	\$12,057,449	\$23,561,223	12%	\$22,260,763

	FY27 % Change
Revenues	
30 - Charges for Service	14%
40 - Intergovernmental	—
50 - Investment Earnings	5%
81 - Transfers In	(72%)
REVENUES TOTAL	(3%)
Expenses	
60 - Salaries and Wages	(1%)
61 - Benefits	3%
70 - Services - External	(6%)
72 - Services - Internal	9%
75 - Materials & Supplies	(2%)
77 - Capital Outlay	—
82 - Transfers Out	—
EXPENSES TOTAL	(6%)
Net Contribution / (Use)	—
Source of Funds	
General	0%
General Non-Recurring	(76%)
Damage Reimbursement	0%
General Liability	13%
Workers Compensation	8%
SOURCE OF FUNDS TOTAL	(6%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Increase community outreach budget by \$30,000 to support efforts to increase the City's social media and outreach efforts, continue to conduct the annual community climate survey, and maintain the City's website.
- Add \$100,000 for homeless encampment clean-up efforts.
- Add \$130,000 to account for increases to the City's cost share for the South Napa Shelter and a contract with Abode Services to provide supportive housing.
- Add \$144,237 for Climate Action in FY 2025/26.
- Add 1 new FTE (Community Relations Augmentation - Management Analyst I/II) in FY 2025/26 and FY 2026/27.



CM Affordable Housing

Division Overview:

The Affordable Housing Program includes a variety of programs to provide decent, safe, affordable housing to qualified residents working in partnership with City departments and outside government agencies, community organizations and the private sector. These programs are divided into two categories: those funds that are generated by or directly granted to the City of Napa and those funds that are generated by or directly granted to the Housing Authority. All Affordable Housing Program costs are funded by designated federal, state and local funds except for a contribution from the General Fund for housing programs.

Housing programs include the federally funded Community Development Block Grant (CDBG) and HOME programs as well as the state funded CalHome and Permanent Local Housing Allocation (PLHA) programs. They also include the City's Affordable Housing Impact Fund and Housing in Transient Occupancy Tax for Affordable and Workforce housing Fund. The programs utilizing these funds include affordable housing development, acquisition, rehabilitation, assistance to first-time homebuyers, and other community development activities. The Housing Authority Programs include federally funded Section 8 Housing Vouchers, Mainstream Vouchers and Continuum of Care Funds as well as the ownership and operation of Laurel Manor, a 50-unit senior apartment complex.

Major Accomplishments in FY2024/25

- Construction completed on 24 units of rental housing.
- Awarded 15 new Veterans Affairs Supportive Housing (VASH) vouchers to serve Veterans with rental assistance.
- Continue to manage over \$2.8M in State CDBG Disaster Recovery funding due to the 2017 wildfires. Funding has been used to create new affordable rental housing.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Continue to allocate project-based vouchers to affordable housing developments.
- Continue to apply for new federal voucher allocations as the U.S. Department of HUD makes them available and continue to assist with other jurisdictions in Napa County to apply for additional State housing grants when funding is available.
- Continue Junior Unit Initiative Program to create affordable rental ADUs.
- Provide housing funding to affordable housing developments to increase affordable housing units in Napa.
- Explore energy efficiency and decarbonization measures in multi-family housing to improve comfort and safety of residents and take advantage of current incentive opportunities.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Affordable Housing	# of affordable housing unit building permits issued	Trend	56	53
Housing Rehab Program	# households assisted annually	40 households	14	16
Family Self Sufficiency	# FSS graduates	4 per year	3	4

CM Affordable Housing

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
13 - Transient Occup Tax	–	\$2,432,088	\$2,505,000	\$2,505,000	\$2,474,000	(1%)	\$2,523,000
30 - Charges for Service	–	\$1,996,468	\$1,850,150	\$1,948,479	\$1,842,400	0%	\$1,857,121
40 - Intergovernmental	\$106,583	\$26,817,078	\$26,348,234	\$26,029,511	\$23,146,227	(12%)	\$23,527,874
50 - Investment Earnings	–	\$881,218	\$304,200	\$805,020	\$309,410	2%	\$309,410
52 - Financing Revenues	–	\$628,945	\$1,266,500	\$414,400	\$681,500	(46%)	\$681,500
55 - Misc Revenues	–	\$6,570,845	\$650,500	\$655,686	\$648,500	0%	\$648,500
81 - Transfers In	–	–	\$4,719	–	–	(100%)	–
REVENUES TOTAL	\$106,583	\$39,326,643	\$32,929,304	\$32,358,096	\$29,102,037	(12%)	\$29,547,405
Expenses							
60 - Salaries and Wages	\$0	\$1,567,361	\$2,074,164	\$230,550	\$2,398,193	16%	\$2,431,600
61 - Benefits	\$0	\$819,141	\$1,031,510	\$31,076	\$1,025,707	(1%)	\$1,087,000
70 - Services - External	\$8,004	\$24,494,037	\$42,594,337	\$39,799,753	\$23,473,891	(45%)	\$23,806,780
71 - Debt Service	–	\$2,062,678	\$149,000	\$138,756	\$149,000	0%	\$149,000
72 - Services - Internal	–	\$91,716	\$100,110	\$100,168	\$120,078	20%	\$132,396
75 - Materials & Supplies	\$1,395	\$820,285	\$800,862	\$784,134	\$151,400	(81%)	\$46,750
77 - Capital Outlay	–	\$5,992,196	\$110,757	\$110,758	\$0	(100%)	\$0
82 - Transfers Out	–	\$1,177,340	\$707,159	\$702,440	\$1,164,494	65%	\$1,211,073
EXPENSES TOTAL	\$9,399	\$37,024,753	\$47,567,898	\$41,897,635	\$28,482,763	(40%)	\$28,864,599
Net Contribution / (Use)	\$97,183	\$2,301,890	(\$14,638,594)	(\$9,539,539)	\$619,274	–	\$682,806
Source of Funds							
General	\$0	\$55,862	\$80,573	\$0	\$60,000	(26%)	\$60,000
General Non-Recurring	–	\$1,341,184	\$852,176	\$852,177	\$991,758	16%	\$1,008,434
DIF Affordable Housing	–	\$319,640	\$5,102,005	\$4,460,304	\$551,397	(89%)	\$569,731
Measure F 1% TOT Aff Hsg	–	\$560,921	\$4,029,880	\$4,004,433	\$172,824	(96%)	\$178,751
Encampment Resolution Grant	\$1,395	\$10,754,994	\$8,047,680	\$8,050,622	\$0	(100%)	\$0
CDBG	\$8,004	\$1,076,347	\$1,952,416	\$1,697,265	\$707,462	(64%)	\$713,776
HOME Program	–	\$174,764	\$1,763,060	\$169,968	\$806,558	(54%)	\$806,820
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Perm Local Housing Allocation	–	\$590,370	\$954,324	\$484,939	\$374,859	(61%)	\$376,807
Laurel Manor	–	\$411,873	\$411,230	\$450,171	\$759,027	85%	\$777,450
Seminary Street	–	\$330,716	\$378,740	\$350,028	\$392,931	4%	\$298,530
Section 8	–	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	0%	\$22,856,725
20% Low/Mod Income	–	\$111,108	\$310,890	\$300,979	\$406,923	31%	\$416,078

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Local Housing	–	\$558,394	\$646,130	\$122,275	\$537,683	(17%)	\$545,267
Continuum of Care Program	–	\$117,815	\$202,343	\$208,294	\$181,008	(11%)	\$186,460
Housing 5% RDA Supplemental	–	\$361	\$1,000	\$558	\$1,038	4%	\$1,062
SOURCE OF FUNDS TOTAL	\$9,399	\$37,024,753	\$47,567,898	\$41,897,635	\$28,482,763	(40%)	\$28,864,599

	FY27 % Change
Revenues	
13 - Transient Occup Tax	2%
30 - Charges for Service	1%
40 - Intergovernmental	2%
50 - Investment Earnings	0%
52 - Financing Revenues	0%
55 - Misc Revenues	0%
81 - Transfers In	–
REVENUES TOTAL	2%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	1%
71 - Debt Service	0%
72 - Services - Internal	10%
75 - Materials & Supplies	(69%)
77 - Capital Outlay	–
82 - Transfers Out	4%
EXPENSES TOTAL	1%
Net Contribution / (Use)	–
Source of Funds	
General	0%
General Non-Recurring	2%
DIF Affordable Housing	3%
Measure F 1% TOT Aff Hsg	3%
Encampment Resolution Grant	–
CDBG	1%
HOME Program	0%
CallHome Program	0%
Perm Local Housing Allocation	1%
Laurel Manor	2%
Seminary Street	(24%)
Section 8	2%
20% Low/Mod Income	2%
Local Housing	1%
Continuum of Care Program	3%
Housing 5% RDA Supplemental	2%
SOURCE OF FUNDS TOTAL	1%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Decrease in External Services due to prior year budget for development loans approved by Council for Heritage House, Valley Lodge, The Crescent.
- Decrease in External Services due to disbursement of one-time CDBG CARES funding.
- Decrease in External Services due to multi-year grants being fully budgeted upon award.
- Decrease in External Services as a result of moving homeless services to a new homeless program.



CM Information Technology

Division Overview:

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

Major Accomplishments in FY2024/25

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27

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

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
IT Responsiveness/Performance	% helpdesk tickets closed within 24 hours	80%	51%	55%

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	–	\$311,330	\$424,430	\$424,430	\$334,390	(21%)	\$334,390
40 - Intergovernmental	–	\$1,790,868	–	–	–	–	–
50 - Investment Earnings	–	\$64,120	\$51,810	\$69,300	\$51,810	0%	\$51,810
55 - Misc Revenues	–	\$211,828	–	–	–	–	–
81 - Transfers In	–	\$100,000	\$100,000	\$100,000	\$100,000	0%	\$100,000
REVENUES TOTAL	–	\$2,478,146	\$576,240	\$593,730	\$486,200	(16%)	\$486,200
Expenses							
60 - Salaries and Wages	\$26,912	\$1,678,537	\$1,683,012	\$1,683,013	\$2,000,761	19%	\$2,054,022
61 - Benefits	\$7,212	\$714,598	\$806,738	\$806,748	\$1,012,788	26%	\$1,078,702
70 - Services - External	–	\$1,285,238	\$841,352	\$841,353	\$1,132,700	35%	\$1,132,700
71 - Debt Service	–	\$120,034	–	–	–	–	–
72 - Services - Internal	–	\$32,430	\$33,770	\$33,770	\$40,194	19%	\$40,480
75 - Materials & Supplies	–	\$282,600	\$786,755	\$272,975	\$590,670	(25%)	\$590,670
77 - Capital Outlay	–	\$211,828	\$9,130	\$9,130	\$310,000	3,295%	\$0
EXPENSES TOTAL	\$34,124	\$4,325,265	\$4,160,756	\$3,646,989	\$5,087,113	22%	\$4,896,574
Net Contribution / (Use)	(\$34,124)	(\$1,847,118)	(\$3,584,516)	(\$3,053,259)	(\$4,600,913)	–	(\$4,410,374)
Source of Funds							
General	\$34,124	\$3,691,895	\$3,523,338	\$3,523,350	\$4,425,213	26%	\$4,544,674
General Non-Recurring	–	\$25,811	\$122,089	\$122,089	\$310,000	154%	\$0
Information Technology	–	\$607,559	\$515,329	\$1,550	\$351,900	(32%)	\$351,900
SOURCE OF FUNDS TOTAL	\$34,124	\$4,325,265	\$4,160,756	\$3,646,989	\$5,087,113	22%	\$4,896,574

	FY27 % Change
Revenues	
30 - Charges for Service	0%
40 - Intergovernmental	–
50 - Investment Earnings	0%
55 - Misc Revenues	–
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	3%
61 - Benefits	7%
70 - Services - External	0%
71 - Debt Service	–
72 - Services - Internal	1%
75 - Materials & Supplies	0%
77 - Capital Outlay	(100%)
EXPENSES TOTAL	(4%)
Net Contribution / (Use)	–
Source of Funds	
General	3%
General Non-Recurring	(100%)
Information Technology	0%
SOURCE OF FUNDS TOTAL	(4%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Increased in Professional Services and Software Subscriptions for items related to cyber security, software maintenance, GIS support and contract services.
- Add 1 New FTE (Management Analyst I/II) in FY 2025/26 and FY 2026/27.

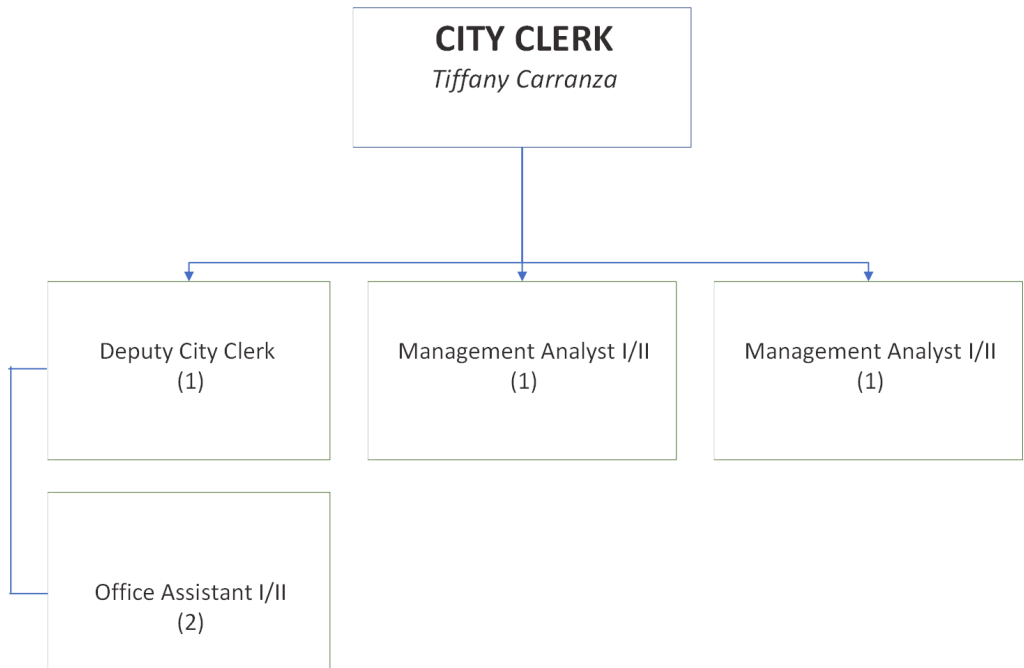


City Clerk



Mission Statement:

The City Clerk’s office is committed to serve and uphold the integrity of municipal government through our dedication to the preservation and accessibility of public records and information. We collaborate with City Council, City Staff, and the community to enhance public trust and confidence through transparency and inclusion.



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Full-Time	6	6	6	6	6
AMOUNT	6	6	6	6	6

Department Overview:

The City Clerk Department is the primary link between City Council, City staff, and the public, and performs municipal clerk functions as mandated by the Federal and State Constitutions, the California Government and Election Codes, and the City Charter. The Department supports the City Council both administratively and by recording and maintaining the official record and legislative history. The City Clerk indexes the Minutes, Resolutions, and Ordinances adopted by the legislative body, and preserves the record to ensure accuracy and accessibility. City Clerk staff is responsible for a wide array of general services to internal staff, City Council, Board and Commission members, and the public at large.

Major Accomplishments in Fiscal Year 2024/25:

- Conducted the 2024 Municipal Election, which included one ballot measure and four candidates. Additionally, managed the appointment process and facilitated the onboarding of a newly appointed Councilmember.
- Initiated overhaul of Agenda Management Program, Legistar, to fine tune processes and increase efficiencies. This included implementing accessible, and translatable, agendas and meeting minutes on the online Council Calendar, improving access to meeting information for all constituents.
- Completed physical records inventory of the Planning department, with Public Works department's inventory near completion. Records inventories will assist in making informed edits during the retention schedule review planned for FY 25/26.
- Responded to and closed 341 Public Records Act Requests in the current fiscal year, representing a 7.23% increase of public record requests from the prior fiscal year.
- Contracted with DocuSign to perform a system health check and implement agreement processing enhancements to the City's Contract Lifecycle Management System, including updating the City's intranet with training resources.

Key Initiatives in Fiscal Years 2025/26 and 2026/27:

- Update and finalize Administrative Policies and Procedures for Records program, including finishing Phase 2 of Citywide Records Inventory Project, with a goal of a complete revision of the Citywide Records Retention Schedule.
- Expand use of Laserfiche to the City's boards, committees and commissions, increasing the accessibility of such records to both City staff and the public.
- Streamline and enhance citywide utilization of DocuSign, the Contract Lifecycle Management (CLM) system, in partnership with DocuSign client services.
- Conduct the 2026 Municipal Election as the Elections Official.
- Implement Legistar upgrades throughout the system, including updating the User Manual and training staff.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Public Records Requests	% of PRAs acknowledged and statuses within target	100% within 10 business days	100%	100%
Meeting Minutes	% of City Council meeting minutes posted and available for review at the next regularly scheduled meeting	100% by next regularly scheduled meeting	83%	100%

Revenue / Expenditure Detail:

City Clerk

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$1,132	\$865	\$3,050	\$760	\$750	(75%)	\$1,425
55 - Misc Revenues	\$59,771	\$109,430	–	–	–	–	–
REVENUES TOTAL	\$60,903	\$110,295	\$3,050	\$760	\$750	(75%)	\$1,425
Expenses							
60 - Salaries and Wages	\$503,949	\$621,675	\$667,525	\$667,296	\$709,818	6%	\$722,550
61 - Benefits	\$263,188	\$319,931	\$363,961	\$363,971	\$368,993	1%	\$390,213
70 - Services - External	\$267,267	\$178,622	\$422,786	\$375,725	\$411,100	(3%)	\$400,600
71 - Debt Service	\$30,250	\$86,036	–	–	–	–	–
72 - Services - Internal	\$21,500	\$27,650	\$30,520	\$30,520	\$39,361	29%	\$42,364
75 - Materials & Supplies	\$14,957	\$14,618	\$15,700	\$11,150	\$16,500	5%	\$15,000
77 - Capital Outlay	\$59,771	\$109,430	–	–	–	–	–
EXPENSES TOTAL	\$1,160,882	\$1,357,963	\$1,500,492	\$1,448,662	\$1,545,772	3%	\$1,570,727
Net Contribution / (Use)	(\$1,099,979)	(\$1,247,667)	(\$1,497,442)	(\$1,447,902)	(\$1,545,022)	–	(\$1,569,302)
Source of Funds							
General	\$1,087,642	\$1,357,963	\$1,405,492	\$1,370,162	\$1,450,772	3%	\$1,487,727
General Non-Recurring	\$73,240	–	\$95,000	\$78,500	\$95,000	0%	\$83,000
SOURCE OF FUNDS TOTAL	\$1,160,882	\$1,357,963	\$1,500,492	\$1,448,662	\$1,545,772	3%	\$1,570,727

	FY27 % Change
Revenues	
30 - Charges for Service	90%
55 - Misc Revenues	–
REVENUES TOTAL	90%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	(3%)
71 - Debt Service	–
72 - Services - Internal	8%

FY27 % Change	
75 - Materials & Supplies	(9%)
77 - Capital Outlay	—
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
General	3%
General Non-Recurring	(13%)
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None

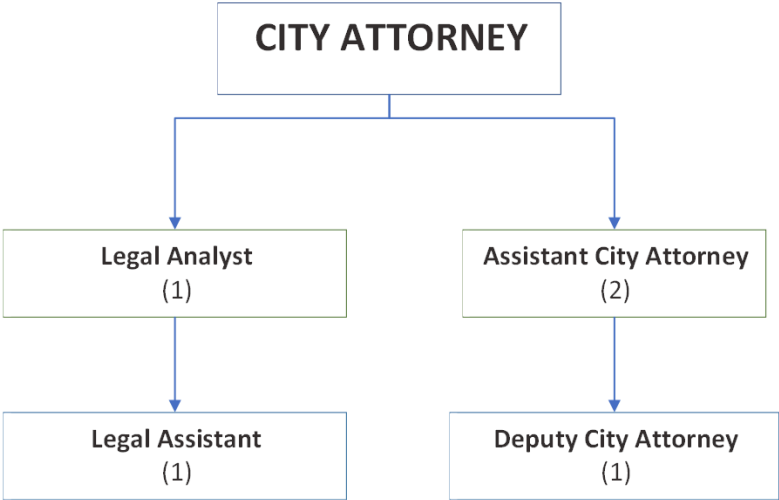


City Attorney



Mission Statement:

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



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Full-Time	5	5	6	6	6

FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
AMOUNT	5	5	6	6	6

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$25,063	\$15,316	\$0	\$0	\$0
TOTAL	\$25,063	\$15,316	\$0	\$0	\$0

Department Overview:

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

Major Accomplishments in Fiscal Year 2024/25:

- Collaborated with the Finance Department and City Manager's Office on a comprehensive update of the City's procurement and contracting procedures, ensuring compliance with evolving State regulations and best practices.
- Provided legal counsel to successfully defend the City against significant legal claims, protecting public resources and maintaining the City's financial stability.

Key Initiatives in Fiscal Years 2025/26 and 2026/27:

- Finalize permanent City Attorney decision and make key staffing placements for vacant attorney positions to enhance legal guidance and support for City Council's key initiatives, improving efficiency and responsiveness to legal matters.
- Address new and evolving legal challenges, including those related to environmental regulations, land use, and municipal governance.
- Support implementation of traffic safety measures, public infrastructure improvements, and other City priorities.

Revenue / Expenditure Detail:

City Attorney

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	–	\$9,125	–	–	–	–	–
REVENUES TOTAL	–	\$9,125	–	–	–	–	–
Expenses							
60 - Salaries and Wages	\$902,684	\$792,047	\$324,060	\$323,860	\$1,112,472	243%	\$1,136,306

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
61 - Benefits	\$347,511	\$452,699	\$556,943	\$506,755	\$522,017	(6%)	\$553,360
70 - Services - External	\$127,048	\$189,856	\$1,101,189	\$944,113	\$150,700	(86%)	\$150,700
72 - Services - Internal	\$27,700	\$25,060	\$28,380	\$28,380	\$37,261	31%	\$40,264
75 - Materials & Supplies	\$42,710	\$39,555	\$43,800	\$33,210	\$39,300	(10%)	\$39,300
EXPENSES TOTAL	\$1,447,653	\$1,499,217	\$2,054,371	\$1,836,318	\$1,861,750	(9%)	\$1,919,930
Net Contribution / (Use)	(\$1,447,653)	(\$1,490,092)	(\$2,054,371)	(\$1,836,318)	(\$1,861,750)	—	(\$1,919,930)
Source of Funds							
General	\$1,447,653	\$1,499,217	\$2,054,371	\$1,836,318	\$1,861,750	(9%)	\$1,919,930
SOURCE OF FUNDS TOTAL	\$1,447,653	\$1,499,217	\$2,054,371	\$1,836,318	\$1,861,750	(9%)	\$1,919,930

	FY27 % Change
Revenues	
30 - Charges for Service	—
REVENUES TOTAL	—
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	0%
72 - Services - Internal	8%
75 - Materials & Supplies	0%
EXPENSES TOTAL	3%
Net Contribution / (Use)	—
Source of Funds	
General	3%
SOURCE OF FUNDS TOTAL	3%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None

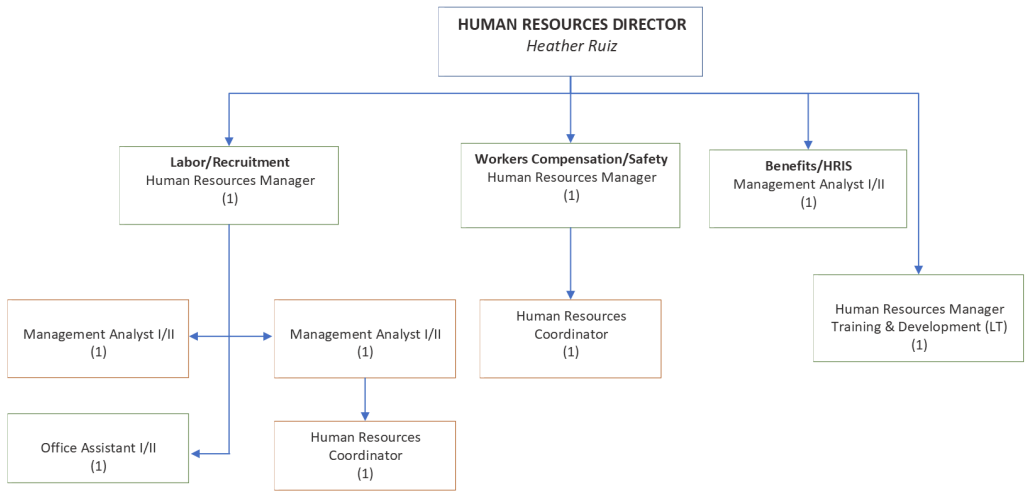


Human Resources



Mission Statement:

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



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Full-Time	9	9	9	10	10

FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
AMOUNT	9	9	9	10	10

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$18,103	\$45,980	\$0	\$0	\$0
TOTAL	\$18,103	\$45,980	\$0	\$0	\$0

Department Overview:

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

Major Accomplishments in Fiscal Year 2024/25:

- Enhanced employee training and development, including: Pilot Regional Training Academies in conjunction with the County and other Cities, Employee Development Series, Supervisor and Manager Academies, Performance Management, and completed year-three Employee Engagement survey.
- Completed negotiations and reached new labor agreements with Napa City Employees' Association, Napa Police Officers' Association, Napa City Firefighter Association, Administrative Managerial and Professional Employees, and Napa Chief Fire Officers.
- Elevated recruitment and hiring efforts: attended multiple job fairs, improved advertising and outreach, and increased training for HR staff. Culminating in hiring 40 full-time and 35 part-time hires through Q3 of FY25. Achieved significant reductions in workplace injuries and lost time due to work-related incidents.
- Continued implementation of Wellness Program to include, flu, shot clinics, wellness challenges and a wellness fair, as well as implementation of a new Employee Assistance Program.

Key Initiatives in Fiscal Years 2025/26 and 2026/27:

- Expand citywide training offerings to support the City of Napa's Core Values and Competencies, organizational culture, and engagement survey results.
- Initiate City Charter amendment project related to Personnel System.
- Expand the City of Napa's onboarding process to incorporate the City Core Values and deepen employees' understanding of the City and initiate redesign of employee performance evaluations to incorporate City Core Values and Competencies.
- Modernize HR processes to reduce paper usage, by digitizing personnel files and implementing electronic tablets for use with recruitment processes.
- Revise the Family and Medical Leave policy, Return to Work policy, and develop a comprehensive workers' compensation and leave training program for all employees.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Worker's Compensation Claims	# claims filed	Trend	111	83
	# lost days due to on-the-job injuries	Trend	1,718	1,392
New/Changed Class Specs	# new/changed class specs	Trend	13	15
New Hires	# new hires (regular)	Trend	71	59
	# new hires (part time)	Trend	58	100
	% new hires completing probation	Trend	98.59%	85.40%
Recruitments	% completed within agreed upon timeframe	80%	85%	87%

Revenue / Expenditure Detail:

Human Resources

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$154,823	\$55,841	\$97,470	\$50,000	\$50,000	(49%)	\$50,000
50 - Investment Earnings	(\$9,522)	\$18,379	\$2,000	\$9,000	\$3,000	50%	\$3,000
REVENUES TOTAL	\$145,301	\$74,219	\$99,470	\$59,000	\$53,000	(47%)	\$53,000
Expenses							
60 - Salaries and Wages	\$988,832	\$1,074,908	\$1,119,028	\$1,118,799	\$1,351,318	21%	\$1,379,728
61 - Benefits	\$491,114	\$514,527	\$532,708	\$507,659	\$627,099	18%	\$664,178
70 - Services - External	\$435,619	\$695,247	\$1,169,556	\$1,163,392	\$970,000	(17%)	\$976,000
71 - Debt Service	\$133,848	\$133,848	–	–	–	–	–
72 - Services - Internal	\$36,300	\$81,700	\$91,810	\$91,810	\$58,021	(37%)	\$61,775
75 - Materials & Supplies	\$11,507	\$15,959	\$16,000	\$18,500	\$16,000	0%	\$18,000
EXPENSES TOTAL	\$2,097,221	\$2,516,189	\$2,929,102	\$2,900,160	\$3,022,438	3%	\$3,099,681
Net Contribution / (Use)	(\$1,951,920)	(\$2,441,970)	(\$2,829,632)	(\$2,841,160)	(\$2,969,438)	–	(\$3,046,681)
Source of Funds							
General	\$2,053,149	\$2,468,728	\$2,676,913	\$2,647,971	\$2,600,403	(3%)	\$2,657,480
General Non-Recurring	\$4,501	\$25,862	\$152,189	\$152,189	\$322,035	112%	\$342,201
Unemployment	\$39,571	\$21,600	\$100,000	\$100,000	\$100,000	0%	\$100,000
SOURCE OF FUNDS TOTAL	\$2,097,221	\$2,516,189	\$2,929,102	\$2,900,160	\$3,022,438	3%	\$3,099,681

	FY27 % Change
Revenues	
30 - Charges for Service	0%
50 - Investment Earnings	0%
REVENUES TOTAL	0%
Expenses	

		FY27 % Change
60 - Salaries and Wages		2%
61 - Benefits		6%
70 - Services - External		1%
71 - Debt Service		—
72 - Services - Internal		6%
75 - Materials & Supplies		13%
EXPENSES TOTAL		3%
Net Contribution / (Use)		—
Source of Funds		
General		2%
General Non-Recurring		6%
Unemployment		0%
SOURCE OF FUNDS TOTAL		3%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.

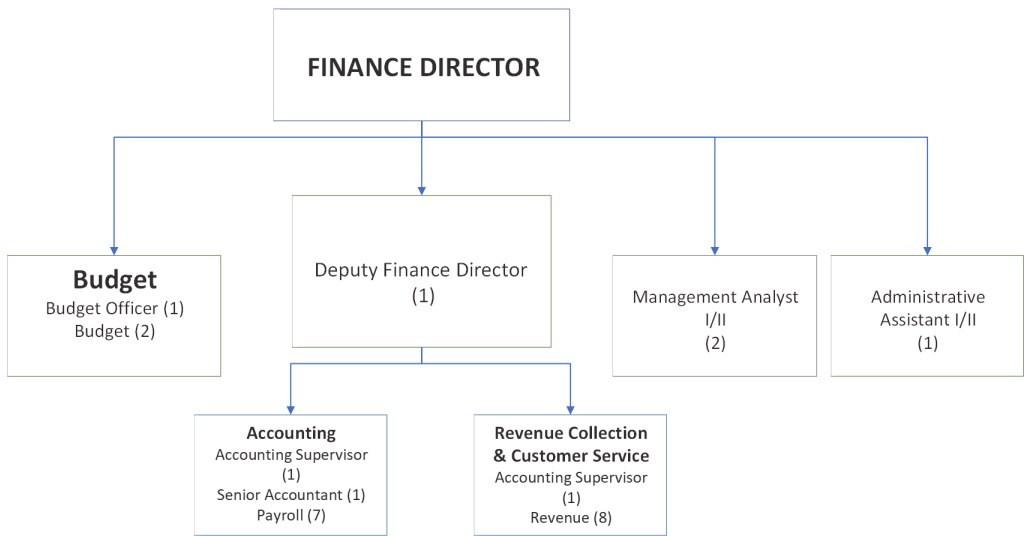


Finance



Mission Statement:

The Finance Department provides sound management of the City’s financial assets and delivers timely, accurate information to our organization and community.



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	1	0	0	0	0
Full-Time	36	25	25	26	26

FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
AMOUNT	37	25	25	26	26

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$95,622	\$34,864	\$30,000	\$31,200	\$32,292
TOTAL	\$95,622	\$34,864	\$30,000	\$31,200	\$32,292

Department Overview:

The Finance Department consists of the Administration, Accounting & Auditing, Revenue, Purchasing and Information Technology divisions. The department is responsible for safeguarding public financial resources, providing prompt and courteous service to residents and others having financial dealings with the city, providing the City Council with thoughtful policy analysis and development of financially sound funding options, assisting city departments to implement their programs through budget development and management and reporting the city's financial activity in a clear and understandable manner.

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
Finance	\$1,379,372	\$5,817,253	\$2,860,470	\$2,777,269	\$1,764,184	(38%)	\$1,781,538
FN Information Technology	\$29,759	\$0	–	–	–	–	–
FN IT Replacement	\$231,624	–	–	\$0	\$0	–	\$0
FN IT Projects	(\$50,871)	–	–	\$0	\$0	–	\$0
FN IT ERP Project	(\$33,823)	–	–	\$0	\$0	–	\$0
FN CDD Technology Reserve	\$96,425	–	–	\$0	\$0	–	\$0
REVENUES BY DIVISION TOTAL	\$1,652,486	\$5,817,253	\$2,860,470	\$2,777,269	\$1,764,184	(38%)	\$1,781,538
Expenses by Division							
Finance	\$6,853,996	\$6,812,908	\$7,895,605	\$10,075,512	\$7,234,472	(8%)	\$7,408,266
FN Information Technology	\$5,599,213	\$0	\$38,040	\$19,500	\$0	(100%)	\$0
FN IT Replacement	\$88,775	–	–	\$0	\$0	–	\$0
FN IT Projects	\$525,513	\$0	–	\$0	\$0	–	\$0
FN IT ERP Project	\$347,708	\$0	–	\$0	\$0	–	\$0
FN CDD Technology Reserve	\$19	–	–	\$0	\$0	–	\$0
EXPENSES BY DIVISION TOTAL	\$13,415,224	\$6,812,908	\$7,933,645	\$10,095,012	\$7,234,472	(9%)	\$7,408,266
Net Contribution / (Use)	(\$11,762,739)	(\$995,655)	(\$5,073,175)	(\$7,317,743)	(\$5,470,288)	–	(\$5,626,728)

	FY27 % Change
Revenues by Division	
Finance	1%
FN Information Technology	–
FN IT Replacement	–
FN IT Projects	–

	FY27 % Change
FN IT ERP Project	—
FN CDD Technology Reserve	—
REVENUES BY DIVISION TOTAL	1%
Expenses by Division	
Finance	2%
FN Information Technology	—
FN IT Replacement	—
FN IT Projects	—
FN IT ERP Project	—
FN CDD Technology Reserve	—
EXPENSES BY DIVISION TOTAL	2%
Net Contribution / (Use)	—

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$8,340,248	\$5,824,763	\$5,761,771	\$5,923,137	\$6,087,588	6%	\$6,244,028
General Non-Recurring	\$2,198,557	\$0	—	—	—	—	—
Information Technology	\$962,015	\$0	—	\$0	\$0	—	\$0
Postemployment Benefits	\$1,913,833	\$693,576	\$2,095,000	\$4,095,000	\$1,146,184	(45%)	\$1,163,538
Equipment Replacement	\$572	\$294,569	\$76,875	\$76,875	\$700	(99%)	\$700
EXPENSES TOTAL	\$13,415,224	\$6,812,908	\$7,933,645	\$10,095,012	\$7,234,472	(9%)	\$7,408,266

	FY27 % Change
Expenses	
General	3%
General Non-Recurring	—
Information Technology	—
Postemployment Benefits	2%
Equipment Replacement	0%
EXPENSES TOTAL	2%

Major Accomplishments in Fiscal Year 2024/25:

- Worked with other City departments to implement Tyler Munis ERP, specifically the Human Capital Management (HCM) module, which includes payroll and HR functions, as well as the Utility Billing and Cashiering module. The last module, Financials, is anticipated to be implemented by July 1, 2022.
- Successfully prepared the Annual Comprehensive Financial Report and Popular Annual Financial Report for the fiscal year ended June 30, 2024.
- Deployed Microsoft Intune mobile device management, CATO virtual private network, and endpoint protection for all work from anywhere laptops, significantly decreasing our cyber security attack surface.
- Went live with new applications for law records management, Medical Priority Dispatch and Intime, Crew Sence, and Executime time entry systems.
- The City has partnered with OpenGov Procurement for our online bidding platform! This new platform will include a more robust user experience and new tools for vendors. In addition, OpenGov Procurement

gives you access to bid opportunities with other government entities. All of this is provided at no charge. Vendors interested in working with the City or want to continue working with the City can visit the CityGs website to register! Registration is 100% free for vendors. Open solicitations are posted at OpenGov Procurement. Once you are registered, you can subscribe to the City of Napa portal

- Successfully implemented two new accounting software solutions - OpenGov Planning and Budgeting suite and TrueComp. OpenGov allows us to streamline budgeting, reporting and community engagement, while GovInvest enhances our ability to model long-term pension and labor costs.

Key Initiatives in Fiscal Years 2025/26 and 2026/27:

- Address post go-live needs related to the Tyler Munis ERP implementation.
- Update of cost allocation plan for the City.
- Ensure the required reporting for ARPA fund expenditures in accordance with U.S. Treasury requirements.
- Begin deployment of new applications for Community Development and Police & Fire dispatch.
- Begin deployment of a new backup 911 dispatch center and encrypted radio channels for county-wide law enforcement operations as mandated by the FBI.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Accounts Payable Timeliness	# invoices processed	Trend	15,400	21,590
	# of invoices paid within 30 days of invoice date	90%	84.7%	75%
General Fund Budget Accuracy/ Performance	% variance revised budget to actual revenues	<3%	7.0%	2.3%
	% variance revised budget to actual expenditures	<3%	-5.7%	-3.9%
Business License Processing	# of new license applications processed	Trend	1,414	
	% Business license applications processed within 30 days	85%	86%	

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$1,282,254	\$1,098,318	\$1,353,470	\$1,025,269	\$1,049,184	(22%)	\$1,066,538
50 - Investment Earnings	(\$59,768)	\$541,088	\$357,000	\$602,000	\$565,000	58%	\$565,000
55 - Misc Revenues	-	\$1,027,847	-	-	-	-	-
81 - Transfers In	\$430,000	\$3,150,000	\$1,150,000	\$1,150,000	\$150,000	(87%)	\$150,000

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
REVENUES TOTAL	\$1,652,486	\$5,817,253	\$2,860,470	\$2,777,269	\$1,764,184	(38%)	\$1,781,538
Expenses							
60 - Salaries and Wages	\$3,781,085	\$2,403,329	\$2,678,260	\$2,816,990	\$3,123,834	17%	\$3,185,928
61 - Benefits	\$2,675,900	\$768,752	\$1,327,877	\$1,369,050	\$1,452,440	9%	\$1,534,099
70 - Services - External	\$4,197,641	\$1,809,978	\$3,668,854	\$3,673,367	\$2,476,884	(32%)	\$2,494,238
71 - Debt Service	\$307,470	\$409,714	—	—	—	—	—
72 - Services - Internal	\$210,780	\$111,830	\$161,480	\$142,940	\$160,314	(1%)	\$173,001
75 - Materials & Supplies	\$271,480	\$313,568	\$97,175	\$92,665	\$21,000	(78%)	\$21,000
77 - Capital Outlay	\$1,790,868	\$995,736	—	—	—	—	—
82 - Transfers Out	\$180,000	—	\$0	\$2,000,000	\$0	—	\$0
EXPENSES TOTAL	\$13,415,224	\$6,812,908	\$7,933,645	\$10,095,012	\$7,234,472	(9%)	\$7,408,266
Net Contribution / (Use)	(\$11,762,739)	(\$995,655)	(\$5,073,175)	(\$7,317,743)	(\$5,470,288)	—	(\$5,626,728)
Source of Funds							
General	\$8,340,957	\$5,766,863	\$5,761,771	\$5,923,137	\$6,087,588	6%	\$6,244,028
General Non-Recurring	\$2,198,557	\$0	—	—	—	—	—
Information Technology	\$962,015	\$0	—	\$0	\$0	—	\$0
Postemployment Benefits	\$1,913,833	\$693,576	\$2,095,000	\$4,095,000	\$1,146,184	(45%)	\$1,163,538
Equipment Replacement	\$572	\$294,569	\$76,875	\$76,875	\$700	(99%)	\$700
SOURCE OF FUNDS TOTAL	\$13,415,933	\$6,755,008	\$7,933,645	\$10,095,012	\$7,234,472	(9%)	\$7,408,266

	FY27 % Change
Revenues	
30 - Charges for Service	2%
50 - Investment Earnings	0%
55 - Misc Revenues	—
81 - Transfers In	0%
REVENUES TOTAL	1%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	1%
71 - Debt Service	—
72 - Services - Internal	8%
75 - Materials & Supplies	0%
77 - Capital Outlay	—
82 - Transfers Out	—
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
General	3%
General Non-Recurring	—
Information Technology	—
Postemployment Benefits	2%
Equipment Replacement	0%
SOURCE OF FUNDS TOTAL	2%

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$29,759	\$0	—	—	—	—	—

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
55 - Misc Revenues	–	\$1,027,847	–	–	–	–	–
REVENUES TOTAL	\$29,759	\$1,027,847	–	–	–	–	–
Expenses							
60 - Salaries and Wages	\$3,744,938	\$2,403,329	\$2,678,260	\$2,816,990	\$3,123,834	19%	\$3,185,928
61 - Benefits	\$1,869,914	\$1,254,506	\$1,327,877	\$1,369,050	\$1,452,440	16%	\$1,534,099
70 - Services - External	\$2,024,639	\$630,022	\$1,573,154	\$1,577,667	\$1,330,000	(15%)	\$1,330,000
71 - Debt Service	\$307,470	\$409,714	–	–	–	–	–
72 - Services - Internal	\$210,780	\$111,830	\$161,480	\$142,940	\$160,314	7%	\$173,001
75 - Materials & Supplies	\$182,508	\$19,625	\$21,000	\$16,490	\$21,000	0%	\$21,000
77 - Capital Outlay	\$0	\$995,736	–	–	–	–	–
EXPENSES TOTAL	\$8,340,248	\$5,824,763	\$5,761,771	\$5,923,137	\$6,087,588	8%	\$6,244,028
Net Contribution / (Use)	(\$8,310,489)	(\$4,796,916)	(\$5,761,771)	(\$5,923,137)	(\$6,087,588)	–	(\$6,244,028)

	FY27 % Change
Revenues	
30 - Charges for Service	–
55 - Misc Revenues	–
REVENUES TOTAL	–
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	0%
71 - Debt Service	–
72 - Services - Internal	8%
75 - Materials & Supplies	0%
77 - Capital Outlay	–
EXPENSES TOTAL	3%
Net Contribution / (Use)	–

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Convert a vacant Office Assistant position to an Administrative Assistant position for an additional cost of \$39,000.
- Reallocation of Purchasing Manager position to a Management Analyst position for a savings of \$36,000.
- Conduct a Continuity of Operations Plan for IT for a cost of \$40,000.
- Ongoing cost of cybersecurity software and services for a cost of \$48,000.
- Matching funds for Public Safety Radio and Communication (PSRC) Upgrade Project (Countywide)
\$900,000 in funds requested by the City of Napa. Cost is 20% matching funds of \$180,000.
- Add 1 New FTE (Budget Analyst I/II) in FY 2025/26 and FY 2026/27.



General Government (Non-Dept)



Department Overview:

Department Overview: General Services includes those revenue and expenditure items not associated directly with administrative or operating programs. This budget captures several major revenue components such as property taxes, sales taxes, and transient occupancy taxes. Major expenditure components of this department include:

- Payments to the County of Napa for property tax administration.
- Operations related to the public access channel.
- Dues and contributions to Local Agency Formation Commission (LAFCO) and Napa Cities League of Governments (NCLOG).
- Transfers from available General Fund and Non-Recurring General Fund balances to Operating Reserves, Emergency Reserves and Capital Improvement Projects and Reserves.
- Vacancy savings for all General Fund positions.

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

General Government (Non-Dept)

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$44,758,141	\$46,050,821	\$47,563,950	\$47,941,541	\$49,776,319	5%	\$51,575,063
12 - Sales Tax	\$21,085,858	\$21,164,996	\$26,890,000	\$26,920,644	\$44,490,297	65%	\$45,818,320
13 - Transient Occup Tax	\$30,884,044	\$29,481,077	\$29,453,000	\$29,327,043	\$29,731,880	1%	\$30,325,518
14 - Business License Tax	\$4,545,589	\$4,526,180	\$5,848,000	\$5,882,000	\$6,082,000	4%	\$6,282,000
15 - Other Taxes	\$2,845,292	\$2,733,299	\$2,692,000	\$2,692,000	\$2,741,560	2%	\$2,792,110
30 - Charges for Service	\$610,979	\$1,003,735	\$157,700	\$830,459	\$145,200	(8%)	\$149,900
40 - Intergovernmental	\$3,365,293	\$4,456,416	\$9,766,441	\$9,544,264	\$0	(100%)	\$0
50 - Investment Earnings	\$7,749,757	\$5,323,674	\$2,800,000	\$3,920,000	\$3,112,500	11%	\$3,125,000
52 - Financing Revenues	\$49,017	(\$12,996)	\$41,000	\$41,000	\$41,000	0%	\$41,000
55 - Misc Revenues	\$10,727	\$88,225	\$40,000	\$40,000	\$40,000	0%	\$40,000

ACTUAL			REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
81 - Transfers In	\$3,120,200	\$5,075,540	\$5,094,560	\$5,094,560	\$8,245,876	62%	\$8,499,641
REVENUES TOTAL	\$119,024,897	\$119,890,968	\$130,346,651	\$132,233,511	\$144,406,632	11%	\$148,648,552
Expenses							
60 - Salaries and Wages	\$249,439	\$444,952	(\$423,331)	\$50,150	(\$2,050,000)	384%	(\$2,150,000)
61 - Benefits	(\$145,851)	(\$173,387)	\$317,401	\$0	\$600,000	89%	\$600,000
70 - Services - External	\$6,580,685	\$6,719,346	\$12,149,216	\$10,868,322	\$8,896,378	(27%)	\$8,902,677
71 - Debt Service	\$9,154	(\$49,731)	\$90,625	\$90,625	\$0	(100%)	\$0
72 - Services - Internal	\$1,150,000	\$2,553,500	\$2,784,100	\$2,784,100	\$2,955,448	6%	\$3,380,791
75 - Materials & Supplies	\$59,497	\$37,798	\$15,000	\$98,833	\$15,000	0%	\$15,000
77 - Capital Outlay	–	\$94,732	\$672,759	\$672,759	\$0	(100%)	\$0
82 - Transfers Out	\$5,729,517	\$14,315,153	\$20,133,825	\$20,133,825	\$25,610,732	27%	\$25,902,710
EXPENSES TOTAL	\$13,632,440	\$23,942,363	\$35,739,596	\$34,698,614	\$36,027,558	1%	\$36,651,178
Net Contribution / (Use)	\$105,392,457	\$95,948,605	\$94,607,055	\$97,534,897	\$108,379,074	–	\$111,997,374
Source of Funds							
General	\$9,880,800	\$18,612,377	\$19,160,152	\$18,575,926	\$13,770,772	(28%)	\$13,511,847
General Non-Recurring	\$1,348,424	\$1,208,141	\$2,945,584	\$2,565,285	\$6,000	(100%)	\$6,000
Measure G	–	–	\$5,000,000	\$5,000,000	\$22,250,786	345%	\$23,133,331
General ARPA	\$2,403,216	\$4,123,012	\$8,471,988	\$8,395,531	\$0	(100%)	\$0
Administration SR	–	–	\$161,872	\$161,872	\$0	(100%)	\$0
SOURCE OF FUNDS TOTAL	\$13,632,440	\$23,943,530	\$35,739,596	\$34,698,614	\$36,027,558	1%	\$36,651,178

		FY27 % Change
Revenues		
11 - Property Tax		4%
12 - Sales Tax		3%
13 - Transient Occup Tax		2%
14 - Business License Tax		3%
15 - Other Taxes		2%
30 - Charges for Service		3%
40 - Intergovernmental		–
50 - Investment Earnings		0%
52 - Financing Revenues		0%
55 - Misc Revenues		0%
81 - Transfers In		3%
REVENUES TOTAL		3%
Expenses		
60 - Salaries and Wages		5%
61 - Benefits		0%
70 - Services - External		0%
71 - Debt Service		–
72 - Services - Internal		14%
75 - Materials & Supplies		0%
77 - Capital Outlay		–
82 - Transfers Out		1%
EXPENSES TOTAL		2%
Net Contribution / (Use)		–
Source of Funds		
General		(2%)
General Non-Recurring		0%
Measure G		4%
General ARPA		–
Administration SR		–
SOURCE OF FUNDS TOTAL		2%

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$54,046	\$128,924	\$0	\$0	\$0
TOTAL	\$54,046	\$128,924	\$0	\$0	\$0

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Transfer of funding to provide support for the operating obligation of the 5th Street garage and Neighborhood Traffic Calming Program (NTCP).

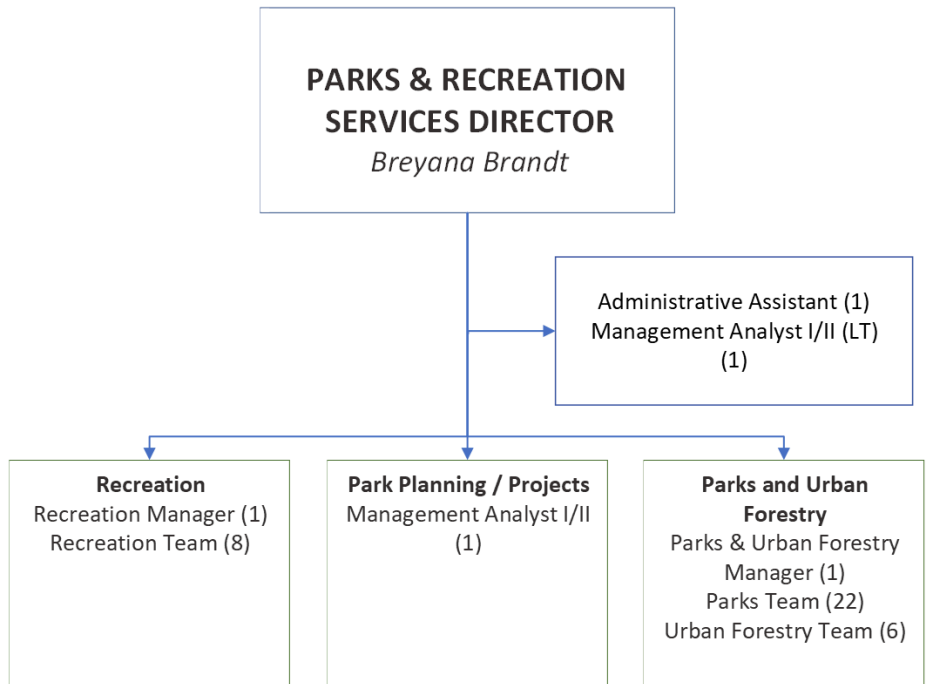


Parks and Recreation Services



Mission Statement:

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



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	1	0	0	0	0
Full-Time	40	40	40	42	42
AMOUNT	41	40	40	42	42

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$741,404	\$842,704	\$1,030,200	\$1,183,820	\$1,219,785
TOTAL	\$741,404	\$842,704	\$1,030,200	\$1,183,820	\$1,219,785

Department Overview:

The Parks and Recreation Services Department provides vital access to parks, trails, open spaces and community gathering spaces. The Department provides high-quality community events and recreational opportunities including sports programs, swimming lessons, enrichment classes, and day camps. The Department is responsible for maintenance and care of all City parks, trails and open spaces, and citywide landscaping and urban forestry. This includes the management of over 35,000 public trees. The department maintains recreational facilities, public rights of way, and landscaping in specific neighborhoods identified by assessment districts.

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
PR Admin	\$284,021	\$538	\$4,609	\$0	\$750	(84%)	\$750
PR Parks	\$500,520	\$585,947	\$1,039,958	\$975,134	\$750,539	(28%)	\$753,323
PR Recreation Services	\$250,576	\$299,323	\$234,550	\$235,250	\$618,000	163%	\$620,500
PR Programs	\$571,451	\$644,848	\$770,500	\$780,000	\$822,500	7%	\$812,500
PR Public Art	\$457,688	\$488,279	\$411,039	\$331,999	\$70,800	(83%)	\$70,800
PR Park Acquisition Q1	(\$16,641)	\$279,259	\$307,960	\$0	\$307,960	0%	\$307,960
PR Park Acquisition Q2	\$52,531	\$146,197	\$95,720	\$0	\$95,720	0%	\$95,720
PR Park Acquisition Q3	\$125,583	\$101,941	\$24,450	\$0	\$24,450	0%	\$24,450
PR Park Acquisition Q4	(\$43,749)	\$151,864	\$79,590	\$0	\$79,590	0%	\$79,590
PR Park Development Q1	\$1,695	\$32,153	\$49,420	\$0	\$49,420	0%	\$49,420
PR Park Development Q2	\$12,701	\$11,672	\$11,440	\$0	\$11,440	0%	\$11,440
PR Park Development Q3	\$17,077	\$14,986	\$8,320	\$0	\$8,320	0%	\$8,320
PR Park Development Q4	(\$5,290)	\$19,653	\$31,730	\$0	\$31,730	0%	\$31,730
REVENUES BY DIVISION TOTAL	\$2,208,163	\$2,776,659	\$3,069,286	\$2,322,383	\$2,871,219	(6%)	\$2,866,503
Expenses by Division							
PR Admin	\$1,525,524	\$1,547,129	\$1,623,463	\$1,657,595	\$1,655,401	2%	\$1,703,718
PR Parks	\$5,386,572	\$6,591,288	\$6,799,632	\$6,420,014	\$6,776,958	0%	\$6,949,401
PR Recreation Services	\$1,016,985	\$1,382,109	\$1,526,976	\$1,352,517	\$1,519,697	0%	\$1,545,681
PR Programs	\$1,143,871	\$1,231,091	\$1,324,373	\$1,338,157	\$1,506,248	14%	\$1,541,987

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
PR Public Art	\$2,170,457	\$498,566	\$560,786	\$563,024	\$407,541	(27%)	\$237,143
PR Park Acquisition Q1	\$8,913	\$2,593	\$5,600	\$0	\$305,600	5,357%	\$5,600
PR Park Acquisition Q2	\$6,924	\$1,106	\$2,500	\$0	\$302,500	12,000%	\$2,500
PR Park Acquisition Q3	\$7,106	\$1,191	\$3,200	\$0	\$303,200	9,375%	\$3,200
PR Park Acquisition Q4	\$7,550	\$1,527	\$2,500	\$0	\$302,500	12,000%	\$2,500
PR Park Development Q1	\$365	\$284	\$700	\$0	\$700	0%	\$700
PR Park Development Q2	\$64	\$59	\$200	\$0	\$200	0%	\$200
PR Park Development Q3	\$250	\$192	\$400	\$0	\$400	0%	\$400
PR Park Development Q4	\$7,600	\$188	\$400	\$0	\$400	0%	\$400
EXPENSES BY DIVISION TOTAL	\$11,282,179	\$11,257,323	\$11,850,731	\$11,331,307	\$13,081,345	10%	\$11,993,430
Net Contribution / (Use)	(\$9,074,017)	(\$8,480,664)	(\$8,781,445)	(\$9,008,924)	(\$10,210,126)	—	(\$9,126,927)

	FY27 % Change
Revenues by Division	
PR Admin	0%
PR Parks	0%
PR Recreation Services	0%
PR Programs	(1%)
PR Public Art	0%
PR Park Acquisition Q1	0%
PR Park Acquisition Q2	0%
PR Park Acquisition Q3	0%
PR Park Acquisition Q4	0%
PR Park Development Q1	0%
PR Park Development Q2	0%
PR Park Development Q3	0%
PR Park Development Q4	0%
REVENUES BY DIVISION TOTAL	0%
Expenses by Division	
PR Admin	3%
PR Parks	3%
PR Recreation Services	2%
PR Programs	2%
PR Public Art	(42%)
PR Park Acquisition Q1	(98%)
PR Park Acquisition Q2	(99%)
PR Park Acquisition Q3	(99%)
PR Park Acquisition Q4	(99%)
PR Park Development Q1	0%
PR Park Development Q2	0%
PR Park Development Q3	0%
PR Park Development Q4	0%
EXPENSES BY DIVISION TOTAL	(8%)
Net Contribution / (Use)	—

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$9,101,873	\$10,052,200	\$10,757,619	\$10,356,015	\$11,332,329	5%	\$11,627,091
General Non-Recurring	\$314,643	\$1,085,869	\$763,102	\$763,751	\$219,648	(71%)	\$210,154
Golf Course	\$29,582	\$30,796	\$27,000	\$27,000	\$28,000	4%	\$29,000
DIF Las Flores Rec Center	\$3	\$2	\$10	\$10	\$10	0%	\$10
DIF N Jefferson Parks	\$1	\$1	\$10	\$5	\$10	0%	\$10
DIF Orchard Parks	\$47,999	\$3	\$100	\$50	\$50	(50%)	\$50
DIF Park Acq & Dev	\$38,770	\$7,140	\$15,500	\$0	\$1,215,500	7,742%	\$15,500
Public Art	\$1,686,816	\$31,660	\$63,666	\$63,666	\$185,826	192%	\$11,139
Alston Park Trust	\$1,926	\$93	\$124,464	\$75,100	\$22,500	(82%)	\$22,500
AD Altavina Maint Dist	\$6,328	\$3,642	\$9,150	\$5,200	\$9,150	0%	\$9,150
AD Chaudhary Estates	\$1,173	\$496	\$2,100	\$600	\$1,400	(33%)	\$1,850
AD Dry Creek Village	\$904	\$1,485	\$1,200	\$500	\$2,200	83%	\$2,200
AD Fox Ridge	\$4,195	\$3,343	\$8,950	\$1,850	\$2,850	(68%)	\$2,850
AD Glencar Estates	\$650	\$1,367	\$2,100	\$900	\$2,300	10%	\$2,300
AD Hill View Park	\$549	\$840	\$1,650	\$400	\$1,600	(3%)	\$1,600
AD Hyde Park I	\$1,303	\$1,539	\$1,750	\$950	\$2,150	23%	\$2,150
AD Linda Vista	\$850	\$673	\$820	\$820	\$824	0%	\$825
AD Mills	\$960	\$829	\$1,600	\$750	\$1,600	0%	\$1,600
AD Napa Valley Corp Park	\$5,456	\$5,965	\$10,500	\$10,500	\$10,500	0%	\$10,500
AD Oak Ridge	\$2,328	\$1,996	\$7,750	\$650	\$3,250	(58%)	\$3,250
AD Orchard Estates	\$1,580	\$1,866	\$1,950	\$1,350	\$2,950	51%	\$2,950
AD Oxford Garden	\$1,642	\$495	\$2,350	\$650	\$950	(60%)	\$950
AD Rancho Las Flores	\$4,657	\$3,778	\$9,700	\$1,900	\$4,000	(59%)	\$4,000
AD Silverado Creek	\$16,405	\$11,129	\$22,770	\$12,220	\$22,528	(1%)	\$22,581
AD Sunrise Meadows	\$1,929	\$2,417	\$2,660	\$1,660	\$2,360	(11%)	\$2,360
AD Tierra Grove	\$542	\$857	\$1,150	\$750	\$1,150	0%	\$1,150
AD Trancas	\$2,936	\$2,797	\$3,400	\$1,850	\$1,850	(46%)	\$1,850
AD Vineyard Vista	\$2,918	\$1,415	\$4,200	\$700	\$2,000	(52%)	\$2,000
AD Walnut Grove	\$163	\$139	\$210	\$160	\$510	143%	\$510
AD Woodside	\$3,097	\$2,491	\$3,300	\$1,350	\$1,350	(59%)	\$1,350
EXPENSES TOTAL	\$11,282,179	\$11,257,323	\$11,850,731	\$11,331,307	\$13,081,345	10%	\$11,993,430

	FY27 % Change
Expenses	
General	3%
General Non-Recurring	(4%)
Golf Course	4%
DIF Las Flores Rec Center	0%
DIF N Jefferson Parks	0%
DIF Orchard Parks	0%
DIF Park Acq & Dev	(99%)
Public Art	(94%)
Alston Park Trust	0%
AD Altavina Maint Dist	0%
AD Chaudhary Estates	32%
AD Dry Creek Village	0%
AD Fox Ridge	0%
AD Glencar Estates	0%
AD Hill View Park	0%
AD Hyde Park I	0%
AD Linda Vista	0%
AD Mills	0%
AD Napa Valley Corp Park	0%

FY27 % Change	
AD Oak Ridge	0%
AD Orchard Estates	0%
AD Oxford Garden	0%
AD Rancho Las Flores	0%
AD Silverado Creek	0%
AD Sunrise Meadows	0%
AD Tierra Grove	0%
AD Trancas	0%
AD Vineyard Vista	0%
AD Walnut Grove	0%
AD Woodside	0%
EXPENSES TOTAL	(8%)

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$1,617,899	\$1,397,450	\$1,656,220	\$1,138,300	\$1,644,390	(1%)	\$1,629,890
40 - Intergovernmental	\$92,355	\$97,317	\$605,458	\$611,659	\$103,269	(83%)	\$105,853
50 - Investment Earnings	(\$433,670)	\$647,275	\$223,650	\$25,025	\$233,060	4%	\$233,060
52 - Financing Revenues	\$7,346	(\$16,151)	—	—	—	—	—
55 - Misc Revenues	\$924,234	\$650,767	\$583,958	\$547,399	\$250,500	(57%)	\$257,700
81 - Transfers In	—	—	—	\$0	\$640,000	—	\$640,000
REVENUES TOTAL	\$2,208,163	\$2,776,659	\$3,069,286	\$2,322,383	\$2,871,219	(6%)	\$2,866,503
Expenses							
60 - Salaries and Wages	\$4,203,966	\$4,516,651	\$4,981,403	\$4,726,699	\$5,458,121	10%	\$5,540,296
61 - Benefits	\$1,913,221	\$2,091,711	\$2,196,398	\$2,202,791	\$2,370,918	8%	\$2,520,179
70 - Services - External	\$1,405,097	\$2,294,999	\$2,757,129	\$2,625,381	\$2,290,430	(17%)	\$2,293,068
71 - Debt Service	\$187,579	\$142,805	—	—	—	—	—
72 - Services - Internal	\$980,121	\$1,072,985	\$1,102,640	\$1,102,640	\$1,027,128	(7%)	\$1,078,272
75 - Materials & Supplies	\$477,043	\$534,687	\$722,404	\$583,040	\$522,570	(28%)	\$523,070
77 - Capital Outlay	\$312,808	\$87,605	\$27,000	\$27,000	\$28,000	4%	\$29,000
82 - Transfers Out	\$1,802,345	\$515,880	\$63,756	\$63,756	\$1,384,178	2,071%	\$9,545
EXPENSES TOTAL	\$11,282,179	\$11,257,323	\$11,850,731	\$11,331,307	\$13,081,345	10%	\$11,993,430
Net Contribution / (Use)	(\$9,074,017)	(\$8,480,664)	(\$8,781,445)	(\$9,008,924)	(\$10,210,126)	—	(\$9,126,927)
Source of Funds							
General	\$9,101,873	\$10,052,200	\$10,757,619	\$10,356,015	\$11,332,329	5%	\$11,627,091
General Non-Recurring	\$314,643	\$1,085,869	\$763,102	\$763,751	\$219,648	(71%)	\$210,154
Golf Course	\$29,582	\$30,796	\$27,000	\$27,000	\$28,000	4%	\$29,000
DIF Las Flores Rec Center	\$3	\$2	\$10	\$10	\$10	0%	\$10
DIF N Jefferson Parks	\$1	\$1	\$10	\$5	\$10	0%	\$10
DIF Orchard Parks	\$47,999	\$3	\$100	\$50	\$50	(50%)	\$50
DIF Park Acq & Dev	\$38,770	\$7,140	\$15,500	\$0	\$1,215,500	7,742%	\$15,500
Public Art	\$1,686,816	\$31,660	\$63,666	\$63,666	\$185,826	192%	\$11,139
Alston Park Trust	\$1,926	\$93	\$124,464	\$75,100	\$22,500	(82%)	\$22,500
AD Altavina Maint Dist	\$6,328	\$3,642	\$9,150	\$5,200	\$9,150	0%	\$9,150
AD Chaudhary Estates	\$1,173	\$496	\$2,100	\$600	\$1,400	(33%)	\$1,850
AD Dry Creek Village	\$904	\$1,485	\$1,200	\$500	\$2,200	83%	\$2,200
AD Fox Ridge	\$4,195	\$3,343	\$8,950	\$1,850	\$2,850	(68%)	\$2,850
AD Glencar Estates	\$650	\$1,367	\$2,100	\$900	\$2,300	10%	\$2,300
AD Hill View Park	\$549	\$840	\$1,650	\$400	\$1,600	(3%)	\$1,600
AD Hyde Park I	\$1,303	\$1,539	\$1,750	\$950	\$2,150	23%	\$2,150

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
AD Linda Vista	\$850	\$673	\$820	\$820	\$824	0%	\$825
AD Mills	\$960	\$829	\$1,600	\$750	\$1,600	0%	\$1,600
AD Napa Valley Corp Park	\$5,456	\$5,965	\$10,500	\$10,500	\$10,500	0%	\$10,500
AD Oak Ridge	\$2,328	\$1,996	\$7,750	\$650	\$3,250	(58%)	\$3,250
AD Orchard Estates	\$1,580	\$1,866	\$1,950	\$1,350	\$2,950	51%	\$2,950
AD Oxford Garden	\$1,642	\$495	\$2,350	\$650	\$950	(60%)	\$950
AD Rancho Las Flores	\$4,657	\$3,778	\$9,700	\$1,900	\$4,000	(59%)	\$4,000
AD Silverado Creek	\$16,405	\$11,129	\$22,770	\$12,220	\$22,528	(1%)	\$22,581
AD Sunrise Meadows	\$1,929	\$2,417	\$2,660	\$1,660	\$2,360	(11%)	\$2,360
AD Tierra Grove	\$542	\$857	\$1,150	\$750	\$1,150	0%	\$1,150
AD Trancas	\$2,936	\$2,797	\$3,400	\$1,850	\$1,850	(46%)	\$1,850
AD Vineyard Vista	\$2,918	\$1,415	\$4,200	\$700	\$2,000	(52%)	\$2,000
AD Walnut Grove	\$163	\$139	\$210	\$160	\$510	143%	\$510
AD Woodside	\$3,097	\$2,491	\$3,300	\$1,350	\$1,350	(59%)	\$1,350
SOURCE OF FUNDS TOTAL	\$11,282,179	\$11,257,323	\$11,850,731	\$11,331,307	\$13,081,345	10%	\$11,993,430

	FY27 % Change
Revenues	
30 - Charges for Service	(1%)
40 - Intergovernmental	3%
50 - Investment Earnings	0%
52 - Financing Revenues	—
55 - Misc Revenues	3%
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	0%
71 - Debt Service	—
72 - Services - Internal	5%
75 - Materials & Supplies	0%
77 - Capital Outlay	4%
82 - Transfers Out	(99%)
EXPENSES TOTAL	(8%)
Net Contribution / (Use)	—
Source of Funds	
General	3%
General Non-Recurring	(4%)
Golf Course	4%
DIF Las Flores Rec Center	0%
DIF N Jefferson Parks	0%
DIF Orchard Parks	0%
DIF Park Acq & Dev	(99%)
Public Art	(94%)
Alston Park Trust	0%
AD Altavina Maint Dist	0%
AD Chaudhary Estates	32%
AD Dry Creek Village	0%
AD Fox Ridge	0%
AD Glencar Estates	0%
AD Hill View Park	0%
AD Hyde Park I	0%
AD Linda Vista	0%
AD Mills	0%
AD Napa Valley Corp Park	0%

FY27 % Change	
AD Oak Ridge	0%
AD Orchard Estates	0%
AD Oxford Garden	0%
AD Rancho Las Flores	0%
AD Silverado Creek	0%
AD Sunrise Meadows	0%
AD Tierra Grove	0%
AD Trancas	0%
AD Vineyard Vista	0%
AD Walnut Grove	0%
AD Woodside	0%
SOURCE OF FUNDS TOTAL	(8%)

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$812,293	\$930,868	\$1,028,300	\$1,037,800	\$1,088,250	4%	\$1,073,750
40 - Intergovernmental	\$92,355	\$97,317	\$94,550	\$100,751	\$103,269	12%	\$105,853
52 - Financing Revenues	—	(\$16,151)	—	—	—	—	—
55 - Misc Revenues	\$537,887	\$296,763	\$224,958	\$184,399	\$183,000	(16%)	\$188,000
81 - Transfers In	—	—	—	\$0	\$640,000	—	\$640,000
REVENUES TOTAL	\$1,442,535	\$1,308,797	\$1,347,808	\$1,322,950	\$2,014,519	49%	\$2,007,603
Expenses							
60 - Salaries and Wages	\$4,183,802	\$4,501,388	\$4,935,253	\$4,714,256	\$5,361,484	10%	\$5,441,852
61 - Benefits	\$1,904,360	\$2,086,126	\$2,183,398	\$2,202,791	\$2,307,607	12%	\$2,453,169
70 - Services - External	\$1,095,372	\$1,657,803	\$1,956,958	\$1,843,958	\$2,137,740	10%	\$2,155,428
71 - Debt Service	\$180,233	\$142,805	—	—	—	—	—
72 - Services - Internal	\$980,121	\$1,072,985	\$1,102,640	\$1,102,640	\$1,027,128	(2%)	\$1,078,272
75 - Materials & Supplies	\$474,736	\$534,259	\$579,370	\$492,370	\$498,370	(14%)	\$498,370
77 - Capital Outlay	\$283,250	\$56,835	—	—	—	—	—
EXPENSES TOTAL	\$9,101,873	\$10,052,200	\$10,757,619	\$10,356,015	\$11,332,329	8%	\$11,627,091
Net Contribution / (Use)	(\$7,659,338)	(\$8,743,404)	(\$9,409,811)	(\$9,033,065)	(\$9,317,810)	—	(\$9,619,488)

FY27 % Change	
Revenues	
30 - Charges for Service	(1%)
40 - Intergovernmental	3%
52 - Financing Revenues	—
55 - Misc Revenues	3%
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	1%
71 - Debt Service	—
72 - Services - Internal	5%
75 - Materials & Supplies	0%
77 - Capital Outlay	—
EXPENSES TOTAL	3%

FY27 % Change	
Net Contribution / (Use)	—

Major Accomplishments in Fiscal Year 2024/25:

- Completed Phase I of the Parks Playground and amenity improvement project targeting six priority park sites. This was the first implementation phase of the 2023 Parks Conditions Assessment.
- Implementation of three department strategies: Financial Sustainability, Social Equity, and Capital Investment to guide resource allocation and priority investment of public dollars.
- Continued work on data development, including the integration of Placer.ai location analytics to develop baseline use trends for parks, recreation facilities, and community events.
- Initiated feasibility analysis of the vacant Harvest Middle School site to meet existing gaps in the City's park network, primarily active park amenities such as aquatics and sport field infrastructure.
- Supported Public Works with the planning, coordination, and implementation of park capital improvement program projects.

Key Initiatives in Fiscal Years 2025/26 and 2026/27:

- Establish priority park site and recreation facility investments to align with Council and Measure G funding priorities.
- Continue discussions and coordination with Napa Valley School District in regard to the sale and future plans for the Harvest Middle School site.
- Implement the Financial Sustainability, Social Equity, and Capital Investment strategies for the Parks & Recreation Department which will include engagement and education components and ongoing analysis and adjustments to meet targets.
- Utilize the GIS data collected for the Park Infrastructure Program and implement priorities for maintenance and replacement projects to manage the City's existing backlog of projects and maintain safe and usable parks for the community.

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None



PRS Parks

Division Overview:

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

- Maintain 54 City parks, and 32 miles of public trails inclusive of downtown area landscapes, river front promenade, 2 boat docks, and 2 boat launches.
- Maintain a wide variety of recreational amenities, including sports fields, picnic areas, play areas, a BMX track, 2 amphitheaters for special events, a skate park, and dedicated off-leash dog areas.
- Manage an inspection program for 33 playgrounds to ensure community safety.
- Maintain landscaping along 140 miles of public rights-of-ways and street medians.
- Manage the maintenance of 17 landscape assessment and 3 special tax districts including detention basins.
- Oversee integrated pest management and weed abatement programs.
- Manage the volunteer and Park Ranger programs.
- Maintain approximately 50,000 trees, including trees located in parks, public spaces, street medians and street trees.

Major Accomplishments in FY2024/25

- Launched new iTree software platform to align GIS data and develop a comprehensive database on public tree infrastructure and track future maintenance activities in urban forestry.
- Continued work on the Urban Forestry Management Plan, including the completion of a comprehensive tree inventory, and an active community engagement plan.
- Completed various park improvements to enhance park sites and reduce ongoing maintenance: Boat Dock repairs, Kennedy Park pathways project and multiple park amenities projects across park sites.
- Continued key partnerships and collaborations with park stakeholders to increase funding opportunities and leverage partnerships to support parks, and key park projects and initiatives.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Enhance the maintenance of parks and community gathering spaces to improve aesthetics and reduce ongoing maintenance burdens. Additional priorities include improving landscape areas along rights-of-way and incorporating improvements in turf and tree care to meet the growing expectations of the community.
- Complete and / or make significant progress on identified park projects to enhance parks and community spaces including installation of the Alston Park Restroom and Phase II of the Playground and Amenities improvement project.
- Complete the Urban Forestry Management Plan to guide future work in green infrastructure.

- Continue to make efficiency improvements through the use of technology and equipment enhancements.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Park Maintenance	Cost per acre % actual to target (Industry standard operating expenditure per acre by National Recreation and Park Association)	FY 2018 \$6,589	\$4,343 (56%)	\$4,636 (56%)
Tree Planting (planned vs actual)	% actual to target	500 (100%)	127 (25%)	176 (88%)
Tree Pruning (planned vs actual)	% actual to target	2000 (100%)	833 (42%)	1,838 (92%)
Tree Replacement	% replacement trees planted within 30 days	100%	80.%	95.%

PR Parks

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$254,845	\$265,214	\$269,800	\$232,800	\$249,560	(7%)	\$249,560
40 - Intergovernmental	\$92,355	\$97,317	\$605,458	\$611,659	\$103,269	(83%)	\$105,853
50 - Investment Earnings	(\$40,229)	\$66,647	\$18,700	\$14,625	\$17,710	(5%)	\$17,710
52 - Financing Revenues	—	(\$16,151)	—	—	—	—	—
55 - Misc Revenues	\$193,549	\$172,920	\$146,000	\$116,050	\$130,000	(11%)	\$130,200
81 - Transfers In	—	—	—	\$0	\$250,000	—	\$250,000
REVENUES TOTAL	\$500,520	\$585,947	\$1,039,958	\$975,134	\$750,539	(28%)	\$753,323
Expenses							
60 - Salaries and Wages	\$2,471,012	\$2,542,880	\$2,834,616	\$2,617,220	\$3,032,094	7%	\$3,067,034
61 - Benefits	\$1,365,846	\$1,448,743	\$1,582,094	\$1,529,635	\$1,684,207	6%	\$1,795,478
70 - Services - External	\$474,789	\$1,036,205	\$1,155,177	\$1,152,779	\$1,038,830	(10%)	\$1,056,468
71 - Debt Service	\$27,461	\$12,328	—	—	—	—	—
72 - Services - Internal	\$629,571	\$683,525	\$675,250	\$675,250	\$643,405	(5%)	\$651,445
75 - Materials & Supplies	\$323,034	\$326,243	\$550,904	\$443,540	\$377,070	(32%)	\$377,570
77 - Capital Outlay	—	\$56,835	—	—	—	—	—
82 - Transfers Out	\$94,860	\$484,530	\$1,590	\$1,590	\$1,352	(15%)	\$1,406
EXPENSES TOTAL	\$5,386,572	\$6,591,288	\$6,799,632	\$6,420,014	\$6,776,958	0%	\$6,949,401
Net Contribution / (Use)	(\$4,886,053)	(\$6,005,341)	(\$5,759,674)	(\$5,444,880)	(\$6,026,419)	—	(\$6,196,078)
Source of Funds							
General	\$5,227,722	\$5,731,502	\$6,197,081	\$5,920,432	\$6,676,916	8%	\$6,848,855
General Non-Recurring	\$48,355	\$810,130	\$378,707	\$378,707	\$0	(100%)	\$0
DIF Las Flores Rec Center	\$3	\$2	\$10	\$10	\$10	0%	\$10
DIF N Jefferson Parks	\$1	\$1	\$10	\$5	\$10	0%	\$10
DIF Orchard Parks	\$47,999	\$3	\$100	\$50	\$50	(50%)	\$50

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Alston Park Trust	\$1,926	\$93	\$124,464	\$75,100	\$22,500	(82%)	\$22,500
AD Altavina Maint Dist	\$6,328	\$3,642	\$9,150	\$5,200	\$9,150	0%	\$9,150
AD Chaudhary Estates	\$1,173	\$496	\$2,100	\$600	\$1,400	(33%)	\$1,850
AD Dry Creek Village	\$904	\$1,485	\$1,200	\$500	\$2,200	83%	\$2,200
AD Fox Ridge	\$4,195	\$3,343	\$8,950	\$1,850	\$2,850	(68%)	\$2,850
AD Glencar Estates	\$650	\$1,367	\$2,100	\$900	\$2,300	10%	\$2,300
AD Hill View Park	\$549	\$840	\$1,650	\$400	\$1,600	(3%)	\$1,600
AD Hyde Park I	\$1,303	\$1,539	\$1,750	\$950	\$2,150	23%	\$2,150
AD Linda Vista	\$850	\$673	\$820	\$820	\$824	0%	\$825
AD Mills	\$960	\$829	\$1,600	\$750	\$1,600	0%	\$1,600
AD Napa Valley Corp Park	\$5,456	\$5,965	\$10,500	\$10,500	\$10,500	0%	\$10,500
AD Oak Ridge	\$2,328	\$1,996	\$7,750	\$650	\$3,250	(58%)	\$3,250
AD Orchard Estates	\$1,580	\$1,866	\$1,950	\$1,350	\$2,950	51%	\$2,950
AD Oxford Garden	\$1,642	\$495	\$2,350	\$650	\$950	(60%)	\$950
AD Rancho Las Flores	\$4,657	\$3,778	\$9,700	\$1,900	\$4,000	(59%)	\$4,000
AD Silverado Creek	\$16,405	\$11,129	\$22,770	\$12,220	\$22,528	(1%)	\$22,581
AD Sunrise Meadows	\$1,929	\$2,417	\$2,660	\$1,660	\$2,360	(11%)	\$2,360
AD Tierra Grove	\$542	\$857	\$1,150	\$750	\$1,150	0%	\$1,150
AD Trancas	\$2,936	\$2,797	\$3,400	\$1,850	\$1,850	(46%)	\$1,850
AD Vineyard Vista	\$2,918	\$1,415	\$4,200	\$700	\$2,000	(52%)	\$2,000
AD Walnut Grove	\$163	\$139	\$210	\$160	\$510	143%	\$510
AD Woodside	\$3,097	\$2,491	\$3,300	\$1,350	\$1,350	(59%)	\$1,350
SOURCE OF FUNDS TOTAL	\$5,386,572	\$6,591,288	\$6,799,632	\$6,420,014	\$6,776,958	0%	\$6,949,401

	FY27 % Change
Revenues	
30 - Charges for Service	0%
40 - Intergovernmental	3%
50 - Investment Earnings	0%
52 - Financing Revenues	—
55 - Misc Revenues	0%
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	7%
70 - Services - External	2%
71 - Debt Service	—
72 - Services - Internal	1%
75 - Materials & Supplies	0%
77 - Capital Outlay	—
82 - Transfers Out	4%
EXPENSES TOTAL	3%
Net Contribution / (Use)	—
Source of Funds	
General	3%
General Non-Recurring	—
DIF Las Flores Rec Center	0%
DIF N Jefferson Parks	0%
DIF Orchard Parks	0%
Alston Park Trust	0%
AD Altavina Maint Dist	0%
AD Chaudhary Estates	32%
AD Dry Creek Village	0%
AD Fox Ridge	0%
AD Glencar Estates	0%

		FY27 % Change
AD Hill View Park		0%
AD Hyde Park I		0%
AD Linda Vista		0%
AD Mills		0%
AD Napa Valley Corp Park		0%
AD Oak Ridge		0%
AD Orchard Estates		0%
AD Oxford Garden		0%
AD Rancho Las Flores		0%
AD Silverado Creek		0%
AD Sunrise Meadows		0%
AD Tierra Grove		0%
AD Trancas		0%
AD Vineyard Vista		0%
AD Walnut Grove		0%
AD Woodside		0%
SOURCE OF FUNDS TOTAL		3%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None



PRS Recreation Services

Division Overview:

The Recreation Program enhances community vitality by providing a diverse selection of quality recreational programming for every age group. Recreation services include aquatic programs, day camps, youth and adult sports, senior services, preschool programs, enrichment classes, community facility rentals and community events. Responsibilities include:

- Managing twelve program areas that change seasonally to meet the diverse needs of the community.
- Managing the Senior Activity Center, the Las Flores Community Center, athletic field use, and coordination with diverse community and stakeholder groups.

Major Accomplishments in FY2024/25

- Continued Community-wide events including the July 4th Celebration which included the City's first droneshow in lieu of fireworks, and the 3rd annual Dia de los Muertos Event.
- Expanded the scholarship program for both youth and seniors in partnership with the Napa Parks & Recreation Foundation, Community Projects, PG&E and Community Foundation.
- Hired new Recreation Coordinator to oversee youth programs including preschools and summer camps.
- Continue the targeted and strategic recovery of recreation programs with Aquatics, Summer Camps, Aquatics, Youth Sports and Senior programs.
- Continued to analyze and adjust programs and services based upon the Department's Financial Sustainability Policy to make continued progress in meeting cost recovery and subsidy targets.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Continue Implementation the financial sustainability policy and social equity policy for the Recreation Programs and Services including identifying and defining program niche and ongoing evaluation of cost recovery and social equity targets and adjustments when necessary
- Activate and plan for programming at the Harvest Middle School as an additional recreation site including pool and gym for city operated and partner programs.
- Continue the strategic recovery of recreation programs in the areas of Administration, Marketing, Adults Sports, Special Needs programs.
- Expand community events and the potential activation of Oxbow Commons with community stakeholder groups

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Recreation Program Performance	Class Participation %	75.%	73.6%	83.%
	% direct cost recovered	50.%	31.%	34.%
	# of participant visits	Trend	70,806	74,665
Special Event Attendance	# of attendees (private special events)	Trend	191,000	115,000
	# of attendees (City-sponsored special events)	Trend	47,500	98,000

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$242,790	\$171,132	\$104,040	\$25,000	\$50,000	(52%)	\$50,000
50 - Investment Earnings	(\$59,152)	\$24,147	\$10,400	\$10,400	\$20,800	100%	\$20,800
55 - Misc Revenues	\$274,050	\$293,000	\$296,599	\$296,599	\$0	(100%)	\$0
REVENUES TOTAL	\$457,688	\$488,279	\$411,039	\$331,999	\$70,800	(83%)	\$70,800
Expenses							
60 - Salaries and Wages	\$96,986	\$63,235	\$68,350	\$80,624	\$84,139	23%	\$85,396
61 - Benefits	\$24,537	\$16,264	\$13,171	\$18,135	\$32,736	149%	\$35,768
70 - Services - External	\$335,372	\$373,721	\$390,599	\$390,599	\$95,500	(76%)	\$95,500
72 - Services - Internal	\$150	—	—	\$0	\$840	—	\$840
75 - Materials & Supplies	\$28,211	\$13,996	\$26,500	\$11,500	\$11,500	(57%)	\$11,500
82 - Transfers Out	\$1,685,200	\$31,350	\$62,166	\$62,166	\$182,826	194%	\$8,139
EXPENSES TOTAL	\$2,170,457	\$498,566	\$560,786	\$563,024	\$407,541	(27%)	\$237,143
Net Contribution / (Use)	(\$1,712,768)	(\$10,287)	(\$149,747)	(\$231,025)	(\$336,741)	—	(\$166,343)
Source of Funds							
General	\$221,395	\$198,352	\$202,120	\$204,358	\$221,715	10%	\$226,004
General Non-Recurring	\$262,246	\$268,554	\$295,000	\$295,000	\$0	(100%)	\$0
Public Art	\$1,686,816	\$31,660	\$63,666	\$63,666	\$185,826	192%	\$11,139
SOURCE OF FUNDS TOTAL	\$2,170,457	\$498,566	\$560,786	\$563,024	\$407,541	(27%)	\$237,143

	FY27 % Change
Revenues	
30 - Charges for Service	0%
50 - Investment Earnings	0%
55 - Misc Revenues	—
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	9%
70 - Services - External	0%
72 - Services - Internal	0%
75 - Materials & Supplies	0%

FY27 % Change	
82 - Transfers Out	(96%)
EXPENSES TOTAL	(42%)
Net Contribution / (Use)	–
Source of Funds	
General	2%
General Non-Recurring	–
Public Art	(94%)
SOURCE OF FUNDS TOTAL	(42%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None



PRS Public Art

Division Overview:

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

Major Accomplishments in FY2024/25

- Napa Lighted Art Festival - continued collaboration with the Napa TID, Napa Downtown Association, event sponsors and Visit Napa Valley to create a successful 7th festival. Event included a 30 day format, 3 projection sites, 14 installations and a Family Dance Party.
- Completed fabrication and installation of two significant public art installations - 'Circulation' located at the Roundabouts and 'The Weavers' the mural along the Hwy 29 Undercrossing.
- Completed installation of the 2024-2026 Napa Artwalk based upon the theme of 'Climate Action and Sustainability' which includes 9 pieces in Downtown Napa.
- Continued the new family-friendly event, Napa Dia de los Muertos, that celebrates, educates and creates cultural understanding through art, tradition, music, dance, and food.
- Approved and awarded an agreement on the Soscol Medians Public Art project with a local artist that is now in fabrication.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Complete and install the City's first playable art project located at Fuller Park 'Leaves on a Line.'
- Complete the fabrication and installation of 'Downstream' the approved public art project slated for the Soscol medians.
- Continue work on the pavement art projects scheduled for Downtown including the bulb-out and crosswalk installations to improve traffic and pedestrian safety.
- Continue to expand and grown the Napa Dia de los Muertos event to include additional aspects of art to engage the community.

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$242,790	\$171,132	\$104,040	\$25,000	\$50,000	(52%)	\$50,000
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55 - Misc Revenues	\$274,050	\$293,000	\$296,599	\$296,599	\$0	(100%)	\$0
REVENUES TOTAL	\$457,688	\$488,279	\$411,039	\$331,999	\$70,800	(83%)	\$70,800
Expenses							
60 - Salaries and Wages	\$96,986	\$63,235	\$68,350	\$80,624	\$84,139	23%	\$85,396
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70 - Services - External	\$335,372	\$373,721	\$390,599	\$390,599	\$95,500	(76%)	\$95,500
72 - Services - Internal	\$150	—	—	\$0	\$840	—	\$840
75 - Materials & Supplies	\$28,211	\$13,996	\$26,500	\$11,500	\$11,500	(57%)	\$11,500
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Net Contribution / (Use)	(\$1,712,768)	(\$10,287)	(\$149,747)	(\$231,025)	(\$336,741)	—	(\$166,343)
Source of Funds							
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General Non-Recurring	\$262,246	\$268,554	\$295,000	\$295,000	\$0	(100%)	\$0
Public Art	\$1,686,816	\$31,660	\$63,666	\$63,666	\$185,826	192%	\$11,139
SOURCE OF FUNDS TOTAL	\$2,170,457	\$498,566	\$560,786	\$563,024	\$407,541	(27%)	\$237,143

	FY27 % Change
Revenues	
30 - Charges for Service	0%
50 - Investment Earnings	0%
55 - Misc Revenues	—
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	9%
70 - Services - External	0%
72 - Services - Internal	0%
75 - Materials & Supplies	0%
82 - Transfers Out	(96%)
EXPENSES TOTAL	(42%)
Net Contribution / (Use)	—
Source of Funds	
General	2%
General Non-Recurring	—
Public Art	(94%)
SOURCE OF FUNDS TOTAL	(42%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None

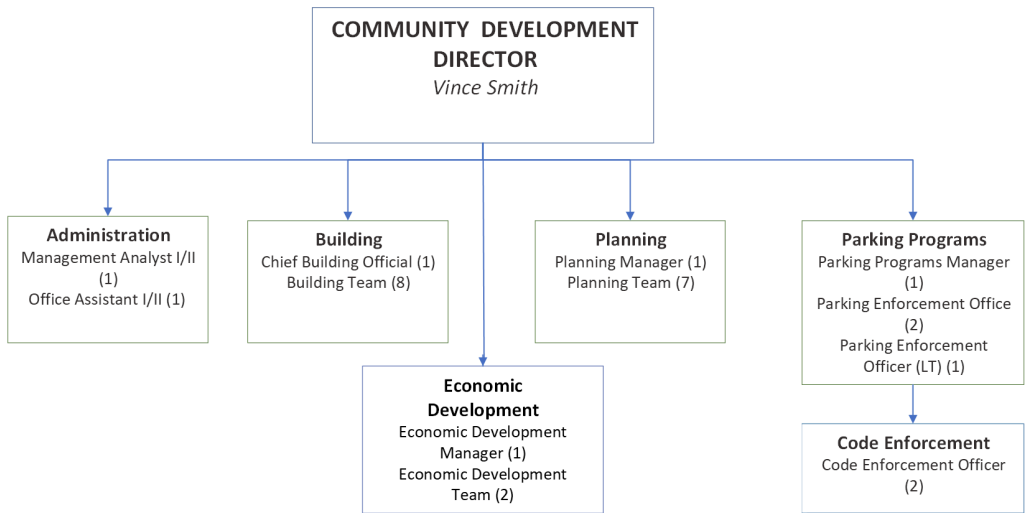


Community Development



Mission Statement:

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



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	2	1	1	1	1
Full-Time	44	28	28	28	28

FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
AMOUNT	46	29	29	29	29

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$49,788	\$0	\$15,000	\$15,000	\$15,000
TOTAL	\$49,788	\$0	\$15,000	\$15,000	\$15,000

Department Overview:

The Community Development Department provides community planning and development review, business retention and new business recruitment, wind down of redevelopment programs, building permitting and inspection, safe and clean neighborhoods and downtown parking system management, for the residents of Napa. These services are provided by the Planning, Economic Development, Building, Parking Management and Code Enforcement Divisions. The Department provides significant coordination between property owners, developers and businesses, and other City departments and outside agencies to ensure successful projects and programs. The Department administers and maintains the General Plan and Zoning Ordinance, Specific Plans and prepares studies and documentation to address future planning needs.

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
CD Admin	—	\$100,000	\$29,361	\$0	\$0	(100%)	\$0
CD Economic Development	\$1,903,878	\$2,261,244	\$2,672,300	\$2,595,908	\$2,679,201	0%	\$2,706,120
CD Bldg Inspection/Plan Check	\$2,624,463	\$3,250,539	\$3,376,450	\$3,366,450	\$3,044,078	(10%)	\$3,165,715
CD Planning and Zoning	\$517,372	\$1,219,132	\$1,247,700	\$1,121,381	\$1,074,808	(14%)	\$1,101,802
CD Housing	\$4,685,236	\$0	—	—	—	—	—
CD Section 8 VO Admin	\$1,362,735	\$0	—	—	—	—	—
CD Section 8 VO HAP	\$13,676,835	\$0	—	—	—	—	—
CD FSS Coordinator Grant	\$53,691	—	—	—	—	—	—
CD Mainstream Operating	\$119,311	\$0	—	—	—	—	—
CD Emergency Housing Vouchers	\$79,760	\$0	—	—	—	—	—
CD Emergency Housing VO HAP	\$665,418	\$0	—	—	—	—	—
CD Mainstream HAP	\$677,647	\$0	—	—	—	—	—
CD CDBG Planning and Admin	\$75,930	—	—	—	—	—	—
CD CDBG Public Service	\$173,335	—	—	—	—	—	—
CD CDBG NonProfit CIP Program	\$169	—	—	—	—	—	—
CD CDBG Rehab Program Delivery	\$180,737	—	—	—	—	—	—
CD CDBG Rehab Loan Program	\$327,758	\$0	—	—	—	—	—
CD CDBG Economic Development	\$291	—	—	—	—	—	—
CD CDBG Disaster Recovery	\$2,415,064	—	—	—	—	—	—
CD Parking Programs	\$326,040	\$149,878	\$31,210	\$0	\$31,210	0%	\$31,210

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
CD Parking Ticket and Security	\$554,970	\$432,815	\$458,850	\$458,850	\$546,006	19%	\$557,882
CD Parking License Agreement	(\$20,776)	\$307,307	\$94,160	\$94,160	\$95,815	2%	\$94,160
CD PBIA Zone 1 2005 70% Alloc	(\$3,479)	\$5,692	\$1,040	\$1,040	\$1,040	0%	\$1,040
CD PBIA Zone 1 05&16 70% Alloc	\$220,276	\$233,060	\$250,560	\$250,560	\$381,260	52%	\$401,260
CD Flood Control District	(\$103,760)	\$169,731	—	—	—	—	—
REVENUES BY DIVISION TOTAL	\$30,512,901	\$8,129,397	\$8,161,631	\$7,888,349	\$7,853,418	(4%)	\$8,059,189
Expenses by Division							
CD Admin	\$543,085	\$829,194	\$1,017,517	\$1,017,029	\$1,121,428	10%	\$1,142,862
CD Economic Development	\$2,442,805	\$2,792,262	\$3,676,542	\$3,499,025	\$3,318,619	(10%)	\$3,068,821
CD Bldg Inspection/Plan Check	\$1,386,589	\$1,638,788	\$2,007,632	\$2,025,655	\$2,152,389	7%	\$2,200,761
CD Planning and Zoning	\$2,229,190	\$2,029,294	\$3,417,095	\$3,405,046	\$2,652,820	(22%)	\$2,709,427
CD Housing	\$10,671,923	\$0	—	\$0	\$0	—	\$0
CD Section 8 VO Admin	\$1,442,773	\$0	—	\$0	\$0	—	\$0
CD Section 8 VO HAP	\$13,820,898	\$0	—	—	—	—	—
CD FSS Coordinator Grant	\$97,870	\$0	—	\$0	\$0	—	\$0
CD Mainstream Operating	\$64,084	\$0	—	\$0	\$0	—	\$0
CD Emergency Housing Vouchers	\$57,054	\$0	—	\$0	\$0	—	\$0
CD Emergency Housing VO HAP	\$688,983	—	—	—	—	—	—
CD Mainstream HAP	\$651,287	—	—	—	—	—	—
CD CDBG Planning and Admin	\$77,251	\$0	—	\$0	\$0	—	\$0
CD CDBG Public Service	\$208,420	\$35,100	—	—	—	—	—
CD CDBG NonProfit CIP Program	\$169	—	—	—	—	—	—
CD CDBG Rehab Program Delivery	\$180,240	\$0	—	\$0	\$0	—	\$0
CD CDBG Rehab Loan Program	\$289,509	\$12,496	—	—	—	—	—
CD CDBG Economic Development	\$296	—	—	—	—	—	—
CD CDBG Disaster Recovery	\$2,761,588	\$3,864	—	\$0	\$0	—	\$0
CD Parking Programs	\$299,466	\$270,063	\$485,034	\$260,039	\$296,075	(39%)	\$306,253
CD Parking Ticket and Security	\$421,371	\$539,186	\$576,780	\$519,742	\$710,423	23%	\$639,414
CD Parking License Agreement	\$518,574	\$1,661	\$2,500	\$2,500	\$2,500	0%	\$2,500
CD PBIA Zone 1 2005 70% Alloc	\$95	\$73	—	\$29	\$0	—	\$0
CD PBIA Zone 1 05&16 70% Alloc	\$281,016	\$236,885	\$299,370	\$296,770	\$438,407	46%	\$479,696
CD Flood Control District	\$2,837	\$2,180	—	\$856	\$0	—	\$0
EXPENSES BY DIVISION TOTAL	\$39,137,374	\$8,391,047	\$11,482,472	\$11,026,691	\$10,692,661	(7%)	\$10,549,734
Net Contribution / (Use)	(\$8,624,473)	(\$261,650)	(\$3,320,841)	(\$3,138,342)	(\$2,839,243)	—	(\$2,490,545)

	FY27 % Change
Revenues by Division	
CD Admin	—
CD Economic Development	1%
CD Bldg Inspection/Plan Check	4%
CD Planning and Zoning	3%
CD Housing	—
CD Section 8 VO Admin	—
CD Section 8 VO HAP	—
CD FSS Coordinator Grant	—
CD Mainstream Operating	—

		FY27 % Change
CD Emergency Housing Vouchers		—
CD Emergency Housing VO HAP		—
CD Mainstream HAP		—
CD CDBG Planning and Admin		—
CD CDBG Public Service		—
CD CDBG NonProfit CIP Program		—
CD CDBG Rehab Program Delivery		—
CD CDBG Rehab Loan Program		—
CD CDBG Economic Development		—
CD CDBG Disaster Recovery		—
CD Parking Programs		0%
CD Parking Ticket and Security		2%
CD Parking License Agreement		(2%)
CD PBIA Zone 1 2005 70% Alloc		0%
CD PBIA Zone 1 05&16 70% Alloc		5%
CD Flood Control District		—
REVENUES BY DIVISION TOTAL		3%
Expenses by Division		
CD Admin		2%
CD Economic Development		(8%)
CD Bldg Inspection/Plan Check		2%
CD Planning and Zoning		2%
CD Housing		—
CD Section 8 VO Admin		—
CD Section 8 VO HAP		—
CD FSS Coordinator Grant		—
CD Mainstream Operating		—
CD Emergency Housing Vouchers		—
CD Emergency Housing VO HAP		—
CD Mainstream HAP		—
CD CDBG Planning and Admin		—
CD CDBG Public Service		—
CD CDBG NonProfit CIP Program		—
CD CDBG Rehab Program Delivery		—
CD CDBG Rehab Loan Program		—
CD CDBG Economic Development		—
CD CDBG Disaster Recovery		—
CD Parking Programs		3%
CD Parking Ticket and Security		(10%)
CD Parking License Agreement		0%
CD PBIA Zone 1 2005 70% Alloc		—
CD PBIA Zone 1 05&16 70% Alloc		9%
CD Flood Control District		—
EXPENSES BY DIVISION TOTAL		(1%)
Net Contribution / (Use)		—

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$4,657,010	\$5,164,890	\$6,239,134	\$6,128,766	\$6,591,257	6%	\$6,821,676

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
General Non-Recurring	\$517,555	\$239,340	\$1,586,319	\$1,586,319	\$465,000	(71%)	\$400,000
Enhanced Infra Financing Distr	–	\$48,242	\$75,670	\$75,670	\$36,647	(52%)	\$37,055
DIF Affordable Housing	\$5,387,391	\$0	–	\$0	\$0	–	\$0
DIF Parking	\$2,402	\$1,925	\$202,000	\$1,500	\$2,000	(99%)	\$2,000
Parking	\$1,223,893	\$779,986	\$878,650	\$819,897	\$1,151,330	31%	\$1,121,610
Measure F 1% TOT Aff Hsg	\$2,595,951	\$0	–	\$0	\$0	–	\$0
CDBG	\$3,517,473	\$51,460	–	\$0	\$0	–	\$0
HOME Program	\$705,637	\$0	–	\$0	\$0	–	\$0
CalHome Program	\$220,028	\$0	–	\$0	\$0	–	\$0
Perm Local Housing Allocation	\$265,348	\$0	–	\$0	\$0	–	\$0
Tourism Improvement District	\$1,032,296	\$1,311,150	\$1,684,349	\$1,579,349	\$1,436,946	(15%)	\$1,288,622
Business Dist Downtown	\$161,065	\$220,399	\$256,840	\$256,840	\$264,545	3%	\$272,250
Business Dist Oxbow	\$40,362	\$45,933	\$52,850	\$52,850	\$54,436	3%	\$56,021
Prop & Business Impr District	\$510,498	\$527,723	\$506,660	\$525,500	\$690,500	36%	\$550,500
Laurel Manor	\$436,051	\$0	–	\$0	\$0	–	\$0
Seminary Street	\$250,802	\$0	–	\$0	\$0	–	\$0
Section 8	\$16,822,948	\$0	–	\$0	\$0	–	\$0
20% Low/Mod Income	\$152,582	\$0	–	\$0	\$0	–	\$0
Local Housing	\$476,321	\$0	–	\$0	\$0	–	\$0
Continuum of Care Program	\$161,667	–	–	\$0	\$0	–	\$0
Housing 5% RDA Supplemental	\$93	\$0	–	–	–	–	–
EXPENSES TOTAL	\$39,137,374	\$8,391,047	\$11,482,472	\$11,026,691	\$10,692,661	(7%)	\$10,549,734

FY27 % Change	
Expenses	
General	4%
General Non-Recurring	(14%)
Enhanced Infra Financing Distr	1%
DIF Affordable Housing	–
DIF Parking	0%
Parking	(3%)
Measure F 1% TOT Aff Hsg	–
CDBG	–
HOME Program	–
CalHome Program	–
Perm Local Housing Allocation	–
Tourism Improvement District	(10%)
Business Dist Downtown	3%
Business Dist Oxbow	3%
Prop & Business Impr District	(20%)
Laurel Manor	–
Seminary Street	–
Section 8	–
20% Low/Mod Income	–
Local Housing	–
Continuum of Care Program	–
Housing 5% RDA Supplemental	–
EXPENSES TOTAL	(1%)

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	–	\$222,440	\$384,630	\$385,150	\$425,890	11%	\$559,498
13 - Transient Occup Tax	\$2,547,230	\$0	–	–	–	–	–
14 - Business License Tax	\$49,481	\$70,180	\$78,600	\$58,600	\$70,740	(10%)	\$73,441
20 - Licenses and Permit	\$2,597,719	\$3,193,849	\$3,324,520	\$3,324,520	\$2,997,238	(10%)	\$3,117,129
30 - Charges for Service	\$4,855,864	\$3,592,619	\$4,023,871	\$3,768,360	\$3,990,339	(1%)	\$4,069,889
40 - Intergovernmental	\$20,142,354	\$281,609	\$250,000	\$263,681	\$0	(100%)	\$0
50 - Investment Earnings	(\$896,530)	\$551,699	\$88,010	\$76,038	\$88,511	1%	\$88,532
52 - Financing Revenues	\$453,157	\$0	–	–	–	–	–
55 - Misc Revenues	\$758,571	\$105,000	–	\$0	\$150,000	–	\$0
81 - Transfers In	\$5,055	\$112,000	\$12,000	\$12,000	\$130,700	989%	\$150,700
REVENUES TOTAL	\$30,512,901	\$8,129,397	\$8,161,631	\$7,888,349	\$7,853,418	(4%)	\$8,059,189
Expenses							
60 - Salaries and Wages	\$4,161,102	\$3,217,051	\$3,577,554	\$3,590,110	\$3,858,698	8%	\$3,922,835
61 - Benefits	\$1,959,870	\$1,466,988	\$1,720,455	\$1,629,402	\$1,832,111	6%	\$1,934,651
70 - Services - External	\$28,945,028	\$3,138,723	\$5,561,622	\$5,209,233	\$3,878,881	(30%)	\$3,883,721
71 - Debt Service	\$143,965	\$0	–	–	–	–	–
72 - Services - Internal	\$336,491	\$306,432	\$321,140	\$321,262	\$474,524	48%	\$551,712
75 - Materials & Supplies	\$68,851	\$47,873	\$83,160	\$58,144	\$79,260	(5%)	\$69,260
77 - Capital Outlay	\$2,385,898	–	–	–	–	–	–
82 - Transfers Out	\$1,136,167	\$213,980	\$218,540	\$218,540	\$569,187	160%	\$187,555
EXPENSES TOTAL	\$39,137,374	\$8,391,047	\$11,482,472	\$11,026,691	\$10,692,661	(7%)	\$10,549,734
Net Contribution / (Use)	(\$8,624,473)	(\$261,650)	(\$3,320,841)	(\$3,138,342)	(\$2,839,243)	–	(\$2,490,545)
Source of Funds							
General	\$4,657,010	\$5,164,890	\$6,239,134	\$6,128,766	\$6,591,257	6%	\$6,821,676
General Non-Recurring	\$517,555	\$239,340	\$1,586,319	\$1,586,319	\$465,000	(71%)	\$400,000
Enhanced Infra Financing Distr	–	\$48,242	\$75,670	\$75,670	\$36,647	(52%)	\$37,055
DIF Affordable Housing	\$5,387,391	\$0	–	\$0	\$0	–	\$0
DIF Parking	\$2,402	\$1,925	\$202,000	\$1,500	\$2,000	(99%)	\$2,000
Parking	\$1,223,893	\$779,986	\$878,650	\$819,897	\$1,151,330	31%	\$1,121,610
Measure F 1% TOT Aff Hsg	\$2,595,951	\$0	–	\$0	\$0	–	\$0
CDBG	\$3,517,473	\$51,460	–	\$0	\$0	–	\$0
HOME Program	\$705,637	\$0	–	\$0	\$0	–	\$0
CalHome Program	\$220,028	\$0	–	\$0	\$0	–	\$0
Perm Local Housing Allocation	\$265,348	\$0	–	\$0	\$0	–	\$0
Tourism Improvement District	\$1,032,296	\$1,311,150	\$1,684,349	\$1,579,349	\$1,436,946	(15%)	\$1,288,622
Business Dist Downtown	\$161,065	\$220,399	\$256,840	\$256,840	\$264,545	3%	\$272,250
Business Dist Oxbow	\$40,362	\$45,933	\$52,850	\$52,850	\$54,436	3%	\$56,021
Prop & Business Impr District	\$510,498	\$527,723	\$506,660	\$525,500	\$690,500	36%	\$550,500
Laurel Manor	\$436,051	\$0	–	\$0	\$0	–	\$0
Seminary Street	\$250,802	\$0	–	\$0	\$0	–	\$0
Section 8	\$16,822,948	\$0	–	\$0	\$0	–	\$0
20% Low/Mod Income	\$152,582	\$0	–	\$0	\$0	–	\$0
Local Housing	\$476,321	\$0	–	\$0	\$0	–	\$0
Continuum of Care Program	\$161,667	–	–	\$0	\$0	–	\$0
Housing 5% RDA Supplemental	\$93	\$0	–	–	–	–	–
SOURCE OF FUNDS TOTAL	\$39,137,374	\$8,391,047	\$11,482,472	\$11,026,691	\$10,692,661	(7%)	\$10,549,734

FY27 % Change	
Revenues	
11 - Property Tax	31%

		FY27 % Change
13 - Transient Occup Tax		—
14 - Business License Tax		4%
20 - Licenses and Permit		4%
30 - Charges for Service		2%
40 - Intergovernmental		—
50 - Investment Earnings		0%
52 - Financing Revenues		—
55 - Misc Revenues		(100%)
81 - Transfers In		15%
REVENUES TOTAL		3%
Expenses		
60 - Salaries and Wages		2%
61 - Benefits		6%
70 - Services - External		0%
71 - Debt Service		—
72 - Services - Internal		16%
75 - Materials & Supplies		(13%)
77 - Capital Outlay		—
82 - Transfers Out		(67%)
EXPENSES TOTAL		(1%)
Net Contribution / (Use)		—
Source of Funds		
General		4%
General Non-Recurring		(14%)
Enhanced Infra Financing Distr		1%
DIF Affordable Housing		—
DIF Parking		0%
Parking		(3%)
Measure F 1% TOT Aff Hsg		—
CDBG		—
HOME Program		—
CallHome Program		—
Perm Local Housing Allocation		—
Tourism Improvement District		(10%)
Business Dist Downtown		3%
Business Dist Oxbow		3%
Prop & Business Impr District		(20%)
Laurel Manor		—
Seminary Street		—
Section 8		—
20% Low/Mod Income		—
Local Housing		—
Continuum of Care Program		—
Housing 5% RDA Supplemental		—
SOURCE OF FUNDS TOTAL		(1%)

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
14 - Business License Tax	\$49,481	\$70,180	\$78,600	\$58,600	\$70,740	(7%)	\$73,441
20 - Licenses and Permit	\$2,597,719	\$3,193,849	\$3,324,520	\$3,324,520	\$2,997,238	(6%)	\$3,117,129

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
30 - Charges for Service	\$414,006	\$648,761	\$750,391	\$591,030	\$650,908	(10%)	\$676,947
REVENUES TOTAL	\$3,061,206	\$3,912,790	\$4,153,511	\$3,974,150	\$3,718,886	(7%)	\$3,867,517
Expenses							
60 - Salaries and Wages	\$2,558,558	\$2,935,737	\$3,277,724	\$3,290,280	\$3,539,186	10%	\$3,600,189
61 - Benefits	\$1,171,336	\$1,345,771	\$1,586,345	\$1,495,292	\$1,668,057	11%	\$1,760,812
70 - Services - External	\$624,873	\$526,977	\$976,864	\$958,988	\$815,600	(15%)	\$826,150
72 - Services - Internal	\$168,609	\$228,212	\$240,940	\$241,062	\$412,054	103%	\$488,165
75 - Materials & Supplies	\$33,635	\$28,193	\$57,260	\$43,144	\$56,360	(19%)	\$46,360
82 - Transfers Out	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	0%	\$100,000
EXPENSES TOTAL	\$4,657,010	\$5,164,890	\$6,239,134	\$6,128,766	\$6,591,257	9%	\$6,821,676
Net Contribution / (Use)	(\$1,595,804)	(\$1,252,100)	(\$2,085,623)	(\$2,154,616)	(\$2,872,371)	-	(\$2,954,159)

	FY27 % Change
Revenues	
14 - Business License Tax	4%
20 - Licenses and Permit	4%
30 - Charges for Service	4%
REVENUES TOTAL	4%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	1%
72 - Services - Internal	18%
75 - Materials & Supplies	(18%)
82 - Transfers Out	0%
EXPENSES TOTAL	4%
Net Contribution / (Use)	-



CDD Building Plan Check and Inspection

Division Overview:

The Building Program is part of the Community Development Department and is responsible for regulating the construction and use of buildings and structures through the application of adopted codes and ordinances. The purpose of codes and ordinances is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures in Napa. The Division reviews construction plans, issues permits, and performs inspections to ensure building projects are built safely and in compliance with state and local codes and regulations helping to create a vibrant, livable, and safe-built community. The Division works closely with other City departments and county-wide agencies, including Public Works, Fire Prevention, Environmental Health, and helps investigate complaints of illegal construction or use of structures in conjunction with the Code Enforcement and Planning Programs. A vital part of the services provided by the Building Division staff is to assist business and homeowners, construction professionals and the general public by explaining requirements and provisions governing development regulations and construction methods.

Major Accomplishments in FY2024/25

- Provided uninterrupted service of the Building Division through the pandemic, devised modified operating procedures.
- Performed \$134,644 of in-house plan reviews that would have otherwise gone out to a consultant for review. Plan reviews in house- 770
- Nearing completion of pre-approved ADU plans catalog. This will assist in streamlining ADU permitting.
- Permit Applications- 3658, inspections performed 15,416
- Participated in multiple Napa Sonoma ADU Center webinars to advise the residents in regard to ADU construction and permitting.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

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

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Building Permit Processing	% of permits processed within target goal (21 days for single plan check, 14 additional days for additional plan checks)	95% within timeframes	95%	95%

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
14 - Business License Tax	\$19,739	\$23,921	\$28,600	\$28,600	\$25,740	(10%)	\$26,641
20 - Licenses and Permit	\$2,597,719	\$3,193,849	\$3,324,520	\$3,324,520	\$2,997,238	(10%)	\$3,117,129
30 - Charges for Service	\$7,005	\$32,769	\$23,330	\$13,330	\$21,100	(10%)	\$21,945
REVENUES TOTAL	\$2,624,463	\$3,250,539	\$3,376,450	\$3,366,450	\$3,044,078	(10%)	\$3,165,715
Expenses							
60 - Salaries and Wages	\$764,709	\$862,385	\$972,382	\$1,039,110	\$1,158,298	19%	\$1,171,113
61 - Benefits	\$406,916	\$482,991	\$579,352	\$534,300	\$611,766	6%	\$646,954
70 - Services - External	\$164,327	\$243,860	\$406,378	\$402,635	\$317,000	(22%)	\$327,000
72 - Services - Internal	\$31,440	\$32,243	\$32,680	\$32,770	\$36,485	12%	\$36,854
75 - Materials & Supplies	\$19,198	\$17,309	\$16,840	\$16,840	\$28,840	71%	\$18,840
EXPENSES TOTAL	\$1,386,589	\$1,638,788	\$2,007,632	\$2,025,655	\$2,152,389	7%	\$2,200,761
Net Contribution / (Use)	\$1,237,873	\$1,611,751	\$1,368,818	\$1,340,795	\$891,689	-	\$964,954
Source of Funds							
General	\$1,386,589	\$1,638,788	\$2,007,632	\$2,025,655	\$2,152,389	7%	\$2,200,761
SOURCE OF FUNDS TOTAL	\$1,386,589	\$1,638,788	\$2,007,632	\$2,025,655	\$2,152,389	7%	\$2,200,761

	FY27 % Change
Revenues	
14 - Business License Tax	4%
20 - Licenses and Permit	4%
30 - Charges for Service	4%
REVENUES TOTAL	4%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	3%
72 - Services - Internal	1%
75 - Materials & Supplies	(35%)
EXPENSES TOTAL	2%
Net Contribution / (Use)	-
Source of Funds	
General	2%

		FY27 % Change
SOURCE OF FUNDS TOTAL		2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Increase in Salaries and Benefits as a result of budget for Deputy Building Official and Plans Examiner positions that were "frozen" in FY2020/21.



CDD Economic Development

Division Overview:

The Economic Development Division provides a full range of economic development services, with a focus on business development, attraction, retention and expansion. The Division coordinates between property owners, developers and business owners, and other City departments and outside agencies to ensure successful projects and new investment in the community. As the City's designated Business Liaison, the Economic Development Division works closely with developers, new businesses, and existing businesses to provide location and permitting assistance, referrals to outside resources, economic data resources, and economic development market support. Additionally, the Economic Development Division is responsible for creating and implementing new program initiatives, and overseeing applicable incentive programs. The Division provides administrative support to the Tourism Improvement District local governing committee, and serves on the Property and Business Improvement District committee, and the Workforce Alliance of the North Bay's Napa Advisory Subcommittee. The Division facilitates public-private partnerships to further community goals, and collaborates with anchor institutions, community business organizations and other governmental agencies to foster a healthy local economy, and prepares economic trend data for use by other City departments and the public.

Major Accomplishments in FY2024/25

- Formed Napa Enhanced Infrastructure Financing District for infrastructure investments of communitywide significance.
- Improved business support and communication, including monthly Economic Development Newsletter (4160 subscribers), Small Business Startup Guide, in-person Business Concierge Services, and launched the Economic Development Dashboard with key economic performance indicators
- Launched Napa Makes following the EDA-funded 2022 Local Manufacturing and Creative Space Action Plan, raising visibility, fostering community connections, and hosting events such as Bay Area Urban Manufacturing Week
- Executed Phase 1 of the \$450,000 PBID-funded Downtown Wayfinding projects to replace and improve vehicular, pedestrian and gateway signage.
- Managed several districts such as the Oxbow Taskforce and Downtown Specific Plan Oxbow Chapter improvements, the UC-Berkeley student project on the Riverline, and the TID use-of-funds

Key Initiatives for Fiscal Years 2025/26 and 2026/27

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

- Improve attraction and retention incentives and communication for businesses

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Downtown Investment	Annual Private Construction \$	Trend	\$4,820,000	\$3093,368
	Vacancy Rate	Trend	7%	13%

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	–	\$222,440	\$384,630	\$385,150	\$425,890	11%	\$559,498
30 - Charges for Service	\$1,945,159	\$1,972,165	\$2,030,810	\$1,934,660	\$2,095,950	3%	\$2,139,240
40 - Intergovernmental	–	–	\$250,000	\$250,000	\$0	(100%)	\$0
50 - Investment Earnings	(\$41,281)	\$66,639	\$6,860	\$26,098	\$7,361	7%	\$7,382
55 - Misc Revenues	–	–	–	\$0	\$150,000	–	\$0
REVENUES TOTAL	\$1,903,878	\$2,261,244	\$2,672,300	\$2,595,908	\$2,679,201	0%	\$2,706,120
Expenses							
60 - Salaries and Wages	\$384,011	\$439,127	\$514,222	\$444,497	\$532,131	3%	\$548,142
61 - Benefits	\$140,757	\$138,148	\$202,478	\$181,346	\$238,207	18%	\$253,108
70 - Services - External	\$1,915,109	\$2,159,780	\$2,893,122	\$2,811,962	\$2,235,481	(23%)	\$2,254,771
72 - Services - Internal	\$2,200	\$3,140	\$3,550	\$3,550	\$2,800	(21%)	\$2,800
75 - Materials & Supplies	\$727	\$3,827	\$13,000	\$7,500	\$10,000	(23%)	\$10,000
82 - Transfers Out	–	\$48,240	\$50,170	\$50,170	\$300,000	498%	\$0
EXPENSES TOTAL	\$2,442,805	\$2,792,262	\$3,676,542	\$3,499,025	\$3,318,619	(10%)	\$3,068,821
Net Contribution / (Use)	(\$538,927)	(\$531,018)	(\$1,004,242)	(\$903,117)	(\$639,418)	–	(\$362,701)
Source of Funds							
General	\$698,583	\$638,815	\$850,174	\$758,816	\$835,545	(2%)	\$864,373
General Non-Recurring	–	–	\$250,000	\$250,000	\$0	(100%)	\$0
Enhanced Infra Financing Distr	–	\$48,242	\$75,670	\$75,670	\$36,647	(52%)	\$37,055
Tourism Improvement District	\$1,032,296	\$1,311,150	\$1,684,349	\$1,579,349	\$1,436,946	(15%)	\$1,288,622
Business Dist Downtown	\$161,065	\$220,399	\$256,840	\$256,840	\$264,545	3%	\$272,250
Business Dist Oxbow	\$40,362	\$45,933	\$52,850	\$52,850	\$54,436	3%	\$56,021
Prop & Business Impr District	\$510,498	\$527,723	\$506,660	\$525,500	\$690,500	36%	\$550,500
SOURCE OF FUNDS TOTAL	\$2,442,805	\$2,792,262	\$3,676,542	\$3,499,025	\$3,318,619	(10%)	\$3,068,821

	FY27 % Change
Revenues	
11 - Property Tax	31%
30 - Charges for Service	2%
40 - Intergovernmental	–
50 - Investment Earnings	0%
55 - Misc Revenues	(100%)
REVENUES TOTAL	1%
Expenses	
60 - Salaries and Wages	3%

		FY27 % Change
61 - Benefits		6%
70 - Services - External		1%
72 - Services - Internal		0%
75 - Materials & Supplies		0%
82 - Transfers Out		(100%)
EXPENSES TOTAL		(8%)
Net Contribution / (Use)		—
Source of Funds		
General		3%
General Non-Recurring		—
Enhanced Infra Financing Distr		1%
Tourism Improvement District		(10%)
Business Dist Downtown		3%
Business Dist Oxbow		3%
Prop & Business Impr District		(20%)
SOURCE OF FUNDS TOTAL		(8%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Hired two Development Project Coordinators and reclassifying to Economic Development Program Coordinators



CDD Parking

Division Overview:

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

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

Major Accomplishments in FY2024/25

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27

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

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23	FY 2023/24
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			Actual	Actual
Parking Maintenance	Cleaning Frequency	7 days / week	5 days / week	5 days / week
	Sweeping Frequency	5 days / week	1 day / week	1 day / week

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$1,163,195	\$696,422	\$742,670	\$742,670	\$843,481	14%	\$853,702
50 - Investment Earnings	(\$307,128)	\$485,061	\$81,150	\$49,940	\$81,150	0%	\$81,150
55 - Misc Revenues	\$105,201	\$105,000	—	—	—	—	—
81 - Transfers In	\$12,000	\$12,000	\$12,000	\$12,000	\$130,700	989%	\$150,700
REVENUES TOTAL	\$973,269	\$1,298,482	\$835,820	\$804,610	\$1,055,331	26%	\$1,085,552
Expenses							
60 - Salaries and Wages	\$376,788	\$426,747	\$445,107	\$432,910	\$461,966	4%	\$469,345
61 - Benefits	\$137,216	\$174,734	\$197,308	\$185,960	\$227,882	16%	\$241,516
70 - Services - External	\$281,337	\$289,045	\$553,750	\$298,397	\$505,300	(9%)	\$545,300
72 - Services - Internal	\$107,050	\$77,360	\$79,250	\$79,250	\$63,170	(20%)	\$64,247
75 - Materials & Supplies	\$9,552	\$16,423	\$19,900	\$15,049	\$19,900	0%	\$19,900
77 - Capital Outlay	\$7,005	—	—	—	—	—	—
82 - Transfers Out	\$604,412	\$65,740	\$68,370	\$68,370	\$169,187	147%	\$87,555
EXPENSES TOTAL	\$1,523,359	\$1,050,049	\$1,363,684	\$1,079,936	\$1,447,405	6%	\$1,427,863
Net Contribution / (Use)	(\$550,090)	\$248,434	(\$527,864)	(\$275,326)	(\$392,074)	—	(\$342,311)
Source of Funds							
General	\$297,064	\$268,139	\$283,034	\$258,539	\$294,075	4%	\$304,253
DIF Parking	\$2,402	\$1,925	\$202,000	\$1,500	\$2,000	(99%)	\$2,000
Parking	\$1,223,893	\$779,986	\$878,650	\$819,897	\$1,151,330	31%	\$1,121,610
SOURCE OF FUNDS TOTAL	\$1,523,359	\$1,050,049	\$1,363,684	\$1,079,936	\$1,447,405	6%	\$1,427,863

	FY27 % Change
Revenues	
30 - Charges for Service	1%
50 - Investment Earnings	0%
55 - Misc Revenues	—
81 - Transfers In	15%
REVENUES TOTAL	3%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	8%
72 - Services - Internal	2%
75 - Materials & Supplies	0%
77 - Capital Outlay	—
82 - Transfers Out	(48%)
EXPENSES TOTAL	(1%)
Net Contribution / (Use)	—
Source of Funds	
General	3%
DIF Parking	0%
Parking	(3%)

		FY27 % Change
SOURCE OF FUNDS TOTAL		(1%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

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



CDD Planning

Division Overview:

The Planning Program provides a full range of planning services to the community. Its primary function is to guide private development in accordance with state law and the City's adopted land use and physical development policies, regulations and guidelines. Major tasks include implementation and administration of land use and development policies and regulations; assisting residents, developers and real estate professionals with land use questions and procedures; and conducting environmental review.

The Program also participates in county-wide and regional planning efforts relating to land use, housing and transportation. The Long Range section implements policy direction by preparing land use studies and revising or develop ordinances.

Major Accomplishments in FY2024/25

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27

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

the first phase of the Napa Pipe project.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Entitlement Applications by Type	# processed (Administrative Permit)	Trend	128	50
	# processed (Discretionary Reviews)	Trend	63	172
Determination of Application Completeness	% of applications reviewed for completeness within 30 days	100%	100%	100%
Final Application Approval	% of final determinations made for applications requiring environmental determination pursuant to CEQA that are reviewed within 180 days	95%	100%	100%
	% of final determinations made for applications requiring an environmental impact report (EIR) that are reviewed within one year	95%	-%	-%
Approved Residential Development	# of single-family units	Trend	48	28
	# of multi-family units	Trend	239	0

	# of second units	Trend	8	80
	# of group bed units	Trend	0	0
Approved Non-Residential Development	# commercial square feet	Trend	9,575	2,199
	# office square feet	Trend	0	0
	# industrial square feet	Trend	0	54,717
	# hotel rooms	Trend	0	55

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$1,163,195	\$696,422	\$742,670	\$742,670	\$843,481	14%	\$853,702
50 - Investment Earnings	(\$307,128)	\$485,061	\$81,150	\$49,940	\$81,150	0%	\$81,150
55 - Misc Revenues	\$105,201	\$105,000	—	—	—	—	—
81 - Transfers In	\$12,000	\$12,000	\$12,000	\$12,000	\$130,700	989%	\$150,700
REVENUES TOTAL	\$973,269	\$1,298,482	\$835,820	\$804,610	\$1,055,331	26%	\$1,085,552
Expenses							
60 - Salaries and Wages	\$376,788	\$426,747	\$445,107	\$432,910	\$461,966	4%	\$469,345
61 - Benefits	\$137,216	\$174,734	\$197,308	\$185,960	\$227,882	16%	\$241,516
70 - Services - External	\$281,337	\$289,045	\$553,750	\$298,397	\$505,300	(9%)	\$545,300
72 - Services - Internal	\$107,050	\$77,360	\$79,250	\$79,250	\$63,170	(20%)	\$64,247
75 - Materials & Supplies	\$9,552	\$16,423	\$19,900	\$15,049	\$19,900	0%	\$19,900
77 - Capital Outlay	\$7,005	—	—	—	—	—	—
82 - Transfers Out	\$604,412	\$65,740	\$68,370	\$68,370	\$169,187	147%	\$87,555
EXPENSES TOTAL	\$1,523,359	\$1,050,049	\$1,363,684	\$1,079,936	\$1,447,405	6%	\$1,427,863
Net Contribution / (Use)	(\$550,090)	\$248,434	(\$527,864)	(\$275,326)	(\$392,074)	—	(\$342,311)
Source of Funds							
General	\$297,064	\$268,139	\$283,034	\$258,539	\$294,075	4%	\$304,253
DIF Parking	\$2,402	\$1,925	\$202,000	\$1,500	\$2,000	(99%)	\$2,000
Parking	\$1,223,893	\$779,986	\$878,650	\$819,897	\$1,151,330	31%	\$1,121,610
SOURCE OF FUNDS TOTAL	\$1,523,359	\$1,050,049	\$1,363,684	\$1,079,936	\$1,447,405	6%	\$1,427,863

	FY27 % Change
Revenues	
30 - Charges for Service	1%
50 - Investment Earnings	0%
55 - Misc Revenues	—
81 - Transfers In	15%
REVENUES TOTAL	3%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	8%
72 - Services - Internal	2%
75 - Materials & Supplies	0%

FY27 % Change	
77 - Capital Outlay	—
82 - Transfers Out	(48%)
EXPENSES TOTAL	(1%)
Net Contribution / (Use)	—
Source of Funds	
General	3%
DIF Parking	0%
Parking	(3%)
SOURCE OF FUNDS TOTAL	(1%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.

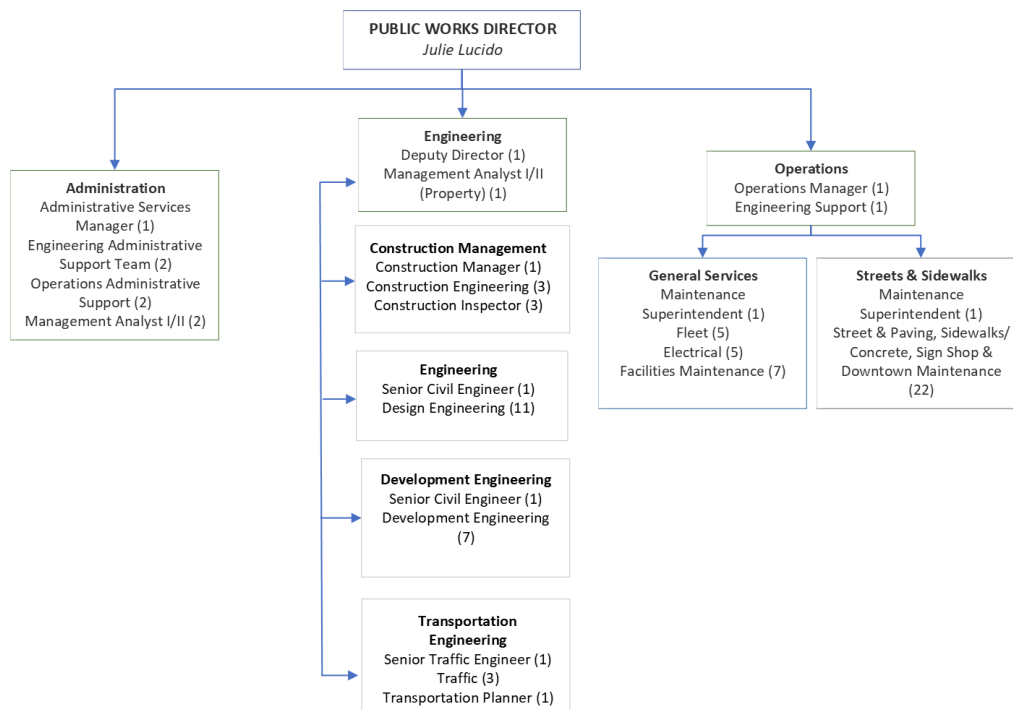


Public Works



Mission Statement:

Public Works provides sustainable Infrastructure and public services to improve the quality of life in Napa.



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	1	1	0	0	0
Full-Time	84	85	85	85	85
AMOUNT	85	86	85	85	85

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$133,609	\$148,237	\$295,884	\$264,880	\$262,380
TOTAL	\$133,609	\$148,237	\$295,884	\$264,880	\$262,380

Department Overview:

The Public Works Department's core objectives are to design, construct, operate and maintain the City's public infrastructure generally consisting of streets, sidewalks, drainage and stormwater quality, bridges, street lights, traffic signals, electrical facilities and building facilities. The department also manages essential roles within the City's development review process and construction inspection program, traffic safety, transportation and bike trails, and right-of-way management. Public Works oversees and manages the 5-year Capital Improvement Program (CIP) - including project management, scoping, planning, design, and construction management - for a variety of general and restricted funding sources (including general fund projects, facilities, assessment districts, grants, utility undergrounding, Measure T, Measure U, gas tax). Public Works oversees and manages internal city-wide services for fleet management and for city building facilities maintenance and capital program management.

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

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
PW Admin	\$16	–	–	\$0	\$35,000	–	\$35,000
PW Engineering	\$15,660,327	\$19,514,607	\$15,875,690	\$15,841,256	\$15,672,328	(1%)	\$15,603,594
PW Capital Projects	\$52,806,342	\$25,696,695	\$28,648,447	\$25,929,818	\$28,977,927	1%	\$25,150,000
PW CIP General Reserve	\$3,412,951	\$2,366,340	\$2,294,612	\$2,294,612	\$687,416	(70%)	\$711,079
PW CIP Facilities Reserve	\$39,640	\$4,078,670	\$2,589,224	\$2,589,224	\$687,416	(73%)	\$711,079
PW CIP General Plan Reserve	\$100,000	\$100,000	–	\$100,000	\$100,000	–	\$100,000
PW Construction	\$458,851	\$571,017	\$835,000	\$525,000	\$811,000	(3%)	\$811,000
PW Development	\$521,282	\$714,064	\$890,100	\$513,500	\$1,074,100	21%	\$1,074,100
PW Transportation Engineering	–	\$50,561	\$10,000	\$8,000	\$110,000	1,000%	\$110,000
PW Street Operations	\$110,026	\$87,122	\$69,000	\$60,000	\$60,000	(13%)	\$60,000
PW General Services	\$404	\$0	–	–	–	–	–
PW Maintenance	\$486	\$934	\$1,500	\$0	\$100,000	6,567%	\$100,000

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
PW Local Streets Paving Prog	\$2,846,000	\$3,897,000	\$4,900,000	\$4,900,000	\$7,917,000	62%	\$8,087,000
PW Sidewalk Improvement Prog	\$1,900,000	\$1,900,000	\$1,900,000	\$1,900,000	\$1,400,000	(26%)	\$1,500,000
PW Fleet	\$2,531,758	\$5,886,411	\$3,228,280	\$3,378,763	\$3,435,618	6%	\$3,463,604
PW General Fund Replacement	\$1,568,446	\$2,112,498	\$1,328,900	\$1,418,400	\$1,466,456	10%	\$1,487,701
PW Fleet Fund Replacement	\$146,033	\$60,588	\$57,500	\$51,500	\$27,639	(52%)	\$28,023
PW SWR Replacement	\$21,266	\$38,139	\$26,100	\$26,820	\$17,869	(32%)	\$18,122
PW Parking SecurityReplacement	\$14,117	\$40,024	\$21,000	\$23,500	\$105,127	401%	\$20,439
PW Parking Maint Replacement	\$42,158	\$27,221	\$20,350	\$20,004	\$11,876	(42%)	\$12,054
PW Sidewalks Replacement	\$59,438	\$114,266	\$85,000	\$10,000	\$107,434	26%	\$108,970
PW Streets Prog Replacement	\$123,387	\$304,619	\$223,650	\$315,004	\$169,415	(24%)	\$171,869
PW Water Replacement	\$536,974	\$821,925	\$792,500	\$826,530	\$561,417	(29%)	\$569,436
REVENUES BY DIVISION TOTAL	\$82,899,900	\$68,382,702	\$63,796,854	\$60,731,931	\$63,535,038	0%	\$59,933,070
Expenses by Division							
PW Admin	\$2,689,676	\$3,198,232	\$3,532,203	\$3,458,535	\$3,528,941	0%	\$4,007,621
PW Engineering	\$41,333,950	\$19,065,861	\$18,316,961	\$20,002,009	\$19,455,099	6%	\$16,618,963
PW Capital Projects	\$3,932,404	\$14,275,037	\$95,961,357	\$98,007,134	\$29,097,927	(70%)	\$25,150,000
PW CIP General Reserve	\$6,722,266	\$2,864,665	\$579,965	\$2,079,965	\$2,100,000	262%	\$1,450,000
PW CIP Facilities Reserve	\$6,134,135	\$4,420,000	\$3,100,000	\$3,100,000	\$2,495,000	(20%)	\$600,000
PW Construction	\$1,198,155	\$980,320	\$1,429,019	\$1,398,204	\$1,704,227	19%	\$1,682,010
PW Development	\$2,488,004	\$1,849,183	\$2,741,563	\$2,247,403	\$2,450,500	(11%)	\$2,502,539
PW Transportation Engineering	\$10,163	\$609,872	\$1,300,844	\$1,364,946	\$1,411,474	9%	\$1,441,129
PW Street Operations	\$1,153,509	\$1,057,346	\$1,356,856	\$229,494	\$1,594,470	18%	\$1,640,084
PW General Services	\$3,622,683	\$3,810,882	\$4,342,459	\$4,639,169	\$4,733,198	9%	\$5,099,344
PW Maintenance	\$1,762,159	\$1,904,055	\$2,060,052	\$1,913,573	\$1,992,777	(3%)	\$2,023,425
PW Local Streets Paving Prog	\$2,787,036	\$3,526,713	\$5,812,467	\$4,227,230	\$7,916,868	36%	\$8,086,756
PW Sidewalk Improvement Prog	\$2,035,370	\$2,049,208	\$2,896,272	\$1,865,400	\$1,801,291	(38%)	\$1,902,077
PW Fleet	\$3,081,563	\$7,191,691	\$5,228,956	\$4,793,702	\$4,832,055	(8%)	\$3,047,089
PW General Fund Replacement	\$790,099	\$142,666	\$4,759,578	\$4,761,378	\$1,569,100	(67%)	\$1,856,600
PW Fleet Fund Replacement	\$34,708	\$134	\$31,282	\$254,095	\$100	(100%)	\$100
PW SWR Replacement	\$32,837	\$49	\$50,966	\$50,900	\$100	(100%)	\$100
PW Parking SecurityReplacement	\$133	\$116	\$85,100	\$100	\$85,100	0%	\$100
PW Parking Maint Replacement	\$77	\$92	\$175,116	\$72	\$100	(100%)	\$100
PW Sidewalks Replacement	\$369	\$3,720	\$203,373	\$203,333	\$95,250	(53%)	\$75,250
PW Streets Prog Replacement	\$724,778	\$342	\$125,300	\$125,230	\$300	(100%)	\$850,300
PW Water Replacement	\$329,281	\$25,828	\$2,828,376	\$2,828,836	\$295,300	(90%)	\$400,300
EXPENSES BY DIVISION TOTAL	\$80,863,354	\$66,976,012	\$156,918,066	\$157,550,708	\$87,159,177	(44%)	\$78,433,887
Net Contribution / (Use)	\$2,036,546	\$1,406,691	(\$93,121,213)	(\$96,818,777)	(\$23,624,139)	—	(\$18,500,817)

	FY27 % Change
Revenues by Division	
PW Admin	0%
PW Engineering	0%
PW Capital Projects	(13%)
PW CIP General Reserve	3%
PW CIP Facilities Reserve	3%
PW CIP General Plan Reserve	0%
PW Construction	0%

	FY27 % Change
PW Development	0%
PW Transportation Engineering	0%
PW Street Operations	0%
PW General Services	—
PW Maintenance	0%
PW Local Streets Paving Prog	2%
PW Sidewalk Improvement Prog	7%
PW Fleet	1%
PW General Fund Replacement	1%
PW Fleet Fund Replacement	1%
PW SWR Replacement	1%
PW Parking SecurityReplacement	(81%)
PW Parking Maint Replacement	2%
PW Sidewalks Replacement	1%
PW Streets Prog Replacement	1%
PW Water Replacement	1%
REVENUES BY DIVISION TOTAL	(6%)
Expenses by Division	
PW Admin	14%
PW Engineering	(15%)
PW Capital Projects	(14%)
PW CIP General Reserve	(31%)
PW CIP Facilities Reserve	(76%)
PW Construction	(1%)
PW Development	2%
PW Transportation Engineering	2%
PW Street Operations	3%
PW General Services	8%
PW Maintenance	2%
PW Local Streets Paving Prog	2%
PW Sidewalk Improvement Prog	6%
PW Fleet	(37%)
PW General Fund Replacement	18%
PW Fleet Fund Replacement	0%
PW SWR Replacement	0%
PW Parking SecurityReplacement	(100%)
PW Parking Maint Replacement	0%
PW Sidewalks Replacement	(21%)
PW Streets Prog Replacement	283,333%
PW Water Replacement	36%
EXPENSES BY DIVISION TOTAL	(10%)
Net Contribution / (Use)	—

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$13,484,494	\$14,361,676	\$16,910,705	\$17,416,216	\$18,079,800	7%	\$18,900,779
General Non-Recurring	\$530,245	\$203,678	\$1,017,128	\$185,000	\$800,000	(21%)	\$800,000
Gas Tax	\$3,960,026	\$1,457,565	\$1,929,770	\$1,929,770	\$3,152,472	63%	\$2,055,141
RMRA	\$2,752,207	\$1,987,059	\$2,317,900	\$2,317,900	\$2,321,030	0%	\$2,171,791

	ACTUAL			REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Measure T Road Maint	\$21,520,574	\$11,867,896	\$11,221,045	\$11,221,045	\$2,814,917	(75%)	\$4,500
Measure U	–	–	–	\$0	\$9,000,000	–	\$9,900,000
DIF Big Ranch	\$639,738	\$771	\$1,000	\$1,000	\$1,000	0%	\$1,000
DIF Linda Vista	\$1,466,994	\$9	\$1,620	\$1,620	\$1,620	0%	\$1,620
DIF Lone Oak Drainage	\$2	\$2	\$500	\$500	\$500	0%	\$500
DIF N Jefferson Traffic	\$2,033,742	\$922,429	\$2,500	\$502,500	\$2,500	0%	\$2,500
DIF Orchard Traffic	\$37	\$28	\$500	\$500	\$500	0%	\$500
DIF Redwood Rd	\$204	\$156	\$500	\$500	\$500	0%	\$500
DIF Street Improvement	\$1,353,381	\$500,000	\$500,500	\$500,500	(\$599,500)	(220%)	\$500
DIF Underground Utility	\$3,506,400	\$1,008	\$3,500	\$3,500	\$3,500	0%	\$3,500
Fair Share Contrib/Mitigat	\$849,407	\$387	\$1,000	\$1,000	\$1,000	0%	\$1,000
Property Development Tax	\$250	\$198	\$500	\$500	\$500	0%	\$500
Public Infrastructure In Lieu	\$178	\$137	–	–	–	–	–
AD Lake Park	\$263,465	\$5,689	\$14,060	\$14,060	\$14,381	2%	\$14,465
AD River Park Maintenance	\$541,864	\$8,461	\$8,960	\$8,960	\$130,483	1,356%	\$10,822
Storm Drain Fees	\$198,859	\$601	\$1,080	\$1,080	\$851	(21%)	\$865
City Capital Projects	\$21,611,211	\$21,559,702	\$99,641,322	\$103,187,099	\$33,692,927	(66%)	\$27,200,000
Streets and Sidewalks Fund	\$0	\$5,575,921	\$8,708,739	\$6,092,630	\$9,718,159	12%	\$9,988,833
Fleet	\$4,410,234	\$6,645,539	\$10,752,150	\$10,724,034	\$4,599,205	(57%)	\$5,776,739
Fleet Fire Apparatus	\$583,610	\$719,098	\$2,735,897	\$2,293,612	\$2,278,200	(17%)	\$453,200
Gasser CFD	\$1,156,234	\$1,158,003	\$1,147,190	\$1,147,182	\$1,144,632	0%	\$1,144,632
EXPENSES TOTAL	\$80,863,354	\$66,976,012	\$156,918,066	\$157,550,708	\$87,159,177	(44%)	\$78,433,887

	FY27 % Change
Expenses	
General	5%
General Non-Recurring	0%
Gas Tax	(35%)
RMRA	(6%)
Measure T Road Maint	(100%)
Measure U	10%
DIF Big Ranch	0%
DIF Linda Vista	0%
DIF Lone Oak Drainage	0%
DIF N Jefferson Traffic	0%
DIF Orchard Traffic	0%
DIF Redwood Rd	0%
DIF Street Improvement	(100%)
DIF Underground Utility	0%
Fair Share Contrib/Mitigat	0%
Property Development Tax	0%
Public Infrastructure In Lieu	–
AD Lake Park	1%
AD River Park Maintenance	(92%)
Storm Drain Fees	2%
City Capital Projects	(19%)
Streets and Sidewalks Fund	3%
Fleet	26%
Fleet Fire Apparatus	(80%)
Gasser CFD	0%
EXPENSES TOTAL	(10%)

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$1,170,981	\$1,171,706	—	—	—	—	—
12 - Sales Tax	\$10,280,245	\$10,152,878	\$10,472,500	\$10,472,500	\$10,000,000	(5%)	\$10,000,000
20 - Licenses and Permit	\$245,108	\$325,000	\$641,100	\$289,000	\$610,100	(5%)	\$610,100
30 - Charges for Service	\$7,755,638	\$12,191,453	\$7,941,980	\$7,495,768	\$7,664,623	(3%)	\$7,726,554
40 - Intergovernmental	\$4,400,835	\$5,615,056	\$6,529,643	\$4,197,096	\$4,273,578	(35%)	\$4,316,844
50 - Investment Earnings	(\$1,561,506)	\$1,485,281	\$261,350	\$475,583	\$514,328	97%	\$522,764
52 - Financing Revenues	—	\$14,047	—	—	—	—	—
55 - Misc Revenues	\$1,069	\$224,870	\$336,626	\$88,330	\$12,650	(96%)	\$12,650
81 - Transfers In	\$60,607,530	\$37,202,409	\$37,613,654	\$37,713,654	\$40,459,759	8%	\$36,744,158
REVENUES TOTAL	\$82,899,900	\$68,382,702	\$63,796,854	\$60,731,931	\$63,535,038	0%	\$59,933,070
Expenses							
60 - Salaries and Wages	\$7,974,825	\$8,141,675	\$6,640,777	\$8,500,532	\$9,587,338	44%	\$9,442,202
61 - Benefits	\$4,183,204	\$4,631,090	\$4,574,110	\$4,221,440	\$5,349,987	17%	\$5,683,182
70 - Services - External	\$5,166,333	\$7,449,485	\$7,871,907	\$5,985,812	\$7,791,955	(1%)	\$8,174,455
71 - Debt Service	\$1,304,583	\$1,305,605	\$1,275,750	\$1,275,742	\$1,273,192	0%	\$1,273,192
72 - Services - Internal	\$2,895,755	\$3,193,430	\$3,278,930	\$3,285,525	\$3,242,589	(1%)	\$3,688,267
75 - Materials & Supplies	\$2,314,039	\$2,649,161	\$4,539,877	\$4,028,178	\$4,991,315	10%	\$5,106,765
77 - Capital Outlay	\$5,845,559	\$15,579,929	\$109,085,695	\$108,602,459	\$33,415,427	(69%)	\$28,780,000
82 - Transfers Out	\$51,179,056	\$24,025,636	\$19,651,020	\$21,651,020	\$21,507,374	9%	\$16,285,824
EXPENSES TOTAL	\$80,863,354	\$66,976,012	\$156,918,066	\$157,550,708	\$87,159,177	(44%)	\$78,433,887
Net Contribution / (Use)	\$2,036,546	\$1,406,691	(\$93,121,213)	(\$96,818,777)	(\$23,624,139)	—	(\$18,500,817)
Source of Funds							
General	\$13,484,494	\$14,361,676	\$16,910,705	\$17,416,216	\$18,079,800	7%	\$18,900,779
General Non-Recurring	\$530,245	\$203,678	\$1,017,128	\$185,000	\$800,000	(21%)	\$800,000
Gas Tax	\$3,960,026	\$1,457,565	\$1,929,770	\$1,929,770	\$3,152,472	63%	\$2,055,141
RMRA	\$2,752,207	\$1,987,059	\$2,317,900	\$2,317,900	\$2,321,030	0%	\$2,171,791
Measure T Road Maint	\$21,520,574	\$11,867,896	\$11,221,045	\$11,221,045	\$2,814,917	(75%)	\$4,500
Measure U	—	—	—	\$0	\$9,000,000	—	\$9,900,000
DIF Big Ranch	\$639,738	\$771	\$1,000	\$1,000	\$1,000	0%	\$1,000
DIF Linda Vista	\$1,466,994	\$9	\$1,620	\$1,620	\$1,620	0%	\$1,620
DIF Lone Oak Drainage	\$2	\$2	\$500	\$500	\$500	0%	\$500
DIF N Jefferson Traffic	\$2,033,742	\$922,429	\$2,500	\$502,500	\$2,500	0%	\$2,500
DIF Orchard Traffic	\$37	\$28	\$500	\$500	\$500	0%	\$500
DIF Redwood Rd	\$204	\$156	\$500	\$500	\$500	0%	\$500
DIF Street Improvement	\$1,353,381	\$500,000	\$500,500	\$500,500	(\$599,500)	(220%)	\$500
DIF Underground Utility	\$3,506,400	\$1,008	\$3,500	\$3,500	\$3,500	0%	\$3,500
Fair Share Contrib/Mitigat	\$849,407	\$387	\$1,000	\$1,000	\$1,000	0%	\$1,000
Property Development Tax	\$250	\$198	\$500	\$500	\$500	0%	\$500
Public Infrastructure In Lieu	\$178	\$137	—	—	—	—	—
AD Lake Park	\$263,465	\$5,689	\$14,060	\$14,060	\$14,381	2%	\$14,465
AD River Park Maintenance	\$541,864	\$8,461	\$8,960	\$8,960	\$130,483	1,356%	\$10,822
Storm Drain Fees	\$198,859	\$601	\$1,080	\$1,080	\$851	(21%)	\$865
City Capital Projects	\$21,611,211	\$21,559,702	\$99,641,322	\$103,187,099	\$33,692,927	(66%)	\$27,200,000
Streets and Sidewalks Fund	\$0	\$5,575,921	\$8,708,739	\$6,092,630	\$9,718,159	12%	\$9,988,833
Fleet	\$4,410,234	\$6,645,539	\$10,752,150	\$10,724,034	\$4,599,205	(57%)	\$5,776,739
Fleet Fire Apparatus	\$583,610	\$719,098	\$2,735,897	\$2,293,612	\$2,278,200	(17%)	\$453,200
Gasser CFD	\$1,156,234	\$1,158,003	\$1,147,190	\$1,147,182	\$1,144,632	0%	\$1,144,632
SOURCE OF FUNDS TOTAL	\$80,863,354	\$66,976,012	\$156,918,066	\$157,550,708	\$87,159,177	(44%)	\$78,433,887

FY27 % Change	
Revenues	
11 - Property Tax	—
12 - Sales Tax	0%
20 - Licenses and Permit	0%
30 - Charges for Service	1%
40 - Intergovernmental	1%
50 - Investment Earnings	2%
52 - Financing Revenues	—
55 - Misc Revenues	0%
81 - Transfers In	(9%)
REVENUES TOTAL	(6%)
Expenses	
60 - Salaries and Wages	(2%)
61 - Benefits	6%
70 - Services - External	5%
71 - Debt Service	0%
72 - Services - Internal	14%
75 - Materials & Supplies	2%
77 - Capital Outlay	(14%)
82 - Transfers Out	(24%)
EXPENSES TOTAL	(10%)
Net Contribution / (Use)	—
Source of Funds	
General	5%
General Non-Recurring	0%
Gas Tax	(35%)
RMRA	(6%)
Measure T Road Maint	(100%)
Measure U	10%
DIF Big Ranch	0%
DIF Linda Vista	0%
DIF Lone Oak Drainage	0%
DIF N Jefferson Traffic	0%
DIF Orchard Traffic	0%
DIF Redwood Rd	0%
DIF Street Improvement	(100%)
DIF Underground Utility	0%
Fair Share Contrib/Mitigat	0%
Property Development Tax	0%
Public Infrastructure In Lieu	—
AD Lake Park	1%
AD River Park Maintenance	(92%)
Storm Drain Fees	2%
City Capital Projects	(19%)
Streets and Sidewalks Fund	3%
Fleet	26%
Fleet Fire Apparatus	(80%)
Gasser CFD	0%
SOURCE OF FUNDS TOTAL	(10%)

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
20 - Licenses and Permit	\$159,793	\$216,401	\$241,100	\$209,000	\$210,100	(13%)	\$210,100
30 - Charges for Service	\$727,438	\$896,785	\$842,500	\$754,160	\$771,750	(8%)	\$771,750
55 - Misc Revenues	\$136	\$533	–	\$0	\$0	–	\$0
81 - Transfers In	–	–	–	\$0	\$385,000	–	\$385,000
REVENUES TOTAL	\$887,367	\$1,113,718	\$1,083,600	\$963,160	\$1,366,850	26%	\$1,366,850
Expenses							
60 - Salaries and Wages	\$5,225,744	\$5,239,411	\$5,877,701	\$6,762,702	\$6,931,398	15%	\$6,763,661
61 - Benefits	\$2,820,838	\$3,028,534	\$3,529,932	\$3,285,800	\$3,778,454	14%	\$4,010,869
70 - Services - External	\$2,236,730	\$2,658,577	\$3,926,508	\$3,618,792	\$3,815,025	5%	\$4,141,525
71 - Debt Service	\$155,960	\$156,646	\$128,560	\$128,560	\$128,560	0%	\$128,560
72 - Services - Internal	\$2,310,031	\$2,587,755	\$2,658,250	\$2,664,845	\$2,504,248	10%	\$2,933,599
75 - Materials & Supplies	\$735,192	\$690,753	\$789,754	\$955,517	\$822,115	4%	\$822,565
82 - Transfers Out	–	–	–	\$0	\$100,000	–	\$100,000
EXPENSES TOTAL	\$13,484,494	\$14,361,676	\$16,910,705	\$17,416,216	\$18,079,800	12%	\$18,900,779
Net Contribution / (Use)	(\$12,597,127)	(\$13,247,958)	(\$15,827,105)	(\$16,453,056)	(\$16,712,950)	–	(\$17,533,929)

	FY27 % Change
Revenues	
20 - Licenses and Permit	0%
30 - Charges for Service	0%
55 - Misc Revenues	–
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	(2%)
61 - Benefits	6%
70 - Services - External	9%
71 - Debt Service	0%
72 - Services - Internal	17%
75 - Materials & Supplies	0%
82 - Transfers Out	0%
EXPENSES TOTAL	5%
Net Contribution / (Use)	–



PW Capital Projects

Division Overview:

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

Major Accomplishments in FY2024/25

- Delivered over \$14 million in construction contracts within FY24 (excludes Water and Materials Diversion enterprise funded capital projects). Includes completing all work to begin construction on Freeway Drive, Parks Pathways Project, Traffic Signal Upgrades, and Electrical Safety Improvements for Corp Yard.
- Delivered over \$25 million in construction contracts within FY25 (excludes Water and Materials Diversion enterprise funded capital projects). Includes completing all work to begin construction on Laurel Phase I, Westwood Avenue, Browns Valley Road, and Alston Park Restroom.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Deliver contract and construction documents for the following roads, traffic safety, multi-modal projects: Westwood Neighborhood Interior Streets; Laurel Street Rehabilitation; Coombsville Road Rehabilitation; Montgomery Neighborhood; Riverside Neighborhood.
- Deliver contract and construction documents for the following parks projects: Lake Park; Klamath Park; Dry Creek Park; Laurel Park; Fairview Park.
- Deliver contract and construction documents for the following Highway Safety Improvement Program (HSIP) grant funded projects: HSIP Pedestrian Improvements; HSIP High-Friction Pavement.
- Deliver contract and construction documents for the city-wide Stormwater Trash Reduction / Capture Project.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual

Capital Project Performance	% of non-owner-initiated change order costs	<10%	4.%	5.%
	No. of Construction Contracts Awarded / Total \$\$ Amount	Baseline Figure for next line / Trend	New in FY24	17 contracts totaling \$14.4m
	% Bid Results within 10%+/- of EE\$	>70%	New in FY24	71%
	% of Construction Starts meeting programmed dates	>70%	New in FY24	50%

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
40 - Intergovernmental	\$743,102	\$1,488,248	\$2,476,453	\$0	\$0	(100%)	\$0
52 - Financing Revenues	–	\$14,047	–	–	–	–	–
55 - Misc Revenues	–	–	\$242,176	\$0	\$0	(100%)	\$0
81 - Transfers In	\$52,063,239	\$24,194,399	\$25,929,818	\$25,929,818	\$28,977,927	12%	\$25,150,000
REVENUES TOTAL	\$52,806,342	\$25,696,695	\$28,648,447	\$25,929,818	\$28,977,927	1%	\$25,150,000
Expenses							
60 - Salaries and Wages	\$669,451	\$959,613	(\$1,629,064)	–	–	(100%)	–
61 - Benefits	\$163,509	\$253,203	(\$416,712)	–	–	(100%)	–
70 - Services - External	\$45,207	\$30,819	(\$81,416)	(\$81,416)	\$0	(100%)	\$0
75 - Materials & Supplies	\$609	–	(\$609)	(\$609)	\$0	(100%)	\$0
77 - Capital Outlay	\$3,053,629	\$13,031,402	\$98,089,158	\$98,089,159	\$29,097,927	(70%)	\$25,150,000
EXPENSES TOTAL	\$3,932,404	\$14,275,037	\$95,961,357	\$98,007,134	\$29,097,927	(70%)	\$25,150,000
Net Contribution / (Use)	\$48,873,938	\$11,421,658	(\$67,312,910)	(\$72,077,316)	(\$120,000)	–	\$0
Source of Funds							
City Capital Projects	\$3,932,404	\$14,275,037	\$95,961,357	\$98,007,134	\$29,097,927	(70%)	\$25,150,000
SOURCE OF FUNDS TOTAL	\$3,932,404	\$14,275,037	\$95,961,357	\$98,007,134	\$29,097,927	(70%)	\$25,150,000

	FY27 % Change
Revenues	
40 - Intergovernmental	–
52 - Financing Revenues	–
55 - Misc Revenues	–
81 - Transfers In	(13%)
REVENUES TOTAL	(13%)
Expenses	
60 - Salaries and Wages	–
61 - Benefits	–

FY27 % Change	
70 - Services - External	—
75 - Materials & Supplies	—
77 - Capital Outlay	(14%)
EXPENSES TOTAL	(14%)
Net Contribution / (Use)	—
Source of Funds	
City Capital Projects	(14%)
SOURCE OF FUNDS TOTAL	(14%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.



PW Construction

Division Overview:

The Construction Division is responsible for construction management and inspection of the City's Capital Improvement Projects; issuing and inspecting encroachment permit work for all construction, events, traffic detours, and temporary storage conducted within the City's right-of-way; and inspecting improvements within the City's right-of-way completed through private development projects.

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

Major Accomplishments in FY2024/25

- Provide construction management and inspection of various capital improvement projects including Senior Center Site Paving and ADA, Rose Lane Storm Drain, Roundabout Art, Salvador Ave Complete Street, Laurel Street Rehab, Twin Oaks East, Browns Valley Road from Freeway to Westview, and Westwood Ave Sidewalk.
- Provide inspection for right-of-way improvements of various development projects including for the Napa Pipe development phases, Kaiser Road improvements, Kaiser Road Roundabout, Anselmo Ct, and multiple new residential projects.
- Process and provide inspection for encroachment permits.
- Continue implementation of new Procore software modules.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Provide construction management and inspection for various Capital Improvement Projects.
- Provide Inspection of city right-of-way improvements for multiple development projects.
- Provide extensive and thorough review for CIP and Development projects.
- Provide a high level of customer service and communication to the community.

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
20 - Licenses and Permit	\$12,086	\$13,449	\$13,000	\$11,000	\$11,000	(15%)	\$11,000
30 - Charges for Service	\$446,765	\$557,568	\$822,000	\$514,000	\$800,000	(3%)	\$800,000

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
REVENUES TOTAL	\$458,851	\$571,017	\$835,000	\$525,000	\$811,000	(3%)	\$811,000
Expenses							
60 - Salaries and Wages	\$603,570	\$568,139	\$623,683	\$829,830	\$782,430	25%	\$734,698
61 - Benefits	\$338,344	\$343,753	\$390,716	\$431,340	\$443,430	13%	\$468,402
70 - Services - External	\$91,866	\$23,176	\$361,550	\$89,500	\$410,720	14%	\$410,720
72 - Services - Internal	\$29,386	\$33,430	\$34,400	\$34,400	\$48,847	42%	\$49,390
75 - Materials & Supplies	\$13,190	\$11,823	\$18,670	\$13,134	\$18,800	1%	\$18,800
82 - Transfers Out	\$121,800	—	—	—	—	—	—
EXPENSES TOTAL	\$1,198,155	\$980,320	\$1,429,019	\$1,398,204	\$1,704,227	19%	\$1,682,010
Net Contribution / (Use)	(\$739,304)	(\$409,303)	(\$594,019)	(\$873,204)	(\$893,227)	—	(\$871,010)
Source of Funds							
General	\$994,761	\$976,532	\$1,129,019	\$1,368,204	\$1,354,227	20%	\$1,332,010
General Non-Recurring	\$203,394	\$3,789	\$300,000	\$30,000	\$350,000	17%	\$350,000
SOURCE OF FUNDS TOTAL	\$1,198,155	\$980,320	\$1,429,019	\$1,398,204	\$1,704,227	19%	\$1,682,010

	FY27 % Change
Revenues	
20 - Licenses and Permit	0%
30 - Charges for Service	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	(6%)
61 - Benefits	6%
70 - Services - External	0%
72 - Services - Internal	1%
75 - Materials & Supplies	0%
82 - Transfers Out	—
EXPENSES TOTAL	(1%)
Net Contribution / (Use)	—
Source of Funds	
General	(2%)
General Non-Recurring	0%
SOURCE OF FUNDS TOTAL	(1%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

None



PW Development Engineering

Division Overview:

The Development Engineering Division is responsible for the engineering review, developing conditions of approval, plan check and processing of private development applications. The division also oversees stormwater quality, floodplain management, drainage, and severe weather monitoring program.

Major Accomplishments in FY2024/25

- Napa Pipe: Multiple block level Improvement Plans reviewed and Final Maps recorded. Supported development related items towards successful Costco opening.
- Continue plan review and support for priority projects such as Napa Pipe, the HHS site redevelopment (obtained preliminary drainage approval from Regional Water Quality Board staff), and affordable housing projects (Jamboree, Mid-Pen).
- Supported unique projects: Flood Control North Phase, Tulocay Creek Bridge replacement (Caltrans).
- Updated GIS mapping with updated Stormwater inspection data.
- Development Process Improvements: Focused on streamlining of 'back end process,' which is the review and approval process for construction improvements plans related to private developments. Process included two-day staff workshop and prioritized workplan. Participated as part of implementation team for EnerGov system. Successfully completed 5-year Community Rating System review with FEMA for Flood Plain Management. Received a score of 7 which maintains a communitywide reduction for flood insurance rates.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Complete the EnerGov implementation.
- Hire Part Time GIS technician to update and QA/QC Stormdrain mapping data.
- Implement Development Engineering Process Improvements including full EnerGov system, develop new standard operating procedures and prepare objective standards documentation.
- Once the new NPDES Phase II permit is issued, implement new permit conditions and update the stormdrain trash capture assessment.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual

Development Engineering	# IDR Referrals	Trend	178	98
	# Building Referrals	Trend	312	59
	Plan Check (Engineering): Use Permits	Trend	9	398
	Plan Check (Engineering): Single Family Dwellings	Trend	13	1
	Plan Check (Engineering): Subdivisions	Trend	11	15
	Lot Line Adjustments	Trend	3	5
Stormwater Quality	# of illicit discharges reported	Trend	35	29
Catch Basin Cleaning	% of high priority catch basins (CB's) cleaned per year	*Clean 114 High Priority CB's per year (new target established in FY 16/17)	154	154
Traffic Counts	% traffic counts on major streets completed and published annually by February 15	100%	1%	18%
Speed Surveys	# of expiring speed surveys completed	Trend	2	0
	% of expiring speed surveys completed	100%	100%	0%
Traffic Safety	# engineering change recommendations made	Trend	36	24

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	FY26 % Change	PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026		FY2027
Revenues							
20 - Licenses and Permit	\$233,022	\$311,551	\$628,100	\$278,000	\$599,100	(5%)	\$599,100

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
30 - Charges for Service	\$274,415	\$342,624	\$259,000	\$222,000	\$222,000	(14%)	\$222,000
40 - Intergovernmental	\$29,490	\$33,783	–	–	–	–	–
50 - Investment Earnings	(\$15,645)	\$26,106	\$3,000	\$13,500	\$3,000	0%	\$3,000
81 - Transfers In	–	–	–	\$0	\$250,000	–	\$250,000
REVENUES TOTAL	\$521,282	\$714,064	\$890,100	\$513,500	\$1,074,100	21%	\$1,074,100
Expenses							
60 - Salaries and Wages	\$1,243,441	\$926,857	\$1,043,336	\$1,189,680	\$988,343	(5%)	\$1,009,224
61 - Benefits	\$613,451	\$518,910	\$591,693	\$553,890	\$481,237	(19%)	\$510,395
70 - Services - External	\$592,875	\$370,694	\$1,074,724	\$459,423	\$951,200	(11%)	\$951,200
72 - Services - Internal	\$22,648	\$24,271	\$15,130	\$21,630	\$13,650	(10%)	\$13,650
75 - Materials & Supplies	\$15,589	\$8,451	\$16,680	\$22,780	\$16,070	(4%)	\$18,070
EXPENSES TOTAL	\$2,488,004	\$1,849,183	\$2,741,563	\$2,247,403	\$2,450,500	(11%)	\$2,502,539
Net Contribution / (Use)	(\$1,966,723)	(\$1,135,119)	(\$1,851,463)	(\$1,733,903)	(\$1,376,400)	–	(\$1,428,439)
Source of Funds							
General	\$2,160,725	\$1,648,959	\$2,098,935	\$2,166,903	\$2,050,000	(2%)	\$2,102,039
General Non-Recurring	\$326,851	\$199,890	\$642,128	\$80,000	\$400,000	(38%)	\$400,000
Property Development Tax	\$250	\$198	\$500	\$500	\$500	0%	\$500
Public Infrastructure In Lieu	\$178	\$137	–	–	–	–	–
SOURCE OF FUNDS TOTAL	\$2,488,004	\$1,849,183	\$2,741,563	\$2,247,403	\$2,450,500	(11%)	\$2,502,539

	FY27 % Change
Revenues	
20 - Licenses and Permit	0%
30 - Charges for Service	0%
40 - Intergovernmental	–
50 - Investment Earnings	0%
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	0%
72 - Services - Internal	0%
75 - Materials & Supplies	12%
EXPENSES TOTAL	2%
Net Contribution / (Use)	–
Source of Funds	
General	3%
General Non-Recurring	0%
Property Development Tax	0%
Public Infrastructure In Lieu	–
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

Real Property Management Analyst was reassigned to the Administration Division. Change includes salary and supporting costs transferred from Development Engineering to Administration.



PW Engineering

Division Overview:

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

Major Accomplishments in FY2024/25

- Provided excellent customer service for external and internal clients on numerous topics requiring professional engineering expertise.
- Improved processes for the delivery of engineering services: transition to OpenGov for procurement of public work contracts; developed protocols to initiate the review and revision of existing City standards and specifications; increased contact with community members with regard to engineering project intents and impacts.
- Management of the City's Measure T Program, and the transition to Measure U starting in FY26.
- Management of the City's ARPA funding for capital improvement projects.
- Participated in hiring process and on-boarding vacant positions for a fully staffed Division.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Management of capital investments for City-owned buildings and workspaces; transitional work to move from current deferred-maintenance scenarios to preventive maintenance operations and planning.
- Develop and Maintain Responsible Charge of the City's Pavement Management Program.
- Expand capacity to apply for and administer transportation grants.

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$1,170,981	\$1,171,706	—	—	—	—	—
12 - Sales Tax	\$10,280,245	\$10,152,878	\$10,472,500	\$10,472,500	\$10,000,000	(5%)	\$10,000,000
30 - Charges for Service	\$1,737,407	\$3,356,370	\$1,168,500	\$967,660	\$867,250	(26%)	\$867,250
40 - Intergovernmental	\$3,628,243	\$4,050,741	\$4,053,190	\$4,197,096	\$4,273,578	5%	\$4,316,844

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
50 - Investment Earnings	(\$1,156,549)	\$782,912	\$181,500	\$204,000	\$411,500	127%	\$419,500
81 - Transfers In	—	—	—	\$0	\$120,000	—	\$0
REVENUES TOTAL	\$15,660,327	\$19,514,607	\$15,875,690	\$15,841,256	\$15,672,328	(1%)	\$15,603,594
Expenses							
60 - Salaries and Wages	\$584,222	\$640,455	\$579,444	\$1,510,185	\$790,077	36%	\$593,524
61 - Benefits	\$437,677	\$453,056	\$481,062	\$738,590	\$586,136	22%	\$623,103
70 - Services - External	\$925,902	\$50,837	\$99,640	\$101,846	\$102,030	2%	\$102,030
71 - Debt Service	\$1,148,531	\$1,148,906	\$1,147,190	\$1,147,182	\$1,144,632	0%	\$1,144,632
72 - Services - Internal	\$28,555	\$25,527	\$27,130	\$27,130	\$10,800	(60%)	\$10,800
75 - Materials & Supplies	\$8,207	\$6,109	\$11,440	\$6,021	\$9,050	(21%)	\$9,050
82 - Transfers Out	\$38,200,856	\$16,740,971	\$15,971,055	\$16,471,055	\$16,812,374	5%	\$14,135,824
EXPENSES TOTAL	\$41,333,950	\$19,065,861	\$18,316,961	\$20,002,009	\$19,455,099	6%	\$16,618,963
Net Contribution / (Use)	(\$25,673,623)	\$448,746	(\$2,441,271)	(\$4,160,753)	(\$3,782,771)	—	(\$1,015,369)
Source of Funds							
General	\$1,090,818	\$1,155,799	\$1,165,336	\$2,350,392	\$1,464,713	26%	\$1,305,127
Gas Tax	\$3,960,026	\$1,457,565	\$1,929,770	\$1,929,770	\$3,152,472	63%	\$2,055,141
RMRA	\$2,752,207	\$1,987,059	\$2,317,900	\$2,317,900	\$2,321,030	0%	\$2,171,791
Measure T Road Maint	\$21,520,574	\$11,867,896	\$11,221,045	\$11,221,045	\$2,814,917	(75%)	\$4,500
Measure U	—	—	—	\$0	\$9,000,000	—	\$9,900,000
DIF Big Ranch	\$639,738	\$771	\$1,000	\$1,000	\$1,000	0%	\$1,000
DIF Linda Vista	\$1,466,994	\$9	\$1,620	\$1,620	\$1,620	0%	\$1,620
DIF Lone Oak Drainage	\$2	\$2	\$500	\$500	\$500	0%	\$500
DIF N Jefferson Traffic	\$2,033,742	\$922,429	\$2,500	\$502,500	\$2,500	0%	\$2,500
DIF Orchard Traffic	\$37	\$28	\$500	\$500	\$500	0%	\$500
DIF Redwood Rd	\$204	\$156	\$500	\$500	\$500	0%	\$500
DIF Street Improvement	\$1,353,381	\$500,000	\$500,500	\$500,500	(\$599,500)	(220%)	\$500
DIF Underground Utility	\$3,506,400	\$1,008	\$3,500	\$3,500	\$3,500	0%	\$3,500
Fair Share Contrib/Mitigat	\$849,407	\$387	\$1,000	\$1,000	\$1,000	0%	\$1,000
AD Lake Park	\$263,465	\$5,689	\$14,060	\$14,060	\$14,381	2%	\$14,465
AD River Park Maintenance	\$541,864	\$8,461	\$8,960	\$8,960	\$130,483	1,356%	\$10,822
Storm Drain Fees	\$198,859	\$601	\$1,080	\$1,080	\$851	(21%)	\$865
Gasser CFD	\$1,156,234	\$1,158,003	\$1,147,190	\$1,147,182	\$1,144,632	0%	\$1,144,632
SOURCE OF FUNDS TOTAL	\$41,333,950	\$19,065,861	\$18,316,961	\$20,002,009	\$19,455,099	6%	\$16,618,963

	FY27 % Change
Revenues	
11 - Property Tax	—
12 - Sales Tax	0%
30 - Charges for Service	0%
40 - Intergovernmental	1%
50 - Investment Earnings	2%
81 - Transfers In	(100%)
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	(25%)
61 - Benefits	6%
70 - Services - External	0%
71 - Debt Service	0%
72 - Services - Internal	0%
75 - Materials & Supplies	0%
82 - Transfers Out	(16%)
EXPENSES TOTAL	(15%)
Net Contribution / (Use)	—
Source of Funds	
General	(11%)
Gas Tax	(35%)

FY27 % Change	
RMRA	(6%)
Measure T Road Maint	(100%)
Measure U	10%
DIF Big Ranch	0%
DIF Linda Vista	0%
DIF Lone Oak Drainage	0%
DIF N Jefferson Traffic	0%
DIF Orchard Traffic	0%
DIF Redwood Rd	0%
DIF Street Improvement	(100%)
DIF Underground Utility	0%
Fair Share Contrib/Mitigat	0%
AD Lake Park	1%
AD River Park Maintenance	(92%)
Storm Drain Fees	2%
Gasser CFD	0%
SOURCE OF FUNDS TOTAL	(15%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

None



PW Fleet

Division Overview:

The Fleet Management Division provides full-service, "cradle-to-grave" management of the vehicles and equipment used by all City operations. This process begins with specification development, establishing appropriate rental rates and replacement scheduling; including outright purchases, as well as leases. Fleet also provides in-service preparation and up-fitting coordination. Fleet's in-house technicians perform regular repairs, scheduled maintenance, mobile maintenance and inspections.

Major Accomplishments in FY2024/25

- Purchased mobile lifts for the main fleet shop to increase work capacity and enhance employee safety.
- Onboarded two full-time mechanics.
- Provided training and development opportunities for assigned staff, some earning multiple certifications in emergency vehicle maintenance.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Conduct a fleet audit to identify underutilized or redundant vehicles and remove those that no longer serve essential functions or are cost-prohibitive to maintain, ensuring optimal fleet size and cost efficiency.
- Implement a transition plan to gradually replace traditional fuel-powered vehicles with electric vehicles (EVs) and alternative fuel units, prioritizing environmental sustainability, reducing operating costs, and supporting long-term energy efficiency goals.
- Revise job classifications to align with updated industry standards, ensuring roles accurately reflect current responsibilities, skill requirements, and organizational needs.
- Prioritize ongoing staff training by offering access to relevant certifications and professional development opportunities, fostering skill advancement, improving job performance, and ensuring the workforce remains competitive and adaptable to industry changes.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual

Fleet Maintenance	# of Completed Work Orders	Trend	1,258	1,180
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Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$5,186,254	\$7,839,091	\$5,611,980	\$5,724,108	\$5,705,373	2%	\$5,767,304
50 - Investment Earnings	(\$389,311)	\$676,264	\$76,850	\$258,083	\$99,828	30%	\$100,264
55 - Misc Revenues	\$933	\$224,337	\$94,450	\$88,330	\$12,650	(87%)	\$12,650
81 - Transfers In	\$245,700	\$666,000	—	\$0	\$85,000	—	\$0
REVENUES TOTAL	\$5,043,576	\$9,405,692	\$5,783,280	\$6,070,521	\$5,902,851	2%	\$5,880,218
Expenses							
60 - Salaries and Wages	\$692,920	\$602,124	\$619,470	\$819,470	\$922,673	49%	\$931,996
61 - Benefits	\$355,187	\$497,060	\$437,200	\$436,710	\$498,302	14%	\$528,498
70 - Services - External	\$756,977	\$3,294,526	\$1,042,995	\$900,256	\$822,050	(21%)	\$822,050
71 - Debt Service	\$92	\$53	—	—	—	—	—
72 - Services - Internal	\$172,483	\$62,220	\$62,940	\$62,940	\$44,680	(29%)	\$45,195
75 - Materials & Supplies	\$226,033	\$360,128	\$328,904	\$284,970	\$272,200	(17%)	\$272,200
77 - Capital Outlay	\$2,790,152	\$2,548,527	\$10,996,538	\$10,513,300	\$4,317,500	(61%)	\$3,630,000
EXPENSES TOTAL	\$4,993,844	\$7,364,637	\$13,488,047	\$13,017,646	\$6,877,405	(49%)	\$6,229,939
Net Contribution / (Use)	\$49,732	\$2,041,055	(\$7,704,767)	(\$6,947,125)	(\$974,554)	—	(\$349,721)
Source of Funds							
Fleet	\$4,410,234	\$6,645,539	\$10,752,150	\$10,724,034	\$4,599,205	(57%)	\$5,776,739
Fleet Fire Apparatus	\$583,610	\$719,098	\$2,735,897	\$2,293,612	\$2,278,200	(17%)	\$453,200
SOURCE OF FUNDS TOTAL	\$4,993,844	\$7,364,637	\$13,488,047	\$13,017,646	\$6,877,405	(49%)	\$6,229,939

	FY27 % Change
Revenues	
30 - Charges for Service	1%
50 - Investment Earnings	0%
55 - Misc Revenues	0%
81 - Transfers In	(100%)
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	0%
71 - Debt Service	—
72 - Services - Internal	1%
75 - Materials & Supplies	0%
77 - Capital Outlay	(16%)
EXPENSES TOTAL	(9%)
Net Contribution / (Use)	—
Source of Funds	
Fleet	26%
Fleet Fire Apparatus	(80%)
SOURCE OF FUNDS TOTAL	(9%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

New Mechanic FTE added in FY26



PW General Services

Division Overview:

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

Major Accomplishments in FY2024/25

- Completed upgrades of access controls at multiple fire stations across the city.
- Began work on developing a facilities internal service fund by way of the Public Works Department Strategic Plan.
- Fiber connections were run through the Soscol corridor to begin integration from downtown to City of Napa Corporation Yard.
- Secured planning grant through MTC for city and fleet electrification.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Upgrade traffic signal components to incorporate the latest technology, enhancing traffic flow, safety, and energy efficiency while reducing maintenance costs and improving overall system reliability.
- Develop a comprehensive Corp Yard Master Plan to optimize space utilization, improve operational efficiency, and ensure the facilities meet current and future needs, while incorporating sustainability and safety standards. This plan will also provide a roadmap for future infrastructure investments, ensuring long-term functionality and alignment with organizational goals.
- Prioritize the most pragmatic repairs for aging facilities by conducting a thorough assessment to identify critical structural, safety, and operational issues, focusing on cost-effective solutions that extend the lifespan of the facility while minimizing disruption to daily operations. This approach will ensure resources are allocated efficiently, addressing the most urgent needs first.
- Continue development of a facilities internal services fund.
- Continue to leverage asset management systems to streamline preventive maintenance (PM) schedules and track recurring maintenance requirements, ensuring timely interventions, reducing downtime, and extending the lifespan of assets while optimizing operational efficiency and reducing overall maintenance costs.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23	FY 2023/24

			Actual	Actual
Electrical	# of Completed Work Orders	Trend	1,039	985
Facilities Maintenance	# of Completed Work Orders	Trend	741	674

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$268	–	–	–	–	–	–
55 - Misc Revenues	\$136	\$0	–	–	–	–	–
REVENUES TOTAL	\$404	\$0	–	–	–	–	–
Expenses							
60 - Salaries and Wages	\$1,160,950	\$1,151,837	\$1,205,683	\$1,519,580	\$1,409,661	17%	\$1,421,280
61 - Benefits	\$651,724	\$677,883	\$776,006	\$830,840	\$797,030	3%	\$849,217
70 - Services - External	\$1,254,805	\$1,462,411	\$1,814,180	\$1,722,929	\$1,979,800	9%	\$2,279,800
71 - Debt Service	\$128,499	\$142,573	\$128,560	\$128,560	\$128,560	0%	\$128,560
72 - Services - Internal	\$168,611	\$173,311	\$174,780	\$174,780	\$183,197	5%	\$185,537
75 - Materials & Supplies	\$258,095	\$202,868	\$243,250	\$262,480	\$234,950	(3%)	\$234,950
EXPENSES TOTAL	\$3,622,683	\$3,810,882	\$4,342,459	\$4,639,169	\$4,733,198	9%	\$5,099,344
Net Contribution / (Use)	(\$3,622,280)	(\$3,810,882)	(\$4,342,459)	(\$4,639,169)	(\$4,733,198)	–	(\$5,099,344)
Source of Funds							
General	\$3,622,683	\$3,810,882	\$4,342,459	\$4,639,169	\$4,733,198	9%	\$5,099,344
SOURCE OF FUNDS TOTAL	\$3,622,683	\$3,810,882	\$4,342,459	\$4,639,169	\$4,733,198	9%	\$5,099,344

	FY27 % Change
Revenues	
30 - Charges for Service	–
55 - Misc Revenues	–
REVENUES TOTAL	–
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	7%
70 - Services - External	15%
71 - Debt Service	0%
72 - Services - Internal	1%
75 - Materials & Supplies	0%
EXPENSES TOTAL	8%
Net Contribution / (Use)	–
Source of Funds	
General	8%
SOURCE OF FUNDS TOTAL	8%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Power/natural gas increased to reflect increased PGE rates (estimated 20% annual cost increases).
- Water/Sewage increases by 22% in FY26 and FY27.



PW Maintenance

Division Overview:

The Street Maintenance Division is responsible for the maintenance of approximately 480 lane miles of public right-of-way including streets, sidewalks, signage and striping, storm drainage system, street sweeping, and downtown maintenance. This division also provides for the program administration and management of the following programs; Paving Maintenance Program and Sidewalk Improvement Program.

Major Accomplishments in FY2024/25

- Reduced outstanding striping work requests from 197 to 25.
- Completed 46 Traffic Change Orders (which implement traffic safety modifications) in 2024, more than double the year before (20).
- Signs & Markings unit oversaw winter storm drain clearing, maintenance and inspections. Incorporated inspections into work orders system.
- Coordinated the implementation of the Granicus OneView to improve the public interface and communication for service order requests.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Signs and Markings unit will develop a calendar for all planned work for the upcoming season to optimize coordination, efficiency and communication among the department.
- Signs and Markings unit will create a Standard Operating Procedure and corresponding template for estimating internal work requests as to ensure improvement projects are coded and cost recovery.
- Apply the established priority ranking system to all incoming work requests.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Graffiti Abatement	# of graffiti related work orders completed	Trend	61	100
	# of graffiti related work orders completed within 2 business days	Trend	31	93

Potholes	# pothole service order requests completed (all complaints are addressed within 3 business days)	<300	2,460	601 requests
Signs & Marking	% of pavement markings and signage in school zones (in need of repair) addressed	100%	100%	100%
	# of Completed Work Orders	Trend	New in FY24	929
Roadway Maintenance	#lane miles crack seal	Trend	7.3	16.7
	#lane miles preventive maint. (ex. seal coat)	Trend	New in FY24	8.3

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$486	\$401	\$1,500	\$0	\$0	(100%)	\$0
55 - Misc Revenues	—	\$533	—	\$0	\$0	—	\$0
81 - Transfers In	—	—	—	\$0	\$100,000	—	\$100,000
REVENUES TOTAL	\$486	\$934	\$1,500	\$0	\$100,000	6,567%	\$100,000
Expenses							
60 - Salaries and Wages	\$143,271	\$99,163	\$158,516	\$43,493	\$77,161	(51%)	\$78,080
61 - Benefits	\$60,672	\$42,573	\$52,158	\$0	\$14,198	(73%)	\$15,152
70 - Services - External	\$559,444	\$774,860	\$846,044	\$721,000	\$895,500	6%	\$917,500
72 - Services - Internal	\$652,264	\$574,358	\$569,450	\$569,450	\$511,378	(10%)	\$518,153
75 - Materials & Supplies	\$346,509	\$413,101	\$433,886	\$579,630	\$494,540	14%	\$494,540
EXPENSES TOTAL	\$1,762,159	\$1,904,055	\$2,060,052	\$1,913,573	\$1,992,777	(3%)	\$2,023,425
Net Contribution / (Use)	(\$1,761,673)	(\$1,903,122)	(\$2,058,552)	(\$1,913,573)	(\$1,892,777)	—	(\$1,923,425)
Source of Funds							
General	\$1,762,159	\$1,904,055	\$2,060,052	\$1,913,573	\$1,992,777	(3%)	\$2,023,425
SOURCE OF FUNDS TOTAL	\$1,762,159	\$1,904,055	\$2,060,052	\$1,913,573	\$1,992,777	(3%)	\$2,023,425

	FY27 % Change
Revenues	
30 - Charges for Service	—
55 - Misc Revenues	—
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	7%
70 - Services - External	2%
72 - Services - Internal	1%
75 - Materials & Supplies	0%
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
General	2%

		FY27 % Change
SOURCE OF FUNDS TOTAL		2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

None



PW Paving Program

Division Overview:

The Paving Program conducts maintenance paving across all city streets. The paving program utilizes city crews, in addition to contract services, to conduct pavement maintenance. This includes a variety of methods to improve the roadway network's pavement condition.

Major Accomplishments in FY2024/25

- Paved streets utilizing over 13,000 tons of hot mix asphalt in FY24 and on track to pave nearly 22,000 in FY25.
- Successfully onboarded and trained new Heavy Equipment Operator and Leadworker.
- Restructured unit based on staff recommendations to assign more employees during paving season to increase paving production.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Fully complete planned paving schedule.
- Design FY26 paving plan based off upcoming pavement management plan and other utility work throughout the city.
- Explore future training options such as CAT paving school.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Street Conditions (Pavement Condition Index)	PCI	Increase PCI by ≥ 1 each year		November 2024 PCI = 65
Operations Road Paving	# of lane miles paved	Trend	11.79	15.48

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
81 - Transfers In	\$2,846,000	\$3,897,000	\$4,900,000	\$4,900,000	\$7,917,000	62%	\$8,087,000
REVENUES TOTAL	\$2,846,000	\$3,897,000	\$4,900,000	\$4,900,000	\$7,917,000	62%	\$8,087,000
Expenses							
60 - Salaries and Wages	\$726,004	\$744,436	\$918,360	\$127,250	\$1,312,475	43%	\$1,322,855
61 - Benefits	\$443,743	\$464,200	\$497,250	\$0	\$790,279	59%	\$843,214
70 - Services - External	\$301,595	\$586,698	\$810,000	\$1,029,300	\$1,436,000	77%	\$1,417,000
72 - Services - Internal	\$245,795	\$350,755	\$438,380	\$438,380	\$481,114	10%	\$491,687
75 - Materials & Supplies	\$1,069,898	\$1,380,624	\$3,148,477	\$2,632,300	\$3,897,000	24%	\$4,012,000
EXPENSES TOTAL	\$2,787,036	\$3,526,713	\$5,812,467	\$4,227,230	\$7,916,868	36%	\$8,086,756
Net Contribution / (Use)	\$58,964	\$370,287	(\$912,467)	\$672,770	\$132	—	\$244
Source of Funds							
City Capital Projects	\$2,787,036	\$0	—	\$0	\$0	—	\$0
Streets and Sidewalks Fund	\$0	\$3,526,713	\$5,812,467	\$4,227,230	\$7,916,868	36%	\$8,086,756
SOURCE OF FUNDS TOTAL	\$2,787,036	\$3,526,713	\$5,812,467	\$4,227,230	\$7,916,868	36%	\$8,086,756

	FY27 % Change
Revenues	
81 - Transfers In	2%
REVENUES TOTAL	2%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	7%
70 - Services - External	(1%)
72 - Services - Internal	2%
75 - Materials & Supplies	3%
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
City Capital Projects	—
Streets and Sidewalks Fund	2%
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Increased revenues to reflect increased paving production planned in FY26 & 27.
- Increased labor, and materials and contracted services reflect increased paving production planned in FY26 & 27.



PW Sidewalk Improvement Program

Division Overview:

The Sidewalk Improvement Program utilizes contract services and City crews to repair broken curb, gutter, sidewalk, valley gutters, and other concrete infrastructure. The program also installs accessible curb ramps in compliance with the Americans with Disabilities Act (ADA).

Major Accomplishments in FY2024/25

- Poured 175 yards of concrete in FY24 and 184 yards FY25 (YTD).
- Conducted work in various locations citywide including Stonehouse, Twin Oaks, La Homa, and Jackson Neighborhoods.
- Began initiative to better track and report progress of jobs including dates and quantities of various activities.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Sidewalk Improvement Program will continue into Jackson and Fairview neighborhoods.
- Create plan for Priority Sidewalk Locations. Complete repairs that meet these requirements.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Sidewalk Repairs	# of priority sidewalk repairs completed	50 per year	10	0 (Ops) / 22 (CIP)
ADA Ramp Upgrades	# of ADA Ramps Upgraded	20	56	10 (Ops) / 32 (CIP)
Sidewalk Installation	# cubic yards of concrete installed	Trend	New in FY24	1,205 (Ops) / 5,643 (CIP)

Curb and Gutter	# of Linear Feet of Curb and Gutter installed in a year	Trend	New in FY24	1,488 (Ops) / 5191 (CIP)
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Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
81 - Transfers In	\$1,900,000	\$1,900,000	\$1,900,000	\$1,900,000	\$1,400,000	(26%)	\$1,500,000
REVENUES TOTAL	\$1,900,000	\$1,900,000	\$1,900,000	\$1,900,000	\$1,400,000	(26%)	\$1,500,000
Expenses							
60 - Salaries and Wages	\$660,707	\$596,090	\$854,310	\$791,110	\$420,792	(51%)	\$423,690
61 - Benefits	\$399,926	\$388,094	\$526,440	\$498,930	\$282,952	(46%)	\$300,601
70 - Services - External	\$523,206	\$654,668	\$1,122,812	\$300,000	\$885,000	(21%)	\$960,000
72 - Services - Internal	\$167,446	\$192,700	\$119,360	\$119,360	\$212,547	78%	\$217,786
75 - Materials & Supplies	\$282,307	\$217,656	\$273,350	\$156,000	\$0	(100%)	\$0
77 - Capital Outlay	\$1,778	—	—	—	—	—	—
EXPENSES TOTAL	\$2,035,370	\$2,049,208	\$2,896,272	\$1,865,400	\$1,801,291	(38%)	\$1,902,077
Net Contribution / (Use)	(\$135,370)	(\$149,208)	(\$996,272)	\$34,600	(\$401,291)	—	(\$402,077)
Source of Funds							
City Capital Projects	\$2,035,370	\$0	—	—	—	—	—
Streets and Sidewalks Fund	\$0	\$2,049,208	\$2,896,272	\$1,865,400	\$1,801,291	(38%)	\$1,902,077
SOURCE OF FUNDS TOTAL	\$2,035,370	\$2,049,208	\$2,896,272	\$1,865,400	\$1,801,291	(38%)	\$1,902,077

	FY27 % Change
Revenues	
81 - Transfers In	7%
REVENUES TOTAL	7%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	8%
72 - Services - Internal	2%
75 - Materials & Supplies	—
77 - Capital Outlay	—
EXPENSES TOTAL	6%
Net Contribution / (Use)	—
Source of Funds	
City Capital Projects	—
Streets and Sidewalks Fund	6%
SOURCE OF FUNDS TOTAL	6%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Construction Services increased to reflect FY26&27 work plan.



PW Transportation Engineering

Division Overview:

The Transportation Engineering Division is responsible for planning and engineering of traffic safety and operations including traffic signals, signs, and pavement markings. The Transportation Engineering Division coordinates programs and traffic projects throughout the City in support of transportation safety. This division will also advance data driven "Vision Zero" traffic safety and design standards, incorporation of traffic safety, traffic calming and complete street objectives into roadway capital projects, and manage the Neighborhood Traffic Calming Program and other community generated traffic safety requests. This division will work closely Public Information Officer to improve communication with the community regarding traffic safety education and traffic safety initiatives.

Major Accomplishments in FY2024/25

- Completed the update to the Neighborhood Traffic Calming Program(NCTP) and solicit and evaluate applications for the NTCP .
- Initiated Jefferson Corridor study funded by the Safe Streets for All (SS4A) program.
- Hired the Senior Traffic Engineer to lead division.
- Supported creation of County-wide Vision Zero plan and adopt City Vision Zero policies.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Continue assistance with Automated Red Light Enforcement System by Police Department.
- Complete traffic signal video detection system upgrades to perpetual licensing and upgrade additional traffic signal locations to a consistent platform with the majority of existing video detection.
- Deliver the first set of Neighborhood Traffic Calming Program (NCTP) capital improvements from NTCP requests received in FY25.

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	-	\$8,277	\$10,000	\$8,000	\$10,000	0%	\$10,000
40 - Intergovernmental	-	\$42,284	-	-	-	-	-
81 - Transfers In	-	-	-	\$0	\$100,000	-	\$100,000
REVENUES TOTAL	-	\$50,561	\$10,000	\$8,000	\$110,000	1,000%	\$110,000
Expenses							

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
60 - Salaries and Wages	\$7,872	\$349,828	\$596,869	\$660,310	\$778,879	30%	\$784,994
61 - Benefits	\$2,265	\$206,194	\$303,578	\$292,170	\$390,575	29%	\$414,015
70 - Services - External	–	\$44,743	\$392,117	\$407,873	\$127,355	(68%)	\$127,355
72 - Services - Internal	\$26	\$1,083	\$650	\$650	\$9,410	1,348%	\$9,510
75 - Materials & Supplies	–	\$8,024	\$7,630	\$3,943	\$5,255	(31%)	\$5,255
82 - Transfers Out	–	–	–	\$0	\$100,000	–	\$100,000
EXPENSES TOTAL	\$10,163	\$609,872	\$1,300,844	\$1,364,946	\$1,411,474	9%	\$1,441,129
Net Contribution / (Use)	(\$10,163)	(\$559,310)	(\$1,290,844)	(\$1,356,946)	(\$1,301,474)	–	(\$1,331,129)
Source of Funds							
General	\$10,163	\$609,872	\$1,225,844	\$1,289,946	\$1,361,474	11%	\$1,391,129
General Non-Recurring	–	–	\$75,000	\$75,000	\$50,000	(33%)	\$50,000
SOURCE OF FUNDS TOTAL	\$10,163	\$609,872	\$1,300,844	\$1,364,946	\$1,411,474	9%	\$1,441,129

	FY27 % Change
Revenues	
30 - Charges for Service	0%
40 - Intergovernmental	–
81 - Transfers In	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	0%
72 - Services - Internal	1%
75 - Materials & Supplies	0%
82 - Transfers Out	0%
EXPENSES TOTAL	2%
Net Contribution / (Use)	–
Source of Funds	
General	2%
General Non-Recurring	0%
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

GIS Coordinator Position Salary moved from Transportation Engineering to City Manager's Department - IT.

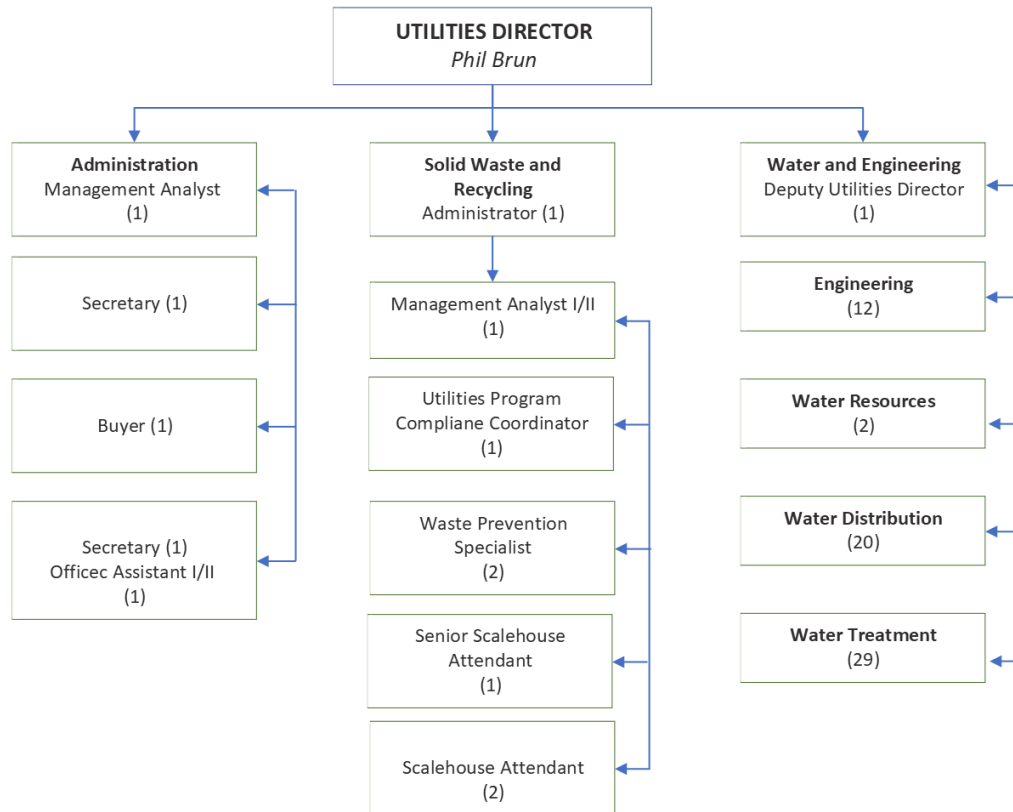


Utilities



Mission Statement:

We provide reliable, high-quality, essential drinking water and solid waste/recycling services to protect public health and ensure quality of life.



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	0	0	0	0	0
Full-Time	74	77	77	77	77
AMOUNT	74	77	77	77	77

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$187,097	\$151,852	\$401,200	\$375,000	\$414,000
TOTAL	\$187,097	\$151,852	\$401,200	\$375,000	\$414,000

Department Overview:

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

Sustainability, food waste capture, advanced recycling processing to generate the highest return on material sales and excellent customer service are key deliverables.

Revenue / Expenditure Detail:

Division Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
UT Water Admin	\$33,522,466	\$40,306,047	\$43,814,975	\$45,373,850	\$47,564,850	9%	\$50,243,350
UT Water Operations	\$347,681	\$337,718	\$200,000	\$231,855	\$225,000	13%	\$225,000
UT Water Engineering	\$89,739	\$170,124	–	\$120,000	\$120,000	–	\$120,000
UT Water CIP	\$28,057,683	\$19,908,739	\$12,376,594	\$1,978,782	\$7,800,000	(37%)	\$9,300,000
UT Water Disaster	\$3,189,766	(\$75,489)	\$628,149	\$0	\$0	(100%)	\$0
UT Material Diversion Admin	\$9,018,350	\$8,602,924	\$11,421,500	\$11,732,604	\$11,045,500	(3%)	\$11,047,000
UT Material Diversion Ops	\$38,837,410	\$36,011,201	\$36,936,250	\$37,456,100	\$36,831,400	0%	\$36,881,400
UT Material Diversion CIP	\$733,000	\$733,000	\$1,500,000	\$1,500,000	\$3,000,000	100%	\$4,000,000
REVENUES BY DIVISION TOTAL	\$113,796,096	\$105,994,264	\$106,877,467	\$98,393,191	\$106,586,750	0%	\$111,816,750
Expenses by Division							
UT Water Admin	\$37,405,270	\$19,597,904	\$13,980,005	\$13,362,822	\$16,055,591	15%	\$18,014,232
UT Water Operations	\$21,758,205	\$23,192,361	\$27,781,013	\$25,375,439	\$28,403,067	2%	\$28,797,775
UT Water Engineering	\$2,444,511	\$2,538,775	\$3,532,230	\$3,240,846	\$3,972,178	12%	\$4,117,645
UT Water CIP	\$45,953	\$1,871,956	\$52,635,177	\$6,736,740	\$8,664,440	(84%)	\$5,405,373
UT Water Disaster	\$309,062	\$9,578,810	\$1,635,384	\$0	\$0	(100%)	\$0
UT Material Diversion Admin	\$9,227,800	\$8,525,379	\$9,049,081	\$8,596,685	\$10,493,287	16%	\$11,648,474
UT Material Diversion Ops	\$40,052,496	\$38,223,232	\$41,792,448	\$39,117,245	\$42,599,628	2%	\$43,909,363
UT Material Diversion CIP	(\$4,521)	\$1,430	\$1,526,895	\$1,490	\$3,003,246	97%	\$1,203,376
EXPENSES BY DIVISION TOTAL	\$111,238,777	\$103,529,847	\$151,932,231	\$96,431,267	\$113,191,437	(25%)	\$113,096,238
Net Contribution / (Use)	\$2,557,319	\$2,464,417	(\$45,054,764)	\$1,961,924	(\$6,604,687)	–	(\$1,279,488)

	FY27 % Change
Revenues by Division	
UT Water Admin	6%
UT Water Operations	0%
UT Water Engineering	0%
UT Water CIP	19%
UT Water Disaster	–
UT Material Diversion Admin	0%
UT Material Diversion Ops	0%
UT Material Diversion CIP	33%
REVENUES BY DIVISION TOTAL	5%
Expenses by Division	
UT Water Admin	12%
UT Water Operations	1%
UT Water Engineering	4%
UT Water CIP	(38%)
UT Water Disaster	–
UT Material Diversion Admin	11%
UT Material Diversion Ops	3%

	FY27 % Change
UT Material Diversion CIP	(60%)
EXPENSES BY DIVISION TOTAL	0%
Net Contribution / (Use)	-

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
Materials Diversion-Operating	\$47,569,540	\$46,334,006	\$49,824,281	\$47,083,850	\$52,579,587	6%	\$55,143,975
Materials Diversion-CIP	(\$4,521)	\$1,430	\$1,526,895	\$1,490	\$3,003,246	97%	\$1,203,376
Materials Diversion-NR	\$1,710,757	\$414,606	\$1,017,248	\$630,080	\$513,328	(50%)	\$413,862
Water Utility-Operating	\$60,782,426	\$44,588,205	\$44,371,512	\$41,897,787	\$47,859,919	8%	\$50,528,298
Water Utility-CIP	\$45,953	\$1,871,956	\$52,635,177	\$6,736,740	\$8,664,440	(84%)	\$5,405,373
Water Utility-NR	\$1,134,622	\$10,319,645	\$2,557,119	\$81,320	\$570,917	(78%)	\$401,354
EXPENSES TOTAL	\$111,238,777	\$103,529,847	\$151,932,231	\$96,431,267	\$113,191,437	(25%)	\$113,096,238

	FY27 % Change
Expenses	
Materials Diversion-Operating	5%
Materials Diversion-CIP	(60%)
Materials Diversion-NR	(19%)
Water Utility-Operating	6%
Water Utility-CIP	(38%)
Water Utility-NR	(30%)
EXPENSES TOTAL	0%

Fund Balance by Fund



All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$83,145,895	\$84,598,997	\$92,077,100	\$88,642,065	\$95,228,350	3%	\$98,056,850
40 - Intergovernmental	\$2,912,832	\$524,232	\$6,876,742	\$211,100	\$230,000	(97%)	\$230,000
50 - Investment Earnings	(\$2,539,408)	\$4,115,567	\$697,000	\$2,752,744	\$938,000	35%	\$938,000
52 - Financing Revenues	—	(\$204,954)	\$95,625	\$0	\$5,000	(95%)	\$5,000
55 - Misc Revenues	\$334,657	\$481,259	\$581,000	\$258,500	\$685,400	18%	\$686,900
81 - Transfers In	\$29,942,120	\$16,479,163	\$6,550,000	\$6,528,782	\$9,500,000	45%	\$11,900,000
REVENUES TOTAL	\$113,796,096	\$105,994,264	\$106,877,467	\$98,393,191	\$106,586,750	0%	\$111,816,750
Expenses							
60 - Salaries and Wages	\$7,778,355	\$8,007,136	\$10,043,055	\$9,363,450	\$10,358,278	3%	\$10,539,213
61 - Benefits	\$4,150,262	\$6,732,730	\$5,324,971	\$4,973,930	\$5,563,321	4%	\$5,911,346
70 - Services - External	\$42,828,007	\$43,115,482	\$48,218,198	\$43,827,697	\$49,247,075	2%	\$50,614,961
71 - Debt Service	\$1,504,272	\$1,414,751	\$4,203,500	\$4,203,900	\$4,029,250	(4%)	\$3,934,500
72 - Services - Internal	\$2,035,307	\$3,114,096	\$3,351,970	\$3,351,970	\$3,065,153	(9%)	\$3,344,447
75 - Materials & Supplies	\$11,617,597	\$11,324,895	\$12,578,011	\$11,828,617	\$12,721,700	1%	\$12,972,555
77 - Capital Outlay	\$7,580,157	\$8,072,283	\$56,177,326	\$6,846,503	\$12,125,750	(78%)	\$7,017,750
82 - Transfers Out	\$33,744,820	\$21,748,473	\$12,035,200	\$12,035,200	\$16,080,910	34%	\$18,761,466
EXPENSES TOTAL	\$111,238,777	\$103,529,847	\$151,932,231	\$96,431,267	\$113,191,437	(25%)	\$113,096,238
Net Contribution / (Use)	\$2,557,319	\$2,464,417	(\$45,054,764)	\$1,961,924	(\$6,604,687)	—	(\$1,279,488)
Source of Funds							
Materials Diversion-Operating	\$47,569,540	\$46,334,006	\$49,824,281	\$47,083,850	\$52,579,587	6%	\$55,143,975
Materials Diversion-CIP	(\$4,521)	\$1,430	\$1,526,895	\$1,490	\$3,003,246	97%	\$1,203,376
Materials Diversion-NR	\$1,710,757	\$414,606	\$1,017,248	\$630,080	\$513,328	(50%)	\$413,862
Water Utility-Operating	\$60,782,426	\$44,588,205	\$44,371,512	\$41,897,787	\$47,859,919	8%	\$50,528,298
Water Utility-CIP	\$45,953	\$1,871,956	\$52,635,177	\$6,736,740	\$8,664,440	(84%)	\$5,405,373
Water Utility-NR	\$1,134,622	\$10,319,645	\$2,557,119	\$81,320	\$570,917	(78%)	\$401,354
SOURCE OF FUNDS TOTAL	\$111,238,777	\$103,529,847	\$151,932,231	\$96,431,267	\$113,191,437	(25%)	\$113,096,238
							FY27 % Change
Revenues							
30 - Charges for Service							3%

		FY27 % Change
40 - Intergovernmental		0%
50 - Investment Earnings		0%
52 - Financing Revenues		0%
55 - Misc Revenues		0%
81 - Transfers In		25%
REVENUES TOTAL		5%
Expenses		
60 - Salaries and Wages		2%
61 - Benefits		6%
70 - Services - External		3%
71 - Debt Service		(2%)
72 - Services - Internal		9%
75 - Materials & Supplies		2%
77 - Capital Outlay		(42%)
82 - Transfers Out		17%
EXPENSES TOTAL		0%
Net Contribution / (Use)		—
Source of Funds		
Materials Diversion-Operating		5%
Materials Diversion-CIP		(60%)
Materials Diversion-NR		(19%)
Water Utility-Operating		6%
Water Utility-CIP		(38%)
Water Utility-NR		(30%)
SOURCE OF FUNDS TOTAL		0%



Solid Waste & Recycling Enterprise Fund

Division Overview:

The Solid Waste and Recycling (SWR) Enterprise Fund is responsible for the collection, processing, public education and long-term planning related to solid waste materials generated in the City of Napa. Beyond the safe and cost-effective handling of solid waste materials, the fund's primary mission is to maximize the diversion of solid waste materials from landfill disposal in order to meet or exceed City goals and State mandates. To this end, the City owns the Napa Materials Diversion Facility (MDF).

Major Accomplishments in FY2024/25

1. Achieved and maintaining a 65% landfill diversion rate as of Calendar Year (CY) 2024 which is continuing progress towards a 75+% recycling goal (Disposal Reduction Policy adopted by City in 2012). Although well short of the goal, the City has maintained much higher levels of diversion compared to other jurisdictions in the state.
2. Comprehensive Construction and Demolition Debris Recycling (C&DD) Ordinance improved recovery of heavy C&DD materials (C&D recycling rate = 60% in CY2024 with 1,019 tons recovered from 46 larger completed projects that required a recycling plan).
3. City adopted an SB 1383 Ordinance as well as a SB 1383 contract amendment with Napa Recycling & Waste Services (NRWS) for mandatory separation and recovery from all generators of compostable and recyclable materials. SB 1383 is the most sweeping and ambitious piece of solid waste and recycling legislation required by the State of California in 30 years and is intended to reduce the amount of organic waste disposed in landfills by 75% by the year 2025.
4. Expanded commercial food composting program has 340+ participants (as of December 2024). For commercial & large multi-family accounts, this resulted in a 55% increase in collection of compostable organic materials from 2,444 tons in CY2022 to 3,807 tons in CY2024. The SB 1383 Contract Amendment with NRWS provided a new commercial composting collection vehicle and driver, two new NRWS recycling outreach specialists, two new NRWS composting equipment operators, 1.5 FTE NRWS customer service representatives, 1600 new commercial composting carts and \$2.6 million in new organics processing equipment at City-owned Materials Diversion Facility (MDF) with \$1.5 million paid through a grant secured by the City of Napa.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

1. Implementation of SB 1383 Mandatory Organics Recovery (MOR) program including greatly expanded education, monitoring and reporting requirements. Enhanced MOR programs cover all generators within the City limits including residential, multi-family, commercial, construction and institutional generators (such as schools and hospitals).
2. Review of Biomass (Wood Waste) Gasification technology proposals for the City's MDF. The potential system would utilize approximately 16,000 tons of wood waste and convert it to renewable electricity

- for the MDF and sale back to PG&E power grid. It would also produce a “biochar” product for sale to be used for agricultural and/or water filtering purposes.
3. Per City’s adopted Disposal Reduction Policy (R2012 100), programs and policies to achieve or exceed 75% recycling and composting are continuing to be developed and implemented. The inclusion of all multi-family accounts on compostable organics collection service is a major milestone anticipated to be accomplished in FY26.
 4. Implement and refine the C&DD Recycling Ordinance to align with CalGreen and City’s Disposal Reduction Policy.
 5. Finalize cost-benefit analysis for a potential anaerobic digestion (AD) to biofuel system that could capture and convert methane gas from discarded food scraps/organic materials into renewable fuel for heavy refuse/recycling fleet and energy for MDF.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Materials Diversion	diverted v. total tons generated	70% by 2018 75% by 2020	64%	65%

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$44,421,688	\$43,160,396	\$47,391,750	\$47,896,360	\$47,008,500	(1%)	\$47,158,500
40 - Intergovernmental	\$1,561,599	\$287,412	\$32,000	\$11,100	\$30,000	(6%)	\$30,000
50 - Investment Earnings	(\$556,683)	\$643,589	\$125,000	\$472,744	\$278,000	122%	\$278,000
52 - Financing Revenues	–	(\$48,224)	–	–	–	–	–
55 - Misc Revenues	\$64,121	\$120,952	\$59,000	\$58,500	\$60,400	2%	\$61,900
81 - Transfers In	\$3,106,200	\$1,183,000	\$2,250,000	\$2,250,000	\$3,500,000	56%	\$4,400,000
REVENUES TOTAL	\$48,596,925	\$45,347,125	\$49,857,750	\$50,688,704	\$50,876,900	2%	\$51,928,400
Expenses							
60 - Salaries and Wages	\$985,990	\$1,039,992	\$1,203,030	\$1,154,580	\$1,271,639	6%	\$1,293,820
61 - Benefits	\$493,860	\$971,743	\$619,370	\$591,590	\$619,126	0%	\$655,863
70 - Services - External	\$39,147,333	\$38,694,812	\$42,481,587	\$39,796,680	\$43,124,150	2%	\$44,455,801
71 - Debt Service	\$288,435	\$292,914	\$871,700	\$872,100	\$873,700	0%	\$869,700
72 - Services - Internal	\$591,962	\$695,600	\$720,300	\$720,300	\$727,705	1%	\$769,226
75 - Materials & Supplies	\$80,872	\$120,020	\$345,021	\$132,160	\$125,300	(64%)	\$130,600
77 - Capital Outlay	\$2,767,331	\$1,653,032	\$1,689,405	\$10,000	\$3,171,000	88%	\$1,378,000
82 - Transfers Out	\$4,918,500	\$3,281,930	\$4,438,010	\$4,438,010	\$6,183,541	39%	\$7,208,203
EXPENSES TOTAL	\$49,274,283	\$46,750,042	\$52,368,423	\$47,715,420	\$56,096,161	7%	\$56,761,213
Net Contribution / (Use)	(\$677,358)	(\$1,402,916)	(\$2,510,673)	\$2,973,284	(\$5,219,261)	–	(\$4,832,813)
Source of Funds							
Materials Diversion-Operating	\$47,568,046	\$46,334,006	\$49,824,281	\$47,083,850	\$52,579,587	6%	\$55,143,975
Materials Diversion-CIP	(\$4,521)	\$1,430	\$1,526,895	\$1,490	\$3,003,246	97%	\$1,203,376
Materials Diversion-NR	\$1,710,757	\$414,606	\$1,017,248	\$630,080	\$513,328	(50%)	\$413,862
SOURCE OF FUNDS TOTAL	\$49,274,283	\$46,750,042	\$52,368,423	\$47,715,420	\$56,096,161	7%	\$56,761,213

FY27 % Change	
Revenues	
30 - Charges for Service	0%
40 - Intergovernmental	0%
50 - Investment Earnings	0%
52 - Financing Revenues	—
55 - Misc Revenues	2%
81 - Transfers In	26%
REVENUES TOTAL	2%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	6%
70 - Services - External	3%
71 - Debt Service	0%
72 - Services - Internal	6%
75 - Materials & Supplies	4%
77 - Capital Outlay	(57%)
82 - Transfers Out	17%
EXPENSES TOTAL	1%
Net Contribution / (Use)	—
Source of Funds	
Materials Diversion-Operating	5%
Materials Diversion-CIP	(60%)
Materials Diversion-NR	(19%)
SOURCE OF FUNDS TOTAL	1%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Charges for Services revenue budget increase reflects continued major improvements in revenue from the sales of recyclable materials which is projected to come in \$3.6 million over original FY25 budget. This improvement is largely due to investments in two \$1.5M “optical sorters” to target small mixed paper and some PET plastic containers previously not captured at the City’s MDF for recycling and sale to end markets. The addition of wine and hard liquor containers to the statewide bottle bill is also anticipated to provide additional and sustained material sales revenue in the foreseeable future.
- Contractor Payments (to NRWS) have been increased due to: (1) full inclusion of SB 1383 Contract Amendment to the City-NRWS agreement of approximately \$2.8 million/year; (2) annual contractual inflators paid to NRWS with fixed 3.5% (labor) and 2.5% (non-labor) escalations; and (3) Fuel and Electricity cost increases based on adjusted actual expense for CY2024 as well as projected fuel increases (5.35%/year) and electricity cost (11%/year).
- Increase in Solid Waste and Recycling (SWR) CIP fund is driven by 3 major MDF CIP projects in FY26 and FY27, namely: (1) \$2.8 million (over two FYs) for installation of a 12 KV electrical system at the MDF as required by PG&E; \$750,000 for second phase of MDF stormwater mitigation improvements for onsite stormwater storage and treatment of MDF’s industrial stormwater; and (3) \$500,000 for raising the height of compost contact stormwater retention pond. This is required for compliance since no off-site discharge of compost contact stormwater is allowable under the General Compost Order from the Regional Water Quality Control Board for compost facilities like the City’s MDF.



Water Enterprise Fund

Division Overview:

The Water Enterprise Fund is responsible for the operation, maintenance and improvement of the municipal water system serving the City and adjacent areas. The Fund's mission is essential and provides an uninterrupted supply of high quality and reasonably priced water to the community for consumption and fire protection. The Water Fund's Administration, Engineering, Treatment, and Distribution sections accomplish this mission by delivering approximately 12,650 acre-feet (4.1 billion gallons) of water meeting State and Federal drinking water regulations, investing in capital improvements, planning for future water supply needs, responding to emergency repairs, managing droughts, and maintaining a proactive water conservation program. Staff has prioritized infrastructure investment to ensure the water system is reliable, resilient, and available to serve the community.

Major Accomplishments in FY2024/25

- Completed repairs to the Milliken raw water pipeline trail and installed a secure walkway to the diversion dam, which completed the final project related to damage caused by the 2017 Atlas Fire.
- Installed 270 feet of polyethylene liner to repair a leak in a 36-inch transmission pipeline using the existing asbestos cement host pipe under Redwood Creek in a non-invasive manner.
- Completed replacement of 2,150 linear feet of 6-inch water main on Westwood Ave, Harrison Ave and Birch Place in the Westwood neighborhood.
- Installed 5,000 feet of seismic-resistant PVC pipeline in Browns Valley Rd and Westview Dr, replacing and upgrading asbestos cement and cast iron pipes that had been exhibiting catastrophic failures and causing significant community impacts.
- Installed Cured-in-Place Pipe (CIPP) Liner to repair 285 linear feet of pipeline in a less invasive manner on Redwood Rd underneath the Napa Valley Railroad and Hwy 29 off ramp, completing the final repair of damages caused by the 2014 earthquake.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Manage State Water Project and local water supplies along with customer demands in a third consecutive drought year.
- Pending FEMA authorization, complete the Hazard Mitigation Grant Project hardening of the Milliken raw water pipeline.
- Complete the 10- and 30-Year Water System Capital Improvement Master Plan and accompanying Short- and Long-Term Financial Plans.
- Complete 36-inch Transmission Water Main Replacements on Browns Valley Road and Laurel Street so final paving can be completed in the Westwood neighborhood.

- Secure Grant funds through work with the Resource Conservation District (RCD) and Napa Firewise Community to clear defensible space for fire protection of facilities near Lake Hennessey, Milliken Reservoir, and associated treatment facilities.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Water Quality	% compliance with State water quality standards	100%	100%	100%
Water Conservation	Daily per capita demand on water system (annual average)	Maximum 132 gallons per capita per day (gpcd)	120 gpcd	121 gpcd

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$38,724,207	\$41,438,601	\$44,685,350	\$40,745,705	\$48,219,850	8%	\$50,898,350
40 - Intergovernmental	\$1,351,233	\$236,820	\$6,844,742	\$200,000	\$200,000	(97%)	\$200,000
50 - Investment Earnings	(\$1,982,725)	\$3,471,979	\$572,000	\$2,280,000	\$660,000	15%	\$660,000
52 - Financing Revenues	—	(\$156,730)	\$95,625	\$0	\$5,000	(95%)	\$5,000
55 - Misc Revenues	\$280,716	\$360,307	\$522,000	\$200,000	\$625,000	20%	\$625,000
81 - Transfers In	\$26,835,920	\$15,296,163	\$4,300,000	\$4,278,782	\$6,000,000	40%	\$7,500,000
REVENUES TOTAL	\$65,209,351	\$60,647,139	\$57,019,717	\$47,704,487	\$55,709,850	(2%)	\$59,888,350
Expenses							
60 - Salaries and Wages	\$6,792,365	\$6,967,145	\$8,840,025	\$8,208,870	\$9,086,639	3%	\$9,245,393
61 - Benefits	\$3,656,402	\$5,760,987	\$4,705,601	\$4,382,340	\$4,944,195	5%	\$5,255,483
70 - Services - External	\$3,680,674	\$4,420,671	\$5,736,611	\$4,031,017	\$6,122,925	7%	\$6,159,160
71 - Debt Service	\$1,215,495	\$1,121,837	\$3,331,800	\$3,331,800	\$3,155,550	(5%)	\$3,064,800
72 - Services - Internal	\$1,443,345	\$2,418,496	\$2,631,670	\$2,631,670	\$2,337,448	(11%)	\$2,575,221
75 - Materials & Supplies	\$11,536,725	\$11,204,876	\$12,232,990	\$11,696,457	\$12,596,400	3%	\$12,841,955
77 - Capital Outlay	\$4,812,826	\$6,419,251	\$54,487,921	\$6,836,503	\$8,954,750	(84%)	\$5,639,750
82 - Transfers Out	\$28,826,320	\$18,466,543	\$7,597,190	\$7,597,190	\$9,897,369	30%	\$11,553,263
EXPENSES TOTAL	\$61,964,152	\$56,779,805	\$99,563,808	\$48,715,847	\$57,095,276	(43%)	\$56,335,025
Net Contribution / (Use)	\$3,245,199	\$3,867,334	(\$42,544,091)	(\$1,011,360)	(\$1,385,426)	—	\$3,553,325
Source of Funds							
Water Utility-Operating	\$60,783,578	\$44,588,205	\$44,371,512	\$41,897,787	\$47,859,919	8%	\$50,528,298
Water Utility-CIP	\$45,953	\$1,871,956	\$52,635,177	\$6,736,740	\$8,664,440	(84%)	\$5,405,373
Water Utility-NR	\$1,134,622	\$10,319,645	\$2,557,119	\$81,320	\$570,917	(78%)	\$401,354
SOURCE OF FUNDS TOTAL	\$61,964,152	\$56,779,805	\$99,563,808	\$48,715,847	\$57,095,276	(43%)	\$56,335,025

FY27 % Change	
Revenues	
30 - Charges for Service	6%

		FY27 % Change
40 - Intergovernmental		0%
50 - Investment Earnings		0%
52 - Financing Revenues		0%
55 - Misc Revenues		0%
81 - Transfers In		25%
REVENUES TOTAL		8%
Expenses		
60 - Salaries and Wages		2%
61 - Benefits		6%
70 - Services - External		1%
71 - Debt Service		(3%)
72 - Services - Internal		10%
75 - Materials & Supplies		2%
77 - Capital Outlay		(37%)
82 - Transfers Out		17%
EXPENSES TOTAL		(1%)
Net Contribution / (Use)		-
Source of Funds		
Water Utility-Operating		6%
Water Utility-CIP		(38%)
Water Utility-NR		(30%)
SOURCE OF FUNDS TOTAL		(1%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Water Sales in FY26 and FY27 are projected to be flat compared to FY25. Water Supplies are plentiful entering the start of FY26 due to a wet winter. Conservation and messaging to manage demands and ensure wise use of our precious supplies will continue.
- The cost of consumables critical to operations is reflected in the Material and Supplies budget in FY26 & FY27. Chemicals and energy costs are driving the increases.



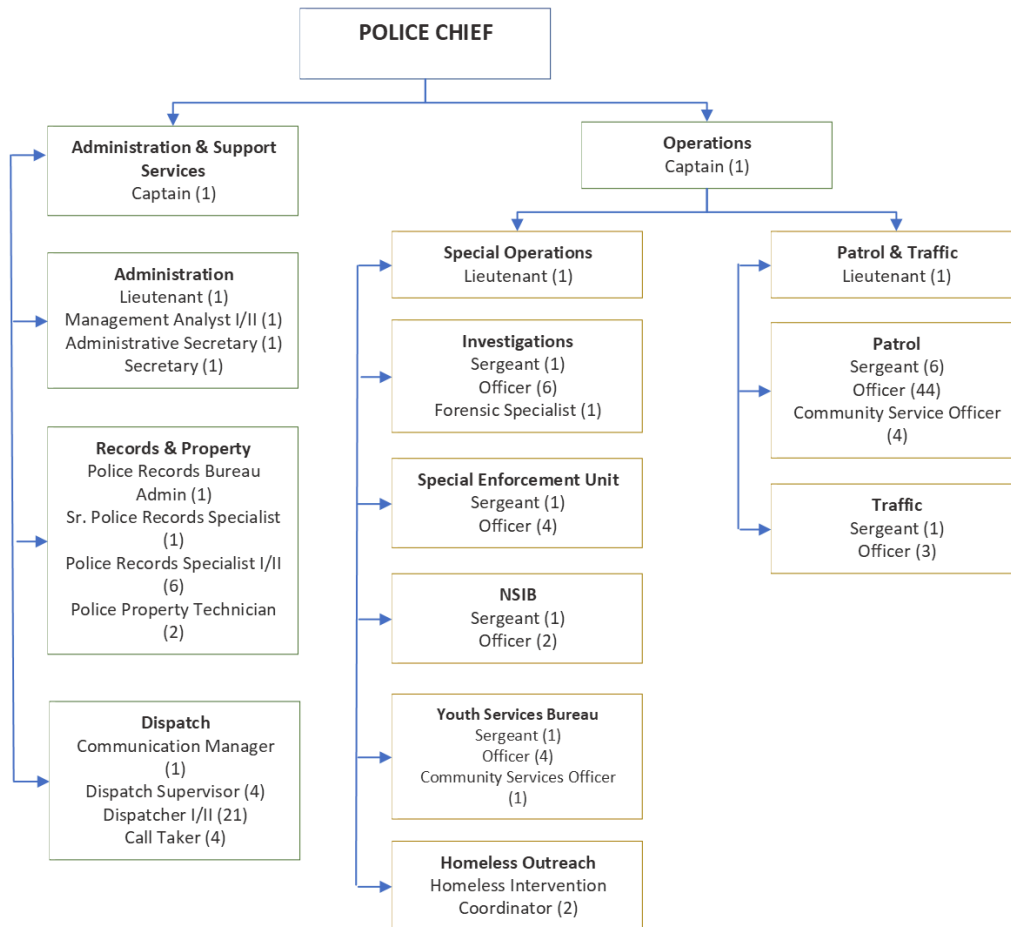
Public Safety - Police



Mission Statement:

The Napa Police Department's driving principals are unified in Safety, Support, and Service.

- Safety of the Community
- Support the Future
- Service Over Self



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	1	1	1	1	1
Full-Time	129	130	130	130	130
AMOUNT	130	131	131	131	131

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$118,673	\$200,963	\$122,500	\$125,120	\$127,505
TOTAL	\$118,673	\$200,963	\$122,500	\$125,120	\$127,505

Department Overview:

The Napa Police Department provides policing services to residents and visitors of Napa by enforcing laws and ordinances, crime prevention, maintaining public order, providing emergency response, investigation into criminal activities, community engagement, traffic control and safety, and providing support services to other agencies and community partners. The Police Department in addition to police services, also provides

emergency dispatch services for City and County law enforcement, City of Napa Fire Department, American Canyon Fire Protection District and emergency ambulance calls.

The Napa Police Department's policing services are divided into 3 main divisions:

1. **Operations Division**- includes the Police Patrol Program which is responsible for ensuring public safety and maintaining law and order within our community by enforcing laws and ordinances. The Police Patrol Program includes the department's K9 program, Field Training Officer Program, and provides support services like victim assistance, crime prevention programs, and community outreach initiatives. The Police Department's Traffic Bureau is a specialized unit within the Operations Division that plays a critical role in ensuring public and motor safety by enforcing traffic laws, addressing reckless or impaired driving, monitoring the City's Red Light Cameras, investigating traffic collisions, managing traffic flow, and works to reduce accidents through education and enforcement.
2. **Special Operations Division**- includes the Investigations Bureau, Crime Prevention Bureau, Critical Response Unit (CRU), Youth Services Bureau, Special Enforcement Unit, Homeless Outreach Program, NFECT, and Napa Special Investigations Bureau (NSIB). The Special Operations Division plays a vital role in solving crimes through crime scene investigations, gathering and analyzing physical and digital evidence, interviewing witnesses and suspects, managing and prioritizing cases, collaborating with other agencies, developing leads, conducting surveillance, arresting suspects, and testifying in court as expert witnesses all in effort to bring offenders to justice and ultimately provide closure for victims and their families.
3. **Support Services Division**- includes the Property and Records Bureau, Emergency Dispatch Center, and Administration. The Property and Records Bureau plays a critical role in maintaining the integrity and efficiency of police operations. The Property Bureau is responsible for securing, cataloging, and managing evidence collected during investigations, manages lost and stolen property and ensures items are stored securely and returned to their rightful owners. The Records Bureau maintains police records and incident reports, responsible for accurately entering data into police databases and assisting officers, detectives, and other authorized personnel with retrieving the data, ensures records and evidence management comply with legal standards, assists with public records requests, processes taxi, massage, concealed weapon and vendor permit applications, finger printing for new City employees, and is responsible for processing citations, police reports, and subpoenas. The Emergency Dispatch Center is the primary 911 answering point (PSAP) for the City of Napa and Napa County and is responsible for receiving and processing emergency and non-emergency calls. The Emergency Dispatch Center serves as a 24hrs. - 7 days a week central communication point for the City of Napa Police, City of Napa Fire Department, American Canyon Fire Protection District, Napa County Sheriff's Department, Yountville Police, City of American Canyon Police, American Medical Ambulance Response (AMR), Napa County Animal Services, and after-hours services for City of Napa Public Works Department and Napa County Public Works Department. The Emergency Dispatch Center plays a crucial role in maintaining public safety and ensuring all 911 calls receive a timely and appropriate response. The Administrative Division is responsible for a wide range of tasks that helps support the department's overall mission including hiring and recruitment, internal investigations, budget and finance operations, policy development and compliance, personnel records management, procurement of equipment and supplies to support daily operations, support services coordination, strategic planning, and community engagement.

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
PD Admin	\$1,004,387	\$912,231	\$902,410	\$1,017,410	\$1,019,500	13%	\$1,019,500
PD Special Operations	\$861,816	\$906,553	\$1,143,013	\$872,757	\$1,916,953	68%	\$2,124,188
PD Operations	\$582,221	\$2,351,599	\$1,358,194	\$700,987	\$887,444	(35%)	\$905,778
PD Support Services	\$2,778,012	\$3,980,779	\$4,540,124	\$4,652,904	\$5,607,400	24%	\$5,560,400

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
REVENUES BY DIVISION TOTAL	\$5,226,435	\$8,151,163	\$7,943,741	\$7,244,058	\$9,431,297	19%	\$9,609,866
Expenses by Division							
PD Admin	\$3,146,916	\$2,968,810	\$3,083,744	\$2,975,470	\$4,512,424	46%	\$5,060,083
PD Special Operations	\$7,288,308	\$8,282,662	\$8,684,609	\$8,399,543	\$8,557,107	(1%)	\$8,906,800
PD Operations	\$17,245,952	\$21,421,353	\$22,285,729	\$20,092,123	\$22,087,519	(1%)	\$22,983,089
PD Support Services	\$7,616,545	\$7,355,346	\$9,390,176	\$9,473,298	\$9,734,810	4%	\$9,761,356
EXPENSES BY DIVISION TOTAL	\$35,297,722	\$40,028,171	\$43,444,258	\$40,940,434	\$44,891,860	3%	\$46,711,328
Net Contribution / (Use)	(\$30,071,286)	(\$31,877,008)	(\$35,500,517)	(\$33,696,376)	(\$35,460,563)	–	(\$37,101,462)

	FY27 % Change
Revenues by Division	
PD Admin	0%
PD Special Operations	11%
PD Operations	2%
PD Support Services	(1%)
REVENUES BY DIVISION TOTAL	2%
Expenses by Division	
PD Admin	12%
PD Special Operations	4%
PD Operations	4%
PD Support Services	0%
EXPENSES BY DIVISION TOTAL	4%
Net Contribution / (Use)	–

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$34,040,640	\$38,832,937	\$39,369,294	\$38,537,295	\$43,378,680	10%	\$45,185,032
General Non-Recurring	\$901,105	\$1,026,566	\$2,456,081	\$1,840,457	\$317,124	(87%)	\$325,329
Traffic Safety	\$7,768	\$49,753	\$258,845	\$73,155	\$61,708	(76%)	\$61,776
Red Light Camera	\$348,175	\$115,779	\$499,843	\$438,880	\$1,127,238	126%	\$1,132,061
Youth Services Diversion Prog	\$34	\$3,136	\$5,200	\$5,200	\$5,200	0%	\$5,200
PD Grants	–	–	\$854,995	\$45,447	\$1,910	(100%)	\$1,930
EXPENSES TOTAL	\$35,297,722	\$40,028,171	\$43,444,258	\$40,940,434	\$44,891,860	3%	\$46,711,328

	FY27 % Change
Expenses	
General	4%
General Non-Recurring	3%
Traffic Safety	0%
Red Light Camera	0%
Youth Services Diversion Prog	0%
PD Grants	1%

		FY27 % Change
EXPENSES TOTAL		4%

Major Accomplishments in Fiscal Year 2024/25:

Community Engagement

- Implemented *Coffee with the Cops* events and participated in *National Night Out*, *Shop with a Cop*, and other downtown events.
- Redeployment of the Bicycle Team for special events.
- Implemented elementary school reading program and completed multiple K9 demonstrations at local schools.
- Revitalized Police Volunteer Program with 6 new volunteers.
- Traffic completed 25 car seat inspections and held a car seat event during *National Passenger Safety Week*.
- Participated in 5 *Ride to Live* events.
- Investigations implemented Elder Abuse Community Awareness education workshop.
- Revamped Honor Guard program.

Traffic Safety

- Implementation of Red-Light Camera Program.
- Office of Traffic Safety Pedestrian and Bicycle Safety Grant.
- *Purchased and distributed 650 bicycle helmets to community.*
- *Conducted 8 community bicycle rides while promoting bicycle safety education.*
- *Conducted 20 bicycle rodeos.*
- Office of Traffic Safety Motorcyclist Safety Education and Training Grant.
- *Conducted 6 public motorcycle safety and training courses – free of charge.*
- *Participated in motorcycle safety month.*
- *Conducted motorcycle safety and road sharing presentations at community events.*
- Office of Traffic Safety Selective Traffic Enforcement Program (STEP).
- *Completed 61 DUI Saturation Patrols.*
- *Completed 6 DUI Checkpoints.*
- *Completed 5 Traffic Enforcement and Distracted Driving Operations.*
- *Participated in 20 Campaigns for Traffic Safety Education.*

Recruitment

- Police Department staff attended over 14 recruitment fairs with Human Resources.
- Implemented Police Department recruitment team.
- Ongoing department collaboration with Human Resources to streamline processes and implement creative hiring strategies.

Software Updates

- Implementation of Crossroads – Traffic Accident Reporting Software.
- Implementation of LEFTA – Police Personnel/Training/Use of Force Records Software.
- CAD Implementation slated for completion by end of FY.
- Implementation of Veritone – RIPA Data Reporting.

Key Initiatives in Fiscal Years 2025/26 and 2026/27:

Recruitment

Council Focus Areas

Roads & Traffic Safety, Community Engagement, Economic Resilience

- Develop recruitment team.
- Identify recruitment strategies and venues.
- Continue attendance at recruitment fairs.
- Increase visibility and marketing.
- Increased staffing provides additional resources for traffic & public safety.

Community Engagement

Council Focus Areas

Community Engagement, Economic Resilience, Roads & Traffic Safety

- Host Townhall events to involve community in public safety concerns.
- Expand volunteer program.
- Collaborate with businesses and senior community on elder abuse awareness.
- Collaborate with community and housing to enhance public safety relating to homelessness and related parking challenges.

Youth Outreach

Council Focus Areas

Roads & Traffic Safety, Community Engagement, Economic Resilience

- Youth traffic safety education & campaign.
- Develop youth leadership training program.
- Assess tobacco municipal codes related to youth access.
- Develop a plan to reinstitute Cadet Program – creating a pipeline for recruitment.

Traffic Safety

Council Focus Areas

Roads & Traffic Safety, Community Engagement, Economic Resilience

- Continue to identify and apply for grant funding to enhance traffic safety.
- Assess for expansion of Red-Light Program.
- Host community traffic safety training.
- Create public traffic safety awareness campaigns.
- Continued collaboration with Public Works over Traffic Safety Measures.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24
Monthly Close Timeliness	% of months closed within 20 days of month end	80%	50%	
Accounts Payable Timeliness	# invoices processed	Trend	29,874	
General Fund Budget Accuracy/ Performance	% variance original budget to actual revenues	<3%		
Business License Processing	# of new license applications processed	Trend	1,931	

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
12 - Sales Tax	\$753,292	\$746,951	\$767,410	\$767,410	\$794,500	4%	\$794,500
20 - Licenses and Permit	\$26,021	\$80,304	\$35,000	\$45,000	\$45,000	29%	\$45,000
30 - Charges for Service	\$3,727,046	\$5,035,565	\$5,445,735	\$5,506,115	\$6,704,424	23%	\$6,677,129
40 - Intergovernmental	\$654,986	\$578,600	\$1,616,382	\$913,033	\$261,000	(84%)	\$260,000
50 - Investment Earnings	(\$24,785)	\$33,603	\$11,500	\$12,500	\$23,000	100%	\$11,500
55 - Misc Revenues	\$177	\$1,608,426	–	–	–	–	–
81 - Transfers In	\$89,698	\$67,714	\$67,714	\$0	\$1,603,373	2,268%	\$1,821,737
REVENUES TOTAL	\$5,226,435	\$8,151,163	\$7,943,741	\$7,244,058	\$9,431,297	19%	\$9,609,866
Expenses							
60 - Salaries and Wages	\$18,503,326	\$20,105,501	\$20,876,109	\$20,011,370	\$21,443,902	3%	\$21,734,488
61 - Benefits	\$10,886,266	\$12,875,877	\$14,179,968	\$13,784,346	\$15,281,541	8%	\$16,445,343
70 - Services - External	\$2,502,451	\$2,129,381	\$4,656,196	\$4,312,592	\$3,831,114	(18%)	\$3,711,579
71 - Debt Service	\$154,464	\$507,393	–	–	–	–	–
72 - Services - Internal	\$2,322,728	\$1,787,908	\$1,870,761	\$1,846,024	\$3,407,106	82%	\$3,910,578
75 - Materials & Supplies	\$797,329	\$746,702	\$1,737,829	\$862,708	\$844,100	(51%)	\$824,800
77 - Capital Outlay	\$8,459	\$1,685,044	\$43,000	\$43,000	\$73,000	70%	\$73,000
82 - Transfers Out	\$122,698	\$190,364	\$80,394	\$80,394	\$11,097	(86%)	\$11,540
EXPENSES TOTAL	\$35,297,722	\$40,028,171	\$43,444,258	\$40,940,434	\$44,891,860	3%	\$46,711,328
Net Contribution / (Use)	(\$30,071,286)	(\$31,877,008)	(\$35,500,517)	(\$33,696,376)	(\$35,460,563)	–	(\$37,101,462)
Source of Funds							
General	\$34,040,640	\$38,832,937	\$39,369,294	\$38,537,295	\$43,378,680	10%	\$45,185,032
General Non-Recurring	\$901,105	\$1,026,566	\$2,456,081	\$1,840,457	\$317,124	(87%)	\$325,329
Traffic Safety	\$7,768	\$49,753	\$258,845	\$73,155	\$61,708	(76%)	\$61,776
Red Light Camera	\$348,175	\$115,779	\$499,843	\$438,880	\$1,127,238	126%	\$1,132,061
Youth Services Diversion Prog	\$34	\$3,136	\$5,200	\$5,200	\$5,200	0%	\$5,200
PD Grants	–	–	\$854,995	\$45,447	\$1,910	(100%)	\$1,930
SOURCE OF FUNDS TOTAL	\$35,297,722	\$40,028,171	\$43,444,258	\$40,940,434	\$44,891,860	3%	\$46,711,328

	FY27 % Change
Revenues	
12 - Sales Tax	0%
20 - Licenses and Permit	0%
30 - Charges for Service	0%
40 - Intergovernmental	0%
50 - Investment Earnings	(50%)
55 - Misc Revenues	–
81 - Transfers In	14%
REVENUES TOTAL	2%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	8%
70 - Services - External	(3%)
71 - Debt Service	–
72 - Services - Internal	15%
75 - Materials & Supplies	(2%)
77 - Capital Outlay	0%
82 - Transfers Out	4%
EXPENSES TOTAL	4%
Net Contribution / (Use)	–
Source of Funds	
General	4%
General Non-Recurring	3%
Traffic Safety	0%
Red Light Camera	0%
Youth Services Diversion Prog	0%

FY27 % Change	
PD Grants	1%
SOURCE OF FUNDS TOTAL	4%

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
12 - Sales Tax	\$753,292	\$746,951	\$767,410	\$767,410	\$794,500	4%	\$794,500
20 - Licenses and Permit	\$26,021	\$80,304	\$35,000	\$45,000	\$45,000	29%	\$45,000
30 - Charges for Service	\$3,197,638	\$4,557,170	\$4,176,500	\$4,436,880	\$4,327,300	3%	\$4,291,800
40 - Intergovernmental	(\$13,869)	\$134,018	\$108,000	\$186,000	\$161,000	48%	\$160,000
55 - Misc Revenues	\$177	\$1,608,426	—	—	—	—	—
81 - Transfers In	—	—	—	\$0	\$1,603,373	—	\$1,821,737
REVENUES TOTAL	\$3,963,259	\$7,126,870	\$5,086,910	\$5,435,290	\$6,931,173	40%	\$7,113,037
Expenses							
60 - Salaries and Wages	\$18,266,104	\$19,821,468	\$20,319,011	\$19,862,660	\$21,359,102	7%	\$21,649,056
61 - Benefits	\$10,799,704	\$12,791,956	\$14,098,957	\$13,719,169	\$15,227,436	16%	\$16,387,838
70 - Services - External	\$1,958,024	\$1,596,837	\$2,308,052	\$2,449,695	\$2,655,850	10%	\$2,528,350
71 - Debt Service	—	\$507,393	—	—	—	—	—
72 - Services - Internal	\$2,322,728	\$1,781,178	\$1,842,260	\$1,842,792	\$3,388,692	111%	\$3,891,488
75 - Materials & Supplies	\$592,383	\$597,317	\$715,800	\$577,765	\$742,100	1%	\$722,800
77 - Capital Outlay	\$0	\$1,657,074	\$5,500	\$5,500	\$5,500	0%	\$5,500
82 - Transfers Out	\$101,698	\$79,714	\$79,714	\$79,714	\$0	(100%)	\$0
EXPENSES TOTAL	\$34,040,640	\$38,832,937	\$39,369,294	\$38,537,295	\$43,378,680	15%	\$45,185,032
Net Contribution / (Use)	(\$30,077,381)	(\$31,706,067)	(\$34,282,384)	(\$33,102,005)	(\$36,447,507)	—	(\$38,071,995)

FY27 % Change	
Revenues	
12 - Sales Tax	0%
20 - Licenses and Permit	0%
30 - Charges for Service	(1%)
40 - Intergovernmental	(1%)
55 - Misc Revenues	—
81 - Transfers In	14%
REVENUES TOTAL	3%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	8%
70 - Services - External	(5%)
71 - Debt Service	—
72 - Services - Internal	15%
75 - Materials & Supplies	(3%)
77 - Capital Outlay	0%
82 - Transfers Out	—
EXPENSES TOTAL	4%
Net Contribution / (Use)	—

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

*Unknown until Budget Packages are approved. *



PD Operations

Division Overview:

Operations Division- includes the Police Patrol Program which is responsible for ensuring public safety and maintaining law and order within our community by enforcing laws and ordinances. The Police Patrol Program includes the department's K9 program, Field Training Officer Program, Homeless, and provides support services like victim assistance, crime prevention programs, and community outreach initiatives. The Police Department's Traffic Bureau is a specialized unit within the Operations Division that plays a critical role in ensuring public and motor safety by enforcing traffic laws, addressing reckless or impaired driving, monitoring the City's Red Light Cameras, investigating traffic collisions, managing traffic flow, and works to reduce accidents through education and enforcement.

Major Accomplishments in FY2024/25

- Implemented the Red-Light Camera Program.
- Redeployment of the Bicycle Team for Special Events.
- Completed 61 DUI Saturation Patrols, 6 DUI Checkpoints, 5 Traffic Enforcement & Distracted Driving Operations, and purchased & distributed 650 bicycle helmets to the community.
- Increased Community Engagement with the implementation of Coffee with the Cops Events, National Night Out, Shop with a Cop, Officer led Elementary School Reading Program, and multiple K9 demonstrations at local schools.
- Revamped the Honor Guard Program.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Continue to seek grant opportunities to enhance traffic safety.
- Evaluate opportunities for expanding the Red-Light Camera Program.
- Develop a plan to reinstate the Police Cadet Program.
- Continue to collaborate with Public Works on enhancing Traffic Safety Measures.
- Host public safety awareness and traffic safety community workshops, campaigns, and trainings.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
UCR Part 1	# crimes	Trend	1,512	N/A

Larceny Offenses	# crimes	Trend	877	963
Traffic Safety	# fatal collisions	Trend	-	3
	# injury collisions	Trend	247	241
	# DUI related collisions	Trend	112	97
	# DUI arrests	Trend	215	198
	# education presentations	Trend	18	39

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$322,925	\$424,975	\$401,900	\$327,900	\$316,900	(21%)	\$316,900
40 - Intergovernmental	\$260,124	\$386,226	\$956,294	\$373,087	\$136,000	(86%)	\$136,000
50 - Investment Earnings	(\$1,005)	\$10,358	-	-	-	-	-
55 - Misc Revenues	\$177	\$1,530,040	-	-	-	-	-
81 - Transfers In	-	-	-	\$0	\$434,544	-	\$452,878
REVENUES TOTAL	\$582,221	\$2,351,599	\$1,358,194	\$700,987	\$887,444	(35%)	\$905,778
Expenses							
60 - Salaries and Wages	\$9,192,909	\$10,256,013	\$10,640,318	\$9,765,135	\$10,828,693	2%	\$10,995,354
61 - Benefits	\$6,138,796	\$7,395,698	\$8,222,681	\$8,126,299	\$8,824,863	7%	\$9,539,565
70 - Services - External	\$448,484	\$518,619	\$1,136,319	\$715,506	\$639,000	(44%)	\$639,000
71 - Debt Service	-	\$325,929	-	-	-	-	-
72 - Services - Internal	\$873,136	\$769,406	\$765,110	\$765,110	\$1,159,555	52%	\$1,173,694
75 - Materials & Supplies	\$580,628	\$544,156	\$1,509,302	\$708,073	\$633,700	(58%)	\$633,700
77 - Capital Outlay	-	\$1,531,819	-	-	-	-	-
82 - Transfers Out	\$12,000	\$79,714	\$12,000	\$12,000	\$1,708	(86%)	\$1,776
EXPENSES TOTAL	\$17,245,952	\$21,421,353	\$22,285,729	\$20,092,123	\$22,087,519	(1%)	\$22,983,089
Net Contribution / (Use)	(\$16,663,731)	(\$19,069,753)	(\$20,927,535)	(\$19,391,136)	(\$21,200,075)	-	(\$22,077,311)
Source of Funds							
General	\$17,059,042	\$20,940,486	\$20,391,108	\$19,629,271	\$21,925,811	8%	\$22,821,313
General Non-Recurring	\$179,142	\$431,114	\$1,051,638	\$380,115	\$100,000	(90%)	\$100,000
Traffic Safety	\$7,768	\$49,753	\$258,845	\$73,155	\$61,708	(76%)	\$61,776
PD Grants	-	-	\$584,139	\$9,582	\$0	(100%)	\$0
SOURCE OF FUNDS TOTAL	\$17,245,952	\$21,421,353	\$22,285,729	\$20,092,123	\$22,087,519	(1%)	\$22,983,089

	FY27 % Change
Revenues	
30 - Charges for Service	0%
40 - Intergovernmental	0%
50 - Investment Earnings	-
55 - Misc Revenues	-
81 - Transfers In	4%
REVENUES TOTAL	2%
Expenses	
60 - Salaries and Wages	2%

FY27 % Change	
61 - Benefits	8%
70 - Services - External	0%
71 - Debt Service	—
72 - Services - Internal	1%
75 - Materials & Supplies	0%
77 - Capital Outlay	—
82 - Transfers Out	4%
EXPENSES TOTAL	4%
Net Contribution / (Use)	—
Source of Funds	
General	4%
General Non-Recurring	0%
Traffic Safety	0%
PD Grants	—
SOURCE OF FUNDS TOTAL	4%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Addition of a CSO truck in PD's fleet.



PD Special Operations

Division Overview:

Special Operations Division- includes the Investigations Bureau, Crime Prevention Bureau, Critical Response Unit (CRU), Youth Services Bureau, Special Enforcement Unit, Homeless Outreach Program, NFECT, and Napa Special Investigations Bureau (NSIB). The Special Operations Division plays a vital role in solving crimes through crime scene investigations, gathering and analyzing physical and digital evidence, interviewing witnesses and suspects, managing and prioritizing cases, collaborating with other agencies, developing leads, conducting surveillance, arresting suspects, and testifying in court as expert witnesses all in effort to bring offenders to justice and ultimately provide closure for victims and their families.

Major Accomplishments in FY2024/25

- Implemented Elder Abuse Community Awareness Education Workshops.
- Increased the number of devices processed for digital evidence by 45%.
- Investigated and solved double homicide case & SWAT standoff case.
- Partnered and trained CHP officer for DV investigation (60 day in house program) in which the CHP officer shadowed NPD detectives.
- Dedicated 571 overtime hours to Homelessness Outreach Services.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Collaborate with businesses and the senior community on elder abuse awareness.
- Develop and implement a youth traffic safety education campaign.
- Develop a youth leadership training program.
- Analyze tobacco municipal codes related to youth access.
- Collaborate with the community and the Housing Department to address public safety concerns related to homelessness.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Investigations	# cases assigned	Trend	1,158	1,017

	% Cleared by arrest or charges filed	Trend	50.%	50.%
Napa Special Investigations Bureau	# cases assigned	Trend	121	80
	% Cleared by arrest or charges filed	Trend	61.%	10.%
	Value of substances seized	Trend	\$ 731,319.60	\$ 1,602,511.95
Homeless Program	# homeless persons served	Trend	754	1,134
	# homeless persons placed in housing or shelter	Trend	132	232
	# homeless veterans served	Trend	28	18
School Resource Officers	# cases investigated	Trend	33	257
	% of cases cleared	100%	94.%	64.%
Diversion	# youth referred to program	Trend	212	3,150
	% completing program	Trend	95.%	98.%

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$600,188	\$649,260	\$664,835	\$707,435	\$732,124	10%	\$740,329
40 - Intergovernmental	\$173,166	\$187,557	\$409,464	\$164,322	\$15,000	(96%)	\$14,000
50 - Investment Earnings	(\$1,236)	\$2,022	\$1,000	\$1,000	\$1,000	0%	\$1,000
81 - Transfers In	\$89,698	\$67,714	\$67,714	\$0	\$1,168,829	1,626%	\$1,368,859
REVENUES TOTAL	\$861,816	\$906,553	\$1,143,013	\$872,757	\$1,916,953	68%	\$2,124,188
Expenses							
60 - Salaries and Wages	\$3,866,992	\$4,423,954	\$4,547,416	\$4,498,395	\$4,382,372	(4%)	\$4,447,573
61 - Benefits	\$2,423,146	\$2,986,518	\$3,151,709	\$2,991,714	\$3,420,665	9%	\$3,695,047
70 - Services - External	\$711,392	\$586,300	\$630,159	\$617,785	\$487,824	(23%)	\$496,029
72 - Services - Internal	\$128,326	\$143,747	\$155,201	\$147,147	\$177,446	14%	\$179,351
75 - Materials & Supplies	\$68,754	\$82,144	\$132,410	\$76,788	\$88,800	(33%)	\$88,800
82 - Transfers Out	\$89,698	\$60,000	\$67,714	\$67,714	\$0	(100%)	\$0
EXPENSES TOTAL	\$7,288,308	\$8,282,662	\$8,684,609	\$8,399,543	\$8,557,107	(1%)	\$8,906,800
Net Contribution / (Use)	(\$6,426,493)	(\$7,376,109)	(\$7,541,596)	(\$7,526,786)	(\$6,640,154)	-	(\$6,782,612)
Source of Funds							
General	\$6,820,856	\$7,766,203	\$8,055,034	\$8,005,341	\$8,332,873	3%	\$8,674,341
General Non-Recurring	\$467,418	\$513,323	\$353,519	\$353,137	\$217,124	(39%)	\$225,329
Youth Services Diversion Prog	\$34	\$3,136	\$5,200	\$5,200	\$5,200	0%	\$5,200
PD Grants	-	-	\$270,856	\$35,865	\$1,910	(99%)	\$1,930
SOURCE OF FUNDS TOTAL	\$7,288,308	\$8,282,662	\$8,684,609	\$8,399,543	\$8,557,107	(1%)	\$8,906,800

FY27 % Change	
Revenues	
30 - Charges for Service	1%

		FY27 % Change
40 - Intergovernmental		(7%)
50 - Investment Earnings		0%
81 - Transfers In		17%
REVENUES TOTAL		11%
Expenses		
60 - Salaries and Wages		1%
61 - Benefits		8%
70 - Services - External		2%
72 - Services - Internal		1%
75 - Materials & Supplies		0%
82 - Transfers Out		—
EXPENSES TOTAL		4%
Net Contribution / (Use)		—
Source of Funds		
General		4%
General Non-Recurring		4%
Youth Services Diversion Prog		0%
PD Grants		1%
SOURCE OF FUNDS TOTAL		4%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Addition NFECT Detective FTE Position.



PD Support Services

Division Overview:

Support Services Division- includes the Property and Records Bureau, Emergency Dispatch Center, and Administration. The Property and Records Bureau plays a critical role in maintaining the integrity and efficiency of police operations. The Property Bureau is responsible for securing, cataloging, and managing evidence collected during investigations, manages lost and stolen property and ensures items are stored securely and returned to their rightful owners. The Records Bureau maintains police records and incident reports, responsible for accurately entering data into police databases and assisting officers, detectives, and other authorized personnel with retrieving the data, ensures records and evidence management comply with legal standards, assists with public records requests, processes taxi, massage, concealed weapon and vendor permit applications, finger printing for new City employees, and is responsible for processing citations, police reports, and subpoenas. The Emergency Dispatch Center is the primary 911 answering point (PSAP) for the City of Napa and Napa County and is responsible for receiving and processing emergency and non-emergency calls. The Emergency Dispatch Center serves as a 24hrs. - 7 days a week central communication point for the City of Napa Police, City of Napa Fire Department, American Canyon Fire Protection District, Napa County Sheriff's Department, Yountville Police, City of American Canyon Police, American Medical Ambulance Response (AMR), Napa County Animal Services, and after-hours services for City of Napa Public Works Department and Napa County Public Works Department. The Emergency Dispatch Center plays a crucial role in maintaining public safety and ensuring all 911 calls receive a timely and appropriate response. The Administrative Division is responsible for a wide range of tasks that helps support the department's overall mission including hiring and recruitment, internal investigations, budget and finance operations, policy development and compliance, personnel records management, procurement of equipment and supplies to support daily operations, support services coordination, strategic planning, and community engagement.

Major Accomplishments in FY2024/25

- Started the implementation of the Dispatch Center's new CAD system.
- Increased recruitment efforts attending over 14 recruitment fairs.
- Revitalized the Police Volunteer Program with 6 new volunteers.
- Implemented the Veritone Software Program for RIPA data reporting.

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Recruitment - continue to develop PD's recruitment team, increase visibility and marketing, and continue attending recruitment fairs.
- Host townhall events to engage with the community on public safety issues and concerns.
- Expand the Napa Police Department's volunteer program.

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Dispatch Calls	# calls to dispatch	Trend	59,152	55,924
	% answered within 10 seconds * State of CA goal is now 15 seconds, measure used is 15 seconds beginning CY2016	90.0%	97%	96%
	General time for call received to event created for Priority 1 - Priority 4 calls for Napa PD	30 seconds	43 seconds	39 seconds
	Response time from event created to arrival time for Priority 1 - Priority 4 calls for Napa PD	1 minute, 45 seconds	1 minute 7 seconds	1 minute 29 seconds
Property & Records	# of processed reports	Trend	6,102	5,520
	# of front counter assistance	Trend	5,320	5,811
	# permits processed	Trend	1,287	908
	# background requests processed	Trend	918	1,166
	# subpoenas processed	Trend	5,099	5,256

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$2,559,931	\$3,881,470	\$4,289,000	\$4,400,780	\$5,585,400	30%	\$5,549,900
40 - Intergovernmental	\$240,624	-	\$240,624	\$240,624	\$0	(100%)	\$0
50 - Investment Earnings	(\$22,544)	\$21,222	\$10,500	\$11,500	\$22,000	110%	\$10,500
55 - Misc Revenues	-	\$78,086	-	-	-	-	-
REVENUES TOTAL	\$2,778,012	\$3,980,779	\$4,540,124	\$4,652,904	\$5,607,400	24%	\$5,560,400
Expenses							

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
60 - Salaries and Wages	\$4,424,691	\$4,356,830	\$4,606,730	\$4,641,647	\$4,942,652	7%	\$4,981,684
61 - Benefits	\$1,689,316	\$1,718,577	\$2,042,684	\$2,031,770	\$2,172,025	6%	\$2,286,248
70 - Services - External	\$1,157,527	\$795,126	\$2,596,182	\$2,675,384	\$2,423,940	(7%)	\$2,296,200
71 - Debt Service	\$154,464	\$181,464	—	—	—	—	—
72 - Services - Internal	\$30,000	\$30,220	\$46,900	\$29,900	\$57,804	23%	\$58,460
75 - Materials & Supplies	\$131,088	\$69,253	\$54,000	\$50,917	\$56,000	4%	\$56,000
77 - Capital Outlay	\$8,459	\$153,225	\$43,000	\$43,000	\$73,000	70%	\$73,000
82 - Transfers Out	\$21,000	\$50,650	\$680	\$680	\$9,389	1,281%	\$9,764
EXPENSES TOTAL	\$7,616,545	\$7,355,346	\$9,390,176	\$9,473,298	\$9,734,810	4%	\$9,761,356
Net Contribution / (Use)	(\$4,838,534)	(\$3,374,566)	(\$4,850,052)	(\$4,820,394)	(\$4,127,410)	—	(\$4,200,956)
Source of Funds							
General	\$7,013,827	\$7,177,367	\$7,864,413	\$7,952,218	\$8,607,572	9%	\$8,629,295
General Non-Recurring	\$254,544	\$62,200	\$1,025,920	\$1,082,200	\$0	(100%)	\$0
Red Light Camera	\$348,175	\$115,779	\$499,843	\$438,880	\$1,127,238	126%	\$1,132,061
SOURCE OF FUNDS TOTAL	\$7,616,545	\$7,355,346	\$9,390,176	\$9,473,298	\$9,734,810	4%	\$9,761,356

	FY27 % Change
Revenues	
30 - Charges for Service	(1%)
40 - Intergovernmental	—
50 - Investment Earnings	(52%)
55 - Misc Revenues	—
REVENUES TOTAL	(1%)
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	5%
70 - Services - External	(5%)
71 - Debt Service	—
72 - Services - Internal	1%
75 - Materials & Supplies	0%
77 - Capital Outlay	0%
82 - Transfers Out	4%
EXPENSES TOTAL	0%
Net Contribution / (Use)	—
Source of Funds	
General	0%
General Non-Recurring	—
Red Light Camera	0%
SOURCE OF FUNDS TOTAL	0%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.

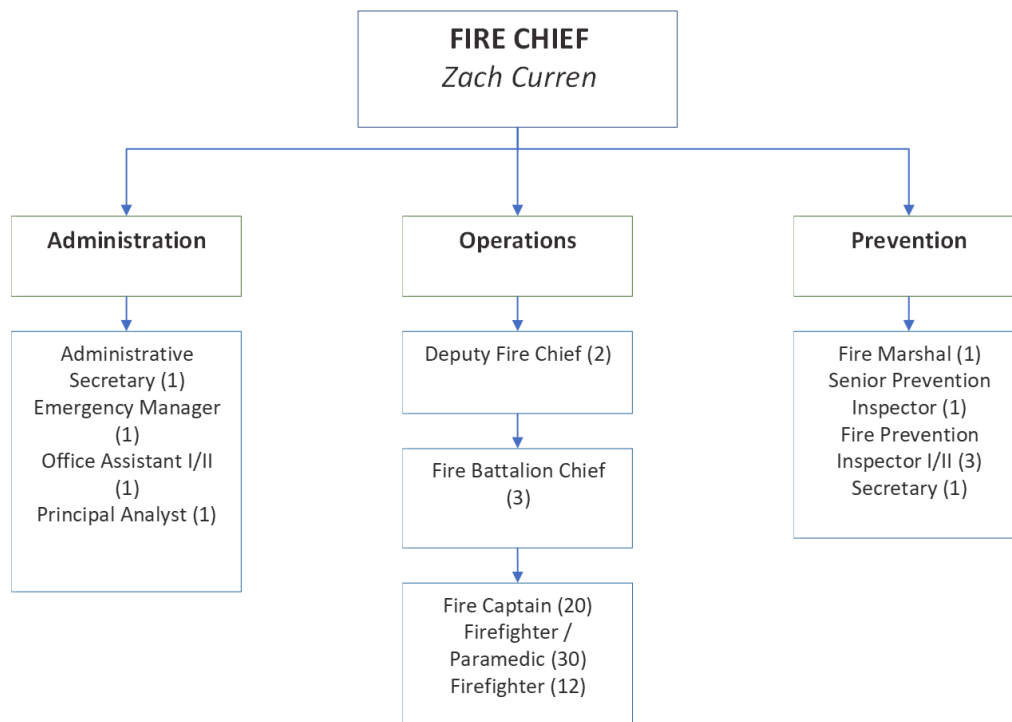


Public Safety - Fire



Mission Statement:

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



FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Full-Time	74	74	77	77	78
AMOUNT	74	74	77	77	78

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$28,151	\$31,908	\$56,850	\$48,000	\$48,000
TOTAL	\$28,151	\$31,908	\$56,850	\$48,000	\$48,000

Department Overview:

The Fire Department is a multi-hazard, all risk response agency that provides emergency service to the residents and visitors of the community. Its primary responsibility is to provide an effective and efficient means of protecting life, property and the environment while being a productive member of the municipal team and contributing to the realization of the City's overall goals. The department is divided into three functional divisions: Administration, Operations, and Prevention.

Revenue / Expenditure Detail:

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues by Division							
FD Admin	\$835,980	\$1,001,043	\$971,020	\$833,700	\$877,600	(10%)	\$1,128,253
FD Prevention	\$470,612	\$664,009	\$862,490	\$684,500	\$524,258	(39%)	\$546,215
FD Operations	\$4,220,594	\$4,615,419	\$5,618,777	\$5,659,418	\$3,739,033	(33%)	\$3,887,005
REVENUES BY DIVISION TOTAL	\$5,527,186	\$6,280,471	\$7,452,287	\$7,177,618	\$5,140,891	(31%)	\$5,561,473
Expenses by Division							
FD Admin	\$1,379,554	\$1,410,765	\$1,627,293	\$1,662,172	\$1,672,110	3%	\$2,014,890
FD Prevention	\$1,174,657	\$1,220,783	\$1,264,684	\$1,229,370	\$1,341,462	6%	\$1,374,927
FD Operations	\$20,879,648	\$22,396,277	\$26,817,468	\$25,991,130	\$25,525,760	(5%)	\$25,962,714
EXPENSES BY DIVISION TOTAL	\$23,433,859	\$25,027,826	\$29,709,445	\$28,882,672	\$28,539,332	(4%)	\$29,352,531
Net Contribution / (Use)	(\$17,906,673)	(\$18,747,355)	(\$22,257,158)	(\$21,705,054)	(\$23,398,441)	–	(\$23,791,058)

	FY27 % Change
Revenues by Division	
FD Admin	29%
FD Prevention	4%
FD Operations	4%
REVENUES BY DIVISION TOTAL	8%
Expenses by Division	
FD Admin	21%
FD Prevention	2%

	FY27 % Change
FD Operations	2%
EXPENSES BY DIVISION TOTAL	3%
Net Contribution / (Use)	–

Department Expenditure by Fund

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED BUDGET		PROPOSED BUDGET
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
General	\$23,284,331	\$24,865,304	\$29,057,489	\$28,328,619	\$28,489,232	(2%)	\$29,302,431
General Non-Recurring	\$100,417	\$113,947	\$584,456	\$493,958	\$0	(100%)	\$0
DIF Fire/Paramedic	\$49,111	\$48,575	\$57,500	\$50,095	\$50,100	(13%)	\$50,100
Fire SR	–	–	\$10,000	\$10,000	\$0	(100%)	\$0
EXPENSES TOTAL	\$23,433,859	\$25,027,826	\$29,709,445	\$28,882,672	\$28,539,332	(4%)	\$29,352,531

	FY27 % Change
Expenses	
General	3%
General Non-Recurring	–
DIF Fire/Paramedic	0%
Fire SR	–
EXPENSES TOTAL	3%

All Fund Expenditures and Revenues

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$3,260,838	\$3,661,172	\$3,420,490	\$3,666,000	\$3,557,313	4%	\$3,699,605
12 - Sales Tax	\$753,292	\$746,951	\$767,410	\$745,000	\$794,500	4%	\$822,500
14 - Business License Tax	\$29,127	\$46,120	\$55,000	\$54,000	\$36,225	(34%)	\$37,495
20 - Licenses and Permit	\$214,495	\$256,333	\$240,200	\$260,000	\$240,000	0%	\$250,000
30 - Charges for Service	\$447,730	\$783,269	\$950,290	\$665,700	\$510,353	(46%)	\$526,720
40 - Intergovernmental	\$745,376	\$778,570	\$2,005,897	\$1,773,618	\$0	(100%)	\$0
50 - Investment Earnings	(\$3,423)	\$7,307	\$3,000	\$2,500	\$2,500	(17%)	\$3,000
55 - Misc Revenues	\$79,750	\$750	\$10,000	\$10,800	\$0	(100%)	\$0
81 - Transfers In	–	–	–	\$0	\$0	–	\$222,153
REVENUES TOTAL	\$5,527,186	\$6,280,471	\$7,452,287	\$7,177,618	\$5,140,891	(31%)	\$5,561,473
Expenses							
60 - Salaries and Wages	\$12,679,507	\$12,954,078	\$15,952,970	\$13,840,040	\$14,859,063	(7%)	\$15,162,464
61 - Benefits	\$8,446,297	\$9,284,153	\$10,115,532	\$11,607,880	\$10,944,854	8%	\$11,396,037
70 - Services - External	\$349,591	\$484,138	\$912,862	\$757,258	\$470,290	(48%)	\$477,470
71 - Debt Service	\$49,017	\$48,489	\$57,000	\$50,000	\$50,000	(12%)	\$50,000
72 - Services - Internal	\$1,353,001	\$1,624,764	\$1,855,420	\$1,855,420	\$1,926,425	4%	\$1,982,810
75 - Materials & Supplies	\$508,753	\$548,332	\$815,661	\$737,074	\$243,700	(70%)	\$238,750
77 - Capital Outlay	\$47,692	\$83,871	\$0	\$35,000	\$45,000	–	\$45,000

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
EXPENSES TOTAL	\$23,433,859	\$25,027,826	\$29,709,445	\$28,882,672	\$28,539,332	(4%)	\$29,352,531
Net Contribution / (Use)	(\$17,906,673)	(\$18,747,355)	(\$22,257,158)	(\$21,705,054)	(\$23,398,441)	–	(\$23,791,058)
Source of Funds							
General	\$23,284,331	\$24,865,304	\$29,057,489	\$28,328,619	\$28,489,232	(2%)	\$29,302,431
General Non-Recurring	\$100,417	\$113,947	\$584,456	\$493,958	\$0	(100%)	\$0
DIF Fire/Paramedic	\$49,111	\$48,575	\$57,500	\$50,095	\$50,100	(13%)	\$50,100
Fire SR	–	–	\$10,000	\$10,000	\$0	(100%)	\$0
SOURCE OF FUNDS TOTAL	\$23,433,859	\$25,027,826	\$29,709,445	\$28,882,672	\$28,539,332	(4%)	\$29,352,531

	FY27 % Change
Revenues	
11 - Property Tax	4%
12 - Sales Tax	4%
14 - Business License Tax	4%
20 - Licenses and Permit	4%
30 - Charges for Service	3%
40 - Intergovernmental	–
50 - Investment Earnings	20%
55 - Misc Revenues	–
81 - Transfers In	–
REVENUES TOTAL	8%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	4%
70 - Services - External	2%
71 - Debt Service	0%
72 - Services - Internal	3%
75 - Materials & Supplies	(2%)
77 - Capital Outlay	0%
EXPENSES TOTAL	3%
Net Contribution / (Use)	–
Source of Funds	
General	3%
General Non-Recurring	–
DIF Fire/Paramedic	0%
Fire SR	–
SOURCE OF FUNDS TOTAL	3%

General Fund Revenues and Expenditures

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$3,260,838	\$3,661,172	\$3,420,490	\$3,666,000	\$3,557,313	8%	\$3,699,605
12 - Sales Tax	\$753,292	\$746,951	\$767,410	\$745,000	\$794,500	7%	\$822,500
14 - Business License Tax	\$29,127	\$46,120	\$55,000	\$54,000	\$36,225	(32%)	\$37,495
20 - Licenses and Permit	\$214,495	\$256,333	\$240,200	\$260,000	\$240,000	4%	\$250,000
30 - Charges for Service	\$362,278	\$537,631	\$750,290	\$580,700	\$430,353	(40%)	\$446,720
40 - Intergovernmental	\$671,073	\$673,576	\$1,654,079	\$1,421,800	\$0	(100%)	\$0
55 - Misc Revenues	–	\$750	–	\$800	\$0	–	\$0
81 - Transfers In	–	–	–	\$0	\$0	–	\$222,153
REVENUES TOTAL	\$5,291,104	\$5,922,533	\$6,887,469	\$6,728,300	\$5,058,391	(20%)	\$5,478,473

	ACTUAL		REVISED BUDGET	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Expenses							
60 - Salaries and Wages	\$12,647,300	\$12,940,155	\$15,862,470	\$13,840,040	\$14,859,063	(4%)	\$15,162,464
61 - Benefits	\$8,440,411	\$9,284,153	\$10,115,532	\$11,607,880	\$10,944,854	13%	\$11,396,037
70 - Services - External	\$312,163	\$435,871	\$641,044	\$485,844	\$470,190	(26%)	\$477,370
72 - Services - Internal	\$1,353,001	\$1,624,764	\$1,855,420	\$1,855,420	\$1,926,425	7%	\$1,982,810
75 - Materials & Supplies	\$483,763	\$496,488	\$583,023	\$504,435	\$243,700	(59%)	\$238,750
77 - Capital Outlay	\$47,692	\$83,871	\$0	\$35,000	\$45,000	—	\$45,000
EXPENSES TOTAL	\$23,284,331	\$24,865,304	\$29,057,489	\$28,328,619	\$28,489,232	1%	\$29,302,431
Net Contribution / (Use)	(\$17,993,227)	(\$18,942,771)	(\$22,170,020)	(\$21,600,319)	(\$23,430,841)	—	(\$23,823,958)

	FY27 % Change
Revenues	
11 - Property Tax	4%
12 - Sales Tax	4%
14 - Business License Tax	4%
20 - Licenses and Permit	4%
30 - Charges for Service	4%
40 - Intergovernmental	—
55 - Misc Revenues	—
81 - Transfers In	—
REVENUES TOTAL	8%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	4%
70 - Services - External	2%
72 - Services - Internal	3%
75 - Materials & Supplies	(2%)
77 - Capital Outlay	0%
EXPENSES TOTAL	3%
Net Contribution / (Use)	—



FD Fire Prevention

Division Overview:

The Fire Prevention Division reviews and approves planned unit development projects and new construction activities. Additionally, The Fire Prevention Division is responsible for conducting inspection of all state mandated and other elective occupancies, testing and acceptance of fire protection systems, fire investigations, review, adoption and amendments of local codes and standards, weed abatement, internal training and education, public education and responding to internal referrals and external fire hazard complaints.

One primary goal of the fire department is to prevent fires from starting and minimize the potential for loss of life, property and damage to the environment. This is accomplished by requiring built-in fire protection. The department reaches out to the community and educates targeted at-risk population of children and elderly. An example of these services has been teaching all elementary schools "Student Awareness of Fire Education" (SAFE).

Major Accomplishments in FY2024/25

- Successfully recruited (2) new full-time Fire Inspectors
- Completed 2,604 Fire & Life Safety Inspections
- Completed 625 Construction Inspections
- Continued critical work advancing EPL implementation
- In tandem with Building Division, successfully implemented digital review process for over-the-counter photovoltaic systems

Key Initiatives for Fiscal Years 2025/26 and 2026/27

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

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Community Outreach	# of events	100	88	97
	# of participants in SAFE program	6,000	535	1,800
	# of participants taught Hands Only CPR	2,000	2,513	1,474
Fire is Everyone's Fight	# smoke alarms installed	40	33	45 alarms and 29 batteries
Fire Prevention Inspections	# construction inspections	Trend	730	625
	# plan checks	Trend	1,055	968
	% of mandatory inspections completed (schools, institutions, hotels, motels, multifamily residential properties)	100%	100%	100%
	# Weed Abatement Inspections	Trend	206	216

Division Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
14 - Business License Tax	\$29,127	\$46,120	\$55,000	\$54,000	\$36,225	(34%)	\$37,495
20 - Licenses and Permit	\$214,495	\$256,333	\$240,200	\$260,000	\$240,000	0%	\$250,000
30 - Charges for Service	\$226,991	\$361,557	\$567,290	\$370,500	\$248,033	(56%)	\$258,720
50 - Investment Earnings	(\$1)	—	—	—	—	—	—
REVENUES TOTAL	\$470,612	\$664,009	\$862,490	\$684,500	\$524,258	(39%)	\$546,215
Expenses							
60 - Salaries and Wages	\$680,308	\$702,252	\$718,909	\$641,840	\$785,764	9%	\$795,650
61 - Benefits	\$373,723	\$382,688	\$364,305	\$430,250	\$397,454	9%	\$420,944
70 - Services - External	\$66,256	\$91,430	\$123,600	\$102,700	\$101,620	(18%)	\$101,200
72 - Services - Internal	\$35,743	\$32,120	\$32,880	\$32,880	\$44,124	34%	\$44,633
75 - Materials & Supplies	\$18,627	\$12,293	\$24,990	\$21,700	\$12,500	(50%)	\$12,500
EXPENSES TOTAL	\$1,174,657	\$1,220,783	\$1,264,684	\$1,229,370	\$1,341,462	6%	\$1,374,927
Net Contribution / (Use)	(\$704,044)	(\$556,774)	(\$402,194)	(\$544,870)	(\$817,204)	—	(\$828,712)
Source of Funds							
General	\$1,174,657	\$1,220,783	\$1,264,684	\$1,229,370	\$1,341,462	6%	\$1,374,927
SOURCE OF FUNDS TOTAL	\$1,174,657	\$1,220,783	\$1,264,684	\$1,229,370	\$1,341,462	6%	\$1,374,927

	FY27 % Change
Revenues	
14 - Business License Tax	4%
20 - Licenses and Permit	4%
30 - Charges for Service	4%
50 - Investment Earnings	—

		FY27 % Change
REVENUES TOTAL		4%
Expenses		
60 - Salaries and Wages		1%
61 - Benefits		6%
70 - Services - External		0%
72 - Services - Internal		1%
75 - Materials & Supplies		0%
EXPENSES TOTAL		2%
Net Contribution / (Use)		—
Source of Funds		
General		2%
SOURCE OF FUNDS TOTAL		2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.



FD Operations

Division Overview:

The Fire Operations Division is responsible for the delivery of both emergency and non-emergency services to the residents of Napa. The types of incidents we primarily respond to include medical emergencies, all types of fire related calls, hazardous materials incidents, vehicle accidents, specialized rescues (trench, confined space, water), and a variety of other emergency and service calls. Our personnel are well trained and equipped to handle incidents in a safe and efficient manner. Other programs under the Operations Division include; Apparatus and Equipment Program; Fire Explorer Program; and OES Mutual Aid Response.

Major Accomplishments in FY2024/25

- Put Engine 1 Back in Service
- Awarded two AFG Grants
- Secured Grant to Develop Community Wildfire Protection Plan (CWPP)
- Responded to 13 OES Deployments
- Implemented Tablet Command Software

Key Initiatives for Fiscal Years 2025/26 and 2026/27

- Continue to seek grant funding opportunities
- Completing Department Driver Operator Training
- Revamp Fire Attack Policies
- Place into service 1 replacement Fire Engine
- Complete the Community Wildfire Protection Plan

Performance Metrics:

Performance Metric	Indicator	Target	FY 2022/23 Actual	FY 2023/24 Actual
Emergency Response Time	% calls responded to within target	90% response within 7 minutes	84.%	83.%

Certification in Specialized Disciplines	% certification	100%	90%	90%
Call Volume	Total Call Volume	Trend	11,448	11,778

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
11 - Property Tax	\$3,260,838	\$3,661,172	\$3,420,490	\$3,666,000	\$3,557,313	4%	\$3,699,605
30 - Charges for Service	\$134,630	\$174,927	\$182,390	\$209,000	\$181,720	0%	\$187,400
40 - Intergovernmental	\$745,376	\$778,570	\$2,005,897	\$1,773,618	\$0	(100%)	\$0
55 - Misc Revenues	\$79,750	\$750	\$10,000	\$10,800	\$0	(100%)	\$0
REVENUES TOTAL	\$4,220,594	\$4,615,419	\$5,618,777	\$5,659,418	\$3,739,033	(33%)	\$3,887,005
Expenses							
60 - Salaries and Wages	\$11,448,878	\$11,712,910	\$14,621,905	\$12,619,730	\$13,442,252	(8%)	\$13,551,576
61 - Benefits	\$7,728,640	\$8,507,896	\$9,326,541	\$10,685,730	\$10,145,720	9%	\$10,467,130
70 - Services - External	\$226,121	\$329,318	\$725,992	\$582,293	\$294,850	(59%)	\$300,550
72 - Services - Internal	\$941,439	\$1,231,694	\$1,427,050	\$1,427,050	\$1,369,438	(4%)	\$1,374,958
75 - Materials & Supplies	\$486,878	\$530,587	\$715,980	\$641,327	\$228,500	(68%)	\$223,500
77 - Capital Outlay	\$47,692	\$83,871	\$0	\$35,000	\$45,000	—	\$45,000
EXPENSES TOTAL	\$20,879,648	\$22,396,277	\$26,817,468	\$25,991,130	\$25,525,760	(5%)	\$25,962,714
Net Contribution / (Use)	(\$16,659,054)	(\$17,780,858)	(\$21,198,691)	(\$20,331,712)	(\$21,786,727)	—	(\$22,075,709)
Source of Funds							
General	\$20,779,231	\$22,285,599	\$26,294,744	\$25,558,904	\$25,525,760	(3%)	\$25,962,714
General Non-Recurring	\$100,417	\$110,678	\$512,725	\$422,226	\$0	(100%)	\$0
Fire SR	—	—	\$10,000	\$10,000	\$0	(100%)	\$0
SOURCE OF FUNDS TOTAL	\$20,879,648	\$22,396,277	\$26,817,468	\$25,991,130	\$25,525,760	(5%)	\$25,962,714

	FY27 % Change
Revenues	
11 - Property Tax	4%
30 - Charges for Service	3%
40 - Intergovernmental	—
55 - Misc Revenues	—
REVENUES TOTAL	4%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	3%
70 - Services - External	2%
72 - Services - Internal	0%
75 - Materials & Supplies	(2%)
77 - Capital Outlay	0%
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
General	2%
General Non-Recurring	—
Fire SR	—
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Adjustment in Salaries and Wages due to staffing costs related to MOU updates
- Increase in budgeted revenue received from Property Tax
- Add 1 New FTE (Emergency Manager) in FY 2026/27.



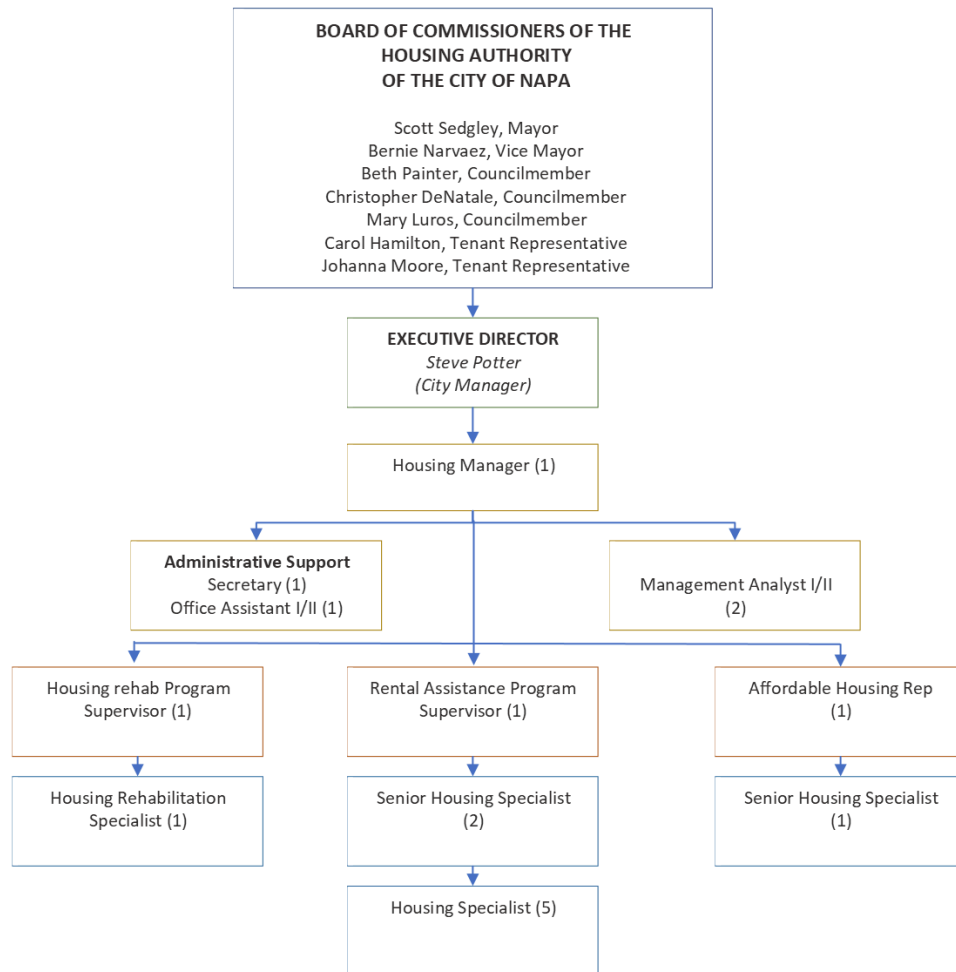
Housing Authority of the City of Napa



Agency Objectives:

The Housing Authority of the City of Napa (the Housing Authority) was established on May 8, 1942. On July 7, 1969, the City Council of the City of Napa declared itself to be the Board of Commissioners of the Housing Authority. The commission now includes the five City Council members and two resident commissioners. The primary purpose of the Housing Authority is to assist low-income families in obtaining decent, safe and sanitary housing.

The mission of the Housing Authority is to provide and administer affordable housing programs and services to qualified residents. The Housing Authority administers federal funds including Section 8 Housing Choice Vouchers countywide, Mainstream vouchers countywide; and Continuum of Care funds within Napa. It also administers the Housing Set-Aside Fund and the Local Housing Fund and manages Housing Authority owned properties. These properties include Laurel Manor, a 50-unit affordable senior apartment project and the office building on Seminary Street. The City's Housing Division provides staff to the Housing Authority.



Housing FTEs (also included in CM totals)

FT/LT	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Amount					
Limited-Term	0	1	0	0	0
Full-Time	0	17	17	17	17
AMOUNT	0	18	17	17	17

	2022 - 23 Actuals Yearly View	2023 - 24 Actuals Yearly View	2024 - 25 Revised Budget	2025 - 26 Budget	2026 - 27 Budget
Part-Time Employees	\$12,683	\$564	\$0	\$0	\$0
TOTAL	\$12,683	\$564	\$0	\$0	\$0



Laurel Manor Fund

Housing Authority of the City of Napa

Fund Purpose:

This fund accounts for the operation and management of Laurel Manor, a 50-unit senior housing development owned by the Housing Authority of the City of Napa.

Major Accomplishments in FY2024/25:

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27:

- Continue to provide well maintained and affordable housing to low-income seniors.
- Continue to provide 12 affordable units to low-income seniors through the below-market rate rent program.
- Explore opportunity to implement energy efficiency and decarbonization measures at Laurel Manor to improve comfort and safety of residents and take advantage of current incentive opportunities.

Revenue / Expenditure Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$3,365	\$3,420	\$2,000	\$2,000	\$2,000	0%	\$2,000
50 - Investment Earnings	(\$56,230)	\$92,092	\$25,910	\$66,030	\$29,410	14%	\$29,410
55 - Misc Revenues	\$397,026	\$403,267	\$413,500	\$380,755	\$413,500	0%	\$413,500
REVENUES TOTAL	\$344,161	\$498,779	\$441,410	\$448,785	\$444,910	1%	\$444,910
Expenses							
60 - Salaries and Wages	\$34,433	\$12,861	\$31,560	\$0	\$67,890	115%	\$69,534
61 - Benefits	\$21,217	\$9,090	\$15,740	\$0	\$37,824	140%	\$40,326
70 - Services - External	\$257,170	\$308,009	\$278,000	\$365,587	\$325,664	17%	\$326,481
71 - Debt Service	\$42,654	\$42,653	\$44,000	\$42,654	\$44,000	0%	\$44,000
72 - Services - Internal	\$11,400	\$19,090	\$20,950	\$20,950	\$23,018	10%	\$26,053
75 - Materials & Supplies	\$2,176	-	-	-	-	-	-
82 - Transfers Out	\$67,000	\$20,170	\$20,980	\$20,980	\$260,631	1,142%	\$271,056

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
EXPENSES TOTAL	\$436,051	\$411,873	\$411,230	\$450,171	\$759,027	85%	\$777,450
Net Contribution / (Use)	(\$91,889)	\$86,906	\$30,180	(\$1,386)	(\$314,117)	–	(\$332,540)
Source of Funds							
Laurel Manor	\$436,051	\$411,873	\$411,230	\$450,171	\$759,027	85%	\$777,450
SOURCE OF FUNDS TOTAL	\$436,051	\$411,873	\$411,230	\$450,171	\$759,027	85%	\$777,450

FY27 % Change	
Revenues	
30 - Charges for Service	0%
50 - Investment Earnings	0%
55 - Misc Revenues	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	7%
70 - Services - External	0%
71 - Debt Service	0%
72 - Services - Internal	13%
75 - Materials & Supplies	–
82 - Transfers Out	4%
EXPENSES TOTAL	2%
Net Contribution / (Use)	–
Source of Funds	
Laurel Manor	2%
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.



Seminary Street Fund

Housing Authority of the City of Napa

Fund Purpose:

This fund accounts for the operation and management of a commercial office building owned by the Housing Authority of the City of Napa. The Authority's offices are located in part of the building, and the rest is leased to another City department.

Major Accomplishments in FY2024/25:

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27:

- Maintain full occupancy to insure financial stability.

Revenue / Expenditure Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
50 - Investment Earnings	(\$23,705)	\$39,200	\$13,000	\$26,625	\$14,500	12%	\$14,500
55 - Misc Revenues	\$255,320	\$264,903	\$230,000	\$269,931	\$230,000	0%	\$230,000
REVENUES TOTAL	\$231,615	\$304,103	\$243,000	\$296,556	\$244,500	1%	\$244,500
Expenses							
60 - Salaries and Wages	\$8,173	\$6,109	\$7,370	\$0	\$17,990	144%	\$18,465
61 - Benefits	\$5,363	\$2,543	\$3,530	\$0	\$8,733	147%	\$9,257
70 - Services - External	\$28,126	\$27,420	\$46,500	\$37,586	\$31,500	(32%)	\$31,500
71 - Debt Service	\$101,312	\$95,025	\$105,000	\$96,102	\$105,000	0%	\$105,000
72 - Services - Internal	\$3,500	\$5,880	\$6,470	\$6,470	\$7,098	10%	\$8,033
75 - Materials & Supplies	\$6,028	\$21,750	\$31,000	\$31,000	\$131,000	323%	\$31,000
82 - Transfers Out	\$98,300	\$171,990	\$178,870	\$178,870	\$91,610	(49%)	\$95,275
EXPENSES TOTAL	\$250,802	\$330,716	\$378,740	\$350,028	\$392,931	4%	\$298,530
Net Contribution / (Use)	(\$19,187)	(\$26,613)	(\$135,740)	(\$53,472)	(\$148,431)	—	(\$54,030)
Source of Funds							
Seminary Street	\$250,802	\$330,716	\$378,740	\$350,028	\$392,931	4%	\$298,530
SOURCE OF FUNDS TOTAL	\$250,802	\$330,716	\$378,740	\$350,028	\$392,931	4%	\$298,530

		FY27 % Change
Revenues		
50 - Investment Earnings		0%
55 - Misc Revenues		0%
REVENUES TOTAL		0%
Expenses		
60 - Salaries and Wages		3%
61 - Benefits		6%
70 - Services - External		0%
71 - Debt Service		0%
72 - Services - Internal		13%
75 - Materials & Supplies		(76%)
82 - Transfers Out		4%
EXPENSES TOTAL		(24%)
Net Contribution / (Use)		—
Source of Funds		
Seminary Street		(24%)
SOURCE OF FUNDS TOTAL		(24%)

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.



Section 8 Housing Fund

Housing Authority of the City of Napa

Fund Purpose:

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

Major Accomplishments in FY2024/25:

- Received grant in 2024 of approximately \$124,000 for one Family Self Sufficiency coordinator.
- Awarded 15 new Veterans Affairs Supportive Housing (VASH) vouchers to serve Veterans with rental assistance.
- Entered into agreements to project-based 11 vouchers in a existing affordable housing projects and made reservation for 36 project-based vouchers for a new construction/re-use affordable housing project.

Key Initiatives for Fiscal Years 2025/26 and 2026/27:

- Maintain program quality and obtain a SEMAP performance rating of high performer.
- Continue to assist the maximum number of households possible while dealing with a market experiencing low vacancies and escalating rents.
- Explore additional project-based voucher opportunities to expand affordable housing options for voucher holders.
- None.

Revenue / Expenditure Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$26,303	\$32,137	\$320,000	\$297,422	\$340,000	6%	\$340,000
40 - Intergovernmental	\$16,616,039	\$20,044,641	\$21,391,520	\$21,627,782	\$21,964,519	3%	\$22,340,744
55 - Misc Revenues	\$1	-	-	-	-	-	-
81 - Transfers In	(\$6,945)	-	\$4,719	-	-	(100%)	-
REVENUES TOTAL	\$16,635,398	\$20,076,778	\$21,716,239	\$21,925,204	\$22,304,519	3%	\$22,680,744
Expenses							

	ACTUAL		REVISED	PROJECTED	PROPOSED	PROPOSED	
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
60 - Salaries and Wages	\$813,721	\$901,340	\$1,081,610	\$9,917	\$901,758	(17%)	\$914,055
61 - Benefits	\$398,765	\$487,529	\$590,840	\$0	\$476,669	(19%)	\$504,428
70 - Services - External	\$15,486,814	\$18,682,435	\$20,388,440	\$20,295,116	\$20,672,000	1%	\$20,992,832
72 - Services - Internal	\$25,200	\$42,870	\$46,950	\$46,950	\$56,362	20%	\$61,591
75 - Materials & Supplies	\$15,648	\$13,502	\$19,500	\$5,772	\$8,150	(58%)	\$13,750
82 - Transfers Out	\$82,800	\$328,990	\$346,869	\$342,150	\$355,836	3%	\$370,069
EXPENSES TOTAL	\$16,822,948	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	0%	\$22,856,725
Net Contribution / (Use)	(\$187,550)	(\$379,887)	(\$757,970)	\$1,225,299	(\$166,256)	—	(\$175,981)
Source of Funds							
Section 8	\$16,822,948	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	0%	\$22,856,725
SOURCE OF FUNDS TOTAL	\$16,822,948	\$20,456,665	\$22,474,209	\$20,699,905	\$22,470,775	0%	\$22,856,725

	FY27 % Change
Revenues	
30 - Charges for Service	0%
40 - Intergovernmental	2%
55 - Misc Revenues	—
81 - Transfers In	—
REVENUES TOTAL	2%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	2%
72 - Services - Internal	9%
75 - Materials & Supplies	69%
82 - Transfers Out	4%
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
Section 8	2%
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.



20% Low/Mod Income Fund

Housing Authority of the City of Napa

Fund Purpose:

This fund was previously funded by revenues received by the Housing Authority under contract with the former Napa Community Redevelopment Agency. Due to the dissolution of redevelopment, revenues are now limited to affordable housing loan repayments. A variety of affordable housing activities can be funded with this fund although funding is limited.

Major Accomplishments in FY2024/25:

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27:

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

Revenue / Expenditure Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
50 - Investment Earnings	(\$43,420)	\$68,769	\$24,000	\$48,567	\$24,000	0%	\$24,000
52 - Financing Revenues	\$112,055	\$50,296	\$151,500	\$151,500	\$151,500	0%	\$151,500
REVENUES TOTAL	\$68,635	\$119,065	\$175,500	\$200,067	\$175,500	0%	\$175,500
Expenses							
60 - Salaries and Wages	\$9,479	\$4,707	\$6,950	\$0	\$142,442	1,950%	\$144,528
61 - Benefits	\$4,628	\$2,319	\$3,480	\$0	\$77,615	2,130%	\$82,206
70 - Services - External	\$126,575	\$79,972	\$275,360	\$275,879	\$153,391	(44%)	\$154,513
72 - Services - Internal	\$300	\$220	\$250	\$250	\$324	30%	\$354
82 - Transfers Out	\$11,600	\$23,890	\$24,850	\$24,850	\$33,151	33%	\$34,477
EXPENSES TOTAL	\$152,582	\$111,108	\$310,890	\$300,979	\$406,923	31%	\$416,078
Net Contribution / (Use)	(\$83,947)	\$7,957	(\$135,390)	(\$100,912)	(\$231,423)	-	(\$240,578)
Source of Funds							
20% Low/Mod Income	\$152,582	\$111,108	\$310,890	\$300,979	\$406,923	31%	\$416,078

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
SOURCE OF FUNDS TOTAL	\$152,582	\$111,108	\$310,890	\$300,979	\$406,923	31%	\$416,078

	FY27 % Change
Revenues	
50 - Investment Earnings	0%
52 - Financing Revenues	0%
REVENUES TOTAL	0%
Expenses	
60 - Salaries and Wages	1%
61 - Benefits	6%
70 - Services - External	1%
72 - Services - Internal	9%
82 - Transfers Out	4%
EXPENSES TOTAL	2%
Net Contribution / (Use)	—
Source of Funds	
20% Low/Mod Income	2%
SOURCE OF FUNDS TOTAL	2%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- None.



Local Housing Fund

Housing Authority of the City of Napa

Fund Purpose:

This fund accounts for unrestricted revenues received, fees charged for services rendered and general administration activities of the Housing Authority that cannot be allocated to restricted funds.

Major Accomplishments in FY2024/25:

- Provided affordable housing services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Assisted the Cities of American Canyon, St. Helena, and Calistoga and the Town of Yountville in expending more than \$200,000 for homeowner rehabilitation loans through State funding from Cal Home, HOME and CDBG.

Key Initiatives for Fiscal Years 2025/26 and 2026/27:

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

Revenue / Expenditure Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
30 - Charges for Service	\$385,634	\$383,113	\$378,150	\$339,100	\$350,400	(7%)	\$365,121
40 - Intergovernmental	—	\$170,072	—	—	—	—	—
50 - Investment Earnings	(\$14,115)	\$20,812	\$5,500	\$12,964	\$12,000	118%	\$12,000
55 - Misc Revenues	\$1,023	—	\$7,000	\$5,000	\$5,000	(29%)	\$5,000
REVENUES TOTAL	\$372,541	\$573,997	\$390,650	\$357,064	\$367,400	(6%)	\$382,121
Expenses							
60 - Salaries and Wages	\$205,238	\$270,195	\$306,190	\$0	\$214,647	(30%)	\$219,570
61 - Benefits	\$140,045	\$133,448	\$157,030	\$0	\$120,186	(23%)	\$128,107
70 - Services - External	\$91,775	\$89,595	\$117,000	\$59,307	\$123,040	5%	\$124,538
72 - Services - Internal	\$6,833	\$10,611	\$11,470	\$11,528	\$14,562	27%	\$15,914

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
75 - Materials & Supplies	\$3,775	\$3,165	\$3,000	\$0	\$11,750	292%	\$1,500
82 - Transfers Out	\$28,655	\$51,380	\$51,440	\$51,440	\$53,498	4%	\$55,638
EXPENSES TOTAL	\$476,321	\$558,394	\$646,130	\$122,275	\$537,683	(17%)	\$545,267
Net Contribution / (Use)	(\$103,779)	\$15,604	(\$255,480)	\$234,789	(\$170,283)	—	(\$163,146)
Source of Funds							
Local Housing	\$476,321	\$558,394	\$646,130	\$122,275	\$537,683	(17%)	\$545,267
SOURCE OF FUNDS TOTAL	\$476,321	\$558,394	\$646,130	\$122,275	\$537,683	(17%)	\$545,267

	FY27 % Change
Revenues	
30 - Charges for Service	4%
40 - Intergovernmental	—
50 - Investment Earnings	0%
55 - Misc Revenues	0%
REVENUES TOTAL	4%
Expenses	
60 - Salaries and Wages	2%
61 - Benefits	7%
70 - Services - External	1%
72 - Services - Internal	9%
75 - Materials & Supplies	(87%)
82 - Transfers Out	4%
EXPENSES TOTAL	1%
Net Contribution / (Use)	—
Source of Funds	
Local Housing	1%
SOURCE OF FUNDS TOTAL	1%

Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Decrease in External Services due to closing of the Successor Agency Low-Mod fund which formerly supplemented the Local Housing fund.



Homeless Continuum of Care Program Fund

Housing Authority of the City of Napa

Fund Purpose:

This fund accounts for federal Department of Housing and Urban Development (HUD) funds specific to the McKinney Vento Act for Homeless Continuum of Care. The grant provides resources for various activities related to housing and services for the homeless. The activities funded in this budget include rental assistance for special needs populations administered by the Housing Authority.

Major Accomplishments in FY2024/25:

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

Key Initiatives for Fiscal Years 2025/26 and 2026/27:

- Continue to work in partnership with the Continuum of Care to apply for renewal of grant funding and administer rent subsidies for at least eight disabled and chronically homeless households.
- Continue to actively participate in the Napa County Continuum of Care Homeless Collaborative.

Revenue / Expenditure Detail:

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
Revenues							
40 - Intergovernmental	\$161,797	\$114,437	\$202,063	\$199,240	\$180,684	(11%)	\$186,106
50 - Investment Earnings	(\$1,947)	—	—	—	—	—	—
REVENUES TOTAL	\$159,850	\$114,437	\$202,063	\$199,240	\$180,684	(11%)	\$186,106
Expenses							
60 - Salaries and Wages	\$5,941	\$5,573	\$9,800	\$12,919	\$0	(100%)	\$0
61 - Benefits	\$2,450	\$3,199	\$5,360	\$6,076	\$0	(100%)	\$0
70 - Services - External	\$153,275	\$109,042	\$187,183	\$189,299	\$180,684	(3%)	\$186,106
72 - Services - Internal	—	—	—	\$0	\$324	—	\$354
EXPENSES TOTAL	\$161,667	\$117,815	\$202,343	\$208,294	\$181,008	(11%)	\$186,460
Net Contribution / (Use)	(\$1,817)	(\$3,378)	(\$280)	(\$9,054)	(\$324)	—	(\$354)
Source of Funds							
Continuum of Care Program	\$161,667	\$117,815	\$202,343	\$208,294	\$181,008	(11%)	\$186,460

	ACTUAL		REVISED	PROJECTED	PROPOSED		PROPOSED
	FY2023	FY2024	FY2025	FY2025	FY2026	FY26 % Change	FY2027
SOURCE OF FUNDS TOTAL	\$161,667	\$117,815	\$202,343	\$208,294	\$181,008	(11%)	\$186,460

	FY27 % Change
Revenues	
40 - Intergovernmental	3%
50 - Investment Earnings	—
REVENUES TOTAL	3%
Expenses	
60 - Salaries and Wages	—
61 - Benefits	—
70 - Services - External	3%
72 - Services - Internal	9%
EXPENSES TOTAL	3%
Net Contribution / (Use)	—
Source of Funds	
Continuum of Care Program	3%
SOURCE OF FUNDS TOTAL	3%

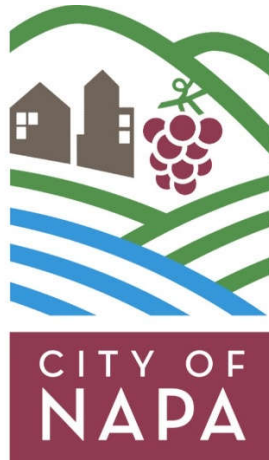
Major Budget Changes for Fiscal Years 2025/26 and 2026/27:

- Increase in External Services due to increase in grant award.



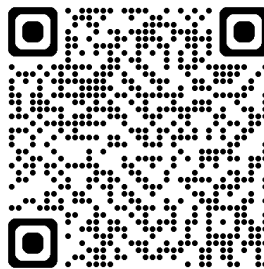
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Capital Improvement Program

*Fiscal Years
2025/26 and 2026/27*



[CIP Project Summary Sheets](#)



Capital Improvement Plan

Capital Improvement Program Overview

The Capital Improvement Program involves fiscal oversight of various City financial resources to be used for the acquisition, design and/or construction of major capital facilities within the City. This section of the budget document provides a spending management plan for major capital projects that are needed to meet City needs and City Council priorities. The program reflects long-range capital planning efforts by identifying specific projects, the timing of expenditures and the estimated impact on operating budgets for those projects needed to service infrastructure over a considerable period of time.

A capital project is usually considered a one-time expenditure, but may be funded over several years. The City adopts a five-year Capital Improvement Program to identify funding for multi-year projects and to provide budget forecasting for capital projects according to priority and available funding. By providing the budget in this format, the City Council provides staff with one year of budget appropriations and an expectation of when projects are to be advanced and completed. It also provides staff with a planning tool to help arrange and procure resources necessary to meet City Council and the public's expectations.

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

Funding Source	Source of Revenue
CIP General Reserve	General Fund contribution (1% of an operating budget)
CIP Facilities Reserve	General Fund contribution (2% of annual operating budget)
American Rescue Plan Act	American Rescue Plan Act
Gas Tax	State Gasoline Tax
Measure G	Sales Tax
Measure T	Sales Tax
Measure U	Sales Tax
Underground Utility	User fees
Street Improvement Fee	User fees
Development Impact Fees (DIF)	Impact fees
Quadrant Fees	Subdivision developer impact fees
Parking Fees	Impact fees, parking agreements

Community Development Block Grant	Grants
Assessment Districts	Property Tax, business license tax
ATP (Active Transportation Program)	Federal/State
TFCA (Transportation Funds for Clean Air)	State
CMAQ (Congestion Mitigation and Air Quality)	Federal
Highway Bridge Program	Federal Maintenance Money
STIP (State Transportation Improvement Program)	State
Solid Waste & Recycling Enterprise Fund	User fees
Water Enterprise Fund	User fees
Grants	Miscellaneous Funding Sources
Other Agencies	Project Specific
Developer Contributions	Project Specific

Overall program management has been tasked to the Public Works Department due to its extensive knowledge and experience in the areas of project development, design and construction management. A project review team, made up of representatives from all city departments, screened new project requests from the various departments. The goal of this team was to review each project request and weigh the need versus available funding. A list of projects was developed and has been presented in the five-year capital program. Individual project detail sheets that provide general project descriptions, project locations, and financial information were also developed and included in this budget document. Project tracking numbers were assigned to these projects to help identify the type of project, year developed and the initiating department.

The following pages list all current and planned 5-year CIP projects, sorted by project category. Available budget as of May 23, 2025 is shown, as is the current project phase. Project phases are listed below:

Completed	Project is completed and will be removed from CIP.
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Construction	Project is currently in construction or beginning construction in FY 2025/26.
Delayed	Project is not active due to insufficient funding and/or staffing.
Design	Project is in development stage (planning, environmental review, engineering, and/or property acquisition phase).
Monitoring / Mitigation	Project construction is completed and environmental monitoring phase active per permit requirements.
New	Future project added in FY 2025/26 Budget Adoption / 5-Year CIP.
Not Moving Forward	Project is cancelled and will be removed from CIP.
Active	Project is continuing to move forward and does not fit in other categories.

Capital Improvement Plan - All Projects

New Projects

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Facilities	33FC26FD01 - FIRE STATION #1 RENOVATION	\$0	Building/Improvements	250,000	750,000	New	0
Facilities	33FC26FD02 - FIRE STATION #2 RENOVATION	\$0	Building/Improvements	250,000	750,000	New	0
Facilities	33FC26PD01 - PD ADMIN SECURE STORAGE	\$0	Building/Improvements	50,000	0	New	0
Facilities	33FC26PD02 - PD ADMIN PROXY LOCKS	\$0	Building/Improvements	25,000	0	New	0
Facilities	33FC26PD03 - PD ADMIN CARPET REPLACEMENT	\$0	Building/Improvements	250,000	250,000	New	0
Facilities	33FC26PD04 - PD RANGE SHADE STRUCTURES	\$0	Building/Improvements	350,000	0	New	0
Facilities	33FC26PW01 - CORPORATION YARD MASTER PLAN	\$0	Land/Improvements	250,000	0	New	0
Facilities	33FC26PW02 - CY RADIO TOWER GENERATOR	\$0	Equipment/Machinery	70,000	0	New	0
Facilities	33FC26PW03 - CITY HALL OFFICE SPACE NORTH WING	\$0	Building/Improvements	250,000	0	New	0
Facilities	33FC26PW04 - CY RESTROOM RENOVATION	\$0	Building/Improvements	100,000	0	New	0
Facilities	33FC27FD01 - FIRE STATION #3 RENOVATION	\$0	Building/Improvements	0	250,000	New	250,000
Facilities	33FC27FD02 - FIRE STATION #4 RENOVATION	\$0	Building/Improvements	0	250,000	New	250,000
Miscellaneous	33MS26CD01 - Parking Lot A, S, Xw Maintenance	\$0	Land/Improvements	750,000	0	New	0
Public Art	33PA26PR01 - Tulocay Bridge Stone Art Project	\$0	Building/Improvements	75,000	0	New	0
Park	33PK26PR01 - LAKE PARK IMPROVEMENTS	\$0	Land/Improvements	600,000	0	New	0
Park	33PK26PR02 - LAUREL PARK IMPROVEMENTS	\$0	Land/Improvements	300,000	0	New	0
Park	33PK26PR03 - THREE PARKS RESTROOMS	\$0	Building/Improvements	500,000	2,400,000	New	0
Park	33PK26PR04 - SPLASH PAD	\$0	Building/Improvements	500,000	3,500,000	New	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Park	33PK27PR01 - KLAMATH PARK IMPROVEMENTS	\$0	Land/Improvements	0	400,000	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW02 - STREET PREVENTIVE MAINTENANCE FY 25/26	\$0	Infrastructure	450,000	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW03 - RIVERSIDE NEIGHBORHOOD REHABILITATION	\$0	Infrastructure	500,000	0	New	4,000,000
Streets, Traffic Safety, Multi-Modal	33ST26PW04 - MONTGOMERY NEIGHBORHOOD REHABILITATION	\$0	Infrastructure	500,000	4,000,000	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW06 - CITY/COUNTY JOINT PROJECT (PUEBLO AREA)	\$0	Infrastructure	500,000	500,000	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW07 - GRANT MATCH BUILD IMOLA CORRIDOR	\$0	Infrastructure	550,000	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW08 - GRANT MATCH - HSIP12 CALIFORNIA/PUEBLO INTERSECTION	\$0		5,110	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW09 - GRANT MATCH - HSIP12 SIGNAL IMPROVEMENTS	\$0		42,400	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW10 - TRANCAS (JEFFERSON TO NAPA RIVER)	\$0	Infrastructure	3,000,000	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW11 - CALIFORNIA (CLAY TO TRANCAS)	\$0	Infrastructure	2,500,000	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW12 - SOSCOL (FIRST TO SILVERADO)	\$0	Infrastructure	2,000,000	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST26PW13 - SOLANO/SALVADORWEST	\$0	Infrastructure	0	0	New	0
Streets, Traffic Safety, Multi-Modal	33ST27PW01 - STREET PREVENTIVE MAINTENANCE FY 26/27	\$0	Infrastructure	0	2,000,000	New	0
Streets, Traffic Safety, Multi-Modal	33ST27PW02 - CITY/NAPA SAN JOINT PROJECT (BEL AIRE AREA)	\$0	Infrastructure	0	1,500,000	New	0
Streets, Traffic Safety, Multi-Modal	33ST27PW03 - TROWER (SOLANO TO LINDA VISTA)	\$0	Infrastructure	0	1,500,000	New	0
Streets, Traffic Safety, Multi-Modal	33ST28PW01 - STREET PREVENTIVE MAINTENANCE FY 27/28	\$0	Infrastructure	0	0	New	2,000,000
Streets, Traffic Safety, Multi-Modal	33ST29PW01 - STREET PREVENTIVE MAINTENANCE FY 28/29	\$0	Infrastructure	0	0	New	1,500,000
Streets, Traffic Safety, Multi-Modal	33ST29PW02 - JEFFERSON STREET REHABILITATION	\$0	Infrastructure	0	0	New	4,000,000
Streets, Traffic Safety, Multi-Modal	33ST30PW01 - Street Preventive Maintenance FY29/30	\$0	Infrastructure	0	0	New	2,500,000
Materials Diversion	61MD26UT04 - 12KV Electrical System Installation at MDF	\$0	Infrastructure	1,600,000	1,200,000	New	0
Materials Diversion	61MD26UT06 - MDF Raising Height of Compost Retention Pond	\$0	Building/Improvements	500,000	0	New	0
Materials Diversion	61MD26UT07 - Permanent SWR Equipment Storage Bay at City Corporation Yard	\$0	Building/Improvements	150,000	0	New	0
Materials Diversion	61MD29UT02 - Covered Aerated Static Pile System 2.0	\$0	Infrastructure	0	0	New	13,000,000
Water Distribution	63WD26UT01 - Westwood Area Water Main R&R	\$0	Infrastructure	500,000	0	New	0
Water Distribution	63WD26UT02 - Fairview Area Water Main Rehab	\$0	Infrastructure	300,000	0	New	0
Water Distribution	63WD26UT04 - Pueblo Water Main from Main St to Soscol	\$0	Infrastructure	1,000,000	0	New	0
Water Distribution	63WD26UT05 - Soscol Crossing Water Main Replacement at Tulocay Bridge	\$0	Infrastructure	300,000	0	New	0
Water Distribution	63WD26UT06 - W Pueblo: County pocket Water Improvements with NapaSan	\$0	Infrastructure	200,000	0	New	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Water Distribution	63WD26UT07 - Clay St Water Main Replacement, California to Walnut	\$0	Infrastructure	350,000	0	New	0
Water Transmission	63WD27UT01 - Montecito Blvd Main Upgrade, Lakeview to Monte Vista	\$0	Infrastructure	0	600,000	New	0
Water Quality (Treatment)	63WQ26UTHP - HTP Treatment Improvements	\$0	Infrastructure	150,000	150,000	New	450,000
Water Quality (Treatment)	63WQ28UTBP - BJTP Treatment Improvements	\$0	Infrastructure	0	0	New	450,000
Watershed (Supply Source)	63WS26UT02 - Milliken Dam Tower Valve Replacement/Rehab	\$0	Infrastructure	125,000	0	New	0
Water Transmission	63WT26UT08 - Pueblo 36-inch Water Main Replacement: Linda Vista to Solano	\$0	Infrastructure	50,000	50,000	New	6,250,000
Water Transmission	63WT26UT09 - Foster/Foothill: St Frances to Laurel 36-inch Main Replacement	\$0	Infrastructure	50,000	50,000	New	16,100,000
Water Transmission	63WT27UTPS - Pump Station Improvements	\$0	Infrastructure	0	500,000	New	1,500,000
Water Transmission	63WT30UT01 - Soscol Ferry Rd from Napa River to Sheehy Ct	\$0	Infrastructure	0	0	New	7,866,000
		\$0		19,892,510	20,600,000		60,116,000

Active Projects

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Bridge	33BR22PW01 - BRIDGE ASSESS & REPAIR	\$300,000	Infrastructure	100,000	100,000	Active	600,000
Bridge	33BR25PW01 - TALL GRASS BRIDGE	\$400,000	Infrastructure	400,000	200,000	Active	0
Facilities	33FC13PR01 - 2ND STREET GARAGE ELEVATOR	\$1,120,000	Building/Improvements	200,000	0	Active	0
Facilities	33FC22FD01 - FIRE STATION FACILITIES CONTROL ACCESS	\$50,000	Building/Improvements	0	0	Active	0
Facilities	33FC22PW01 - CITY HALL TRANSFORMER, HVAC, ROOF	\$750,000	Building/Improvements	0	0	Active	0
Facilities	33FC22PW02 - SENIOR CENTER PAVING & ADA	\$1,250,000	Building/Improvements	0	0	Active	0
Park	33FC22PW03 - LAS FLORES COMMUNITY CENTER RENOVATION	\$700,000	Infrastructure	3,000,000	0	Active	0
Facilities	33FC23CM01 - CITY FACILITY PLANNING	\$1,300,000	Building/Improvements	0	0	Active	0
Facilities	33FC23FD01 - FIRE STATION ALERTING SYSTEM	\$424,761	Building/Improvements	0	0	Active	0
Facilities	33FC23PD01 - NAPA CENTRAL DISPATCH ALTERNATE ANS	\$1,500,000	Building/Improvements	0	0	Active	0
Facilities	33FC23PW02 - CITYWIDE BUILDING FACILITIES EXTERI	\$1,500,000	Building/Improvements	0	150,000	Active	750,000
Facilities	33FC23PW03 - CITYWIDE ACCESS BARRIER REMOVALS	\$379,000	Building/Improvements	0	0	Active	0
Facilities	33FC24FD01 - FIRE STATION DORM & BATHROOM RECONFIGURATION STUDY	\$100,000	Building/Improvements	0	0	Active	0
Facilities	33FC24FD03 - FIRE STATION #2 DRAFT PIT REPAIR	\$75,000	Building/Improvements	0	0	Active	0
Facilities	33FC24PD01 - PD ADMIN PARKING LOT GATES	\$97,592	Building/Improvements	0	0	Active	0
Facilities	33FC24PW01 - FACILITIES ASSET MANAGEMENT	\$200,000	Building/Improvements	50,000	50,000	Active	150,000

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Facilities	33FC24PW04 - PLANNING PROJECT FOR CITY FLEET EV CHARGING	\$50,000	Infrastructure	0	0	Active	0
Facilities	33FC24PW06 - SURFACE REPAIR CITY PARKING LOTS (PD/CITYHALL/FS1)	\$200,000	Land/Improvements	250,000	0	Active	0
Facilities	33FC25FD01 - FIRE STATION #3 PARKING LOT ACCESS CONTROL	\$50,000	Land/Improvements	0	0	Active	0
Miscellaneous	33MS13PD02 - CAD/RMS/MOBILE UPGRADE	\$599,797	Equipment/Machinery	0	0	Active	0
Miscellaneous	33MS14PW01 - WORKORDER ASSET MANAGEMENT	\$1,153,100	Equipment/Machinery	0	0	Active	0
Miscellaneous	33MS14RA01 - DT VEHICULAR DIRECTIONAL SIGN	\$100,000	Infrastructure	0	0	Active	0
Miscellaneous	33MS18CD02 - GENERAL PLAN UPDATE	\$1,500,000	Building/Improvements	0	0	Active	0
Miscellaneous	33MS21PW01 - RIVER PARK MAINTENANCE PLAN	\$675,000	Land/Improvements	120,000	0	Active	0
Miscellaneous	33MS24HG01 - JEFFERSON/TROWER HOUSING PROJECT	\$500,000	Land/Improvements	0	0	Active	0
Miscellaneous	33MS24PW02 - JEFFERSON STREET CORRIDOR PLAN	\$500,000	Infrastructure	0	0	Active	0
Miscellaneous	33MS24PW03 - HSIP GRANT MATCHING	\$0	Infrastructure	0	0	Active	0
Public Art	33PA22PR03 - PUBLIC ART IN PARKS	\$750,000	Infrastructure	0	0	Active	0
Public Art	33PA23PR02 - SR29 UNDERCROSSING PUBLIC ART	\$75,000	Infrastructure	0	0	Active	0
Public Art	33PA23PR03 - MAIN ST. / 2ND ST. PED SCRAMBLE ARTWORK	\$200,000	Infrastructure	225,000	0	Active	0
Park	33PK06PW01 - HIDDEN GLEN PARK	\$660,000	Land/Improvements	0	0	Active	0
Park	33PK18PR05 - PARKS SITE FURNISHING REPLACEMENT	\$970,000	Building/Improvements	0	0	Active	0
Park	33PK18PR07 - PLAYGROUND EQUIPMENT REPLCMNT	\$2,687,952	Equipment/Machinery	0	0	Active	0
Park	33PK22PR01 - ABRUZZINI PARK IMPROVEMENTS	\$47,960	Land/Improvements	0	0	Active	0
Park	33PK24PR01 - IRRIGATION CONTROLLER REPLACEMENT	\$427,000	Equipment/Machinery	0	0	Active	0
Park	33PK25PR01 - PARK SHADE STRUCTURES PROJECT	\$500,000		0	0	Active	0
Park	33PK25PR02 - PLAYGROUND AND AMENITY PROJECT	\$1,200,000		0	0	Active	0
Storm Drain	33SD24PW01 - STORMDRAIN AND CONVEYANCE REPAIRS	\$400,000	Infrastructure	0	100,000	Active	300,000
Streets, Traffic Safety, Multi-Modal	33ST10PW05 - PAVEMENT MANAGEMENT SYSTEM	\$865,000	Infrastructure	0	50,000	Active	150,000
Streets, Traffic Safety, Multi-Modal	33ST14PW04 - SILVERADO-3RD-COOMSVILLE-EAST (FIVE WAY)	\$6,100,000	Infrastructure	2,250,000	500,000	Active	1,500,000
Streets, Traffic Safety, Multi-Modal	33ST14PW05 - TROWER AVE WIDENING	\$1,790,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST18PW03 - BROWNS VALLEY PED IMPROVMNTS	\$400,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST18PW07 - SOSCOL/IMOLA INTERSECTN	\$450,000	Infrastructure	0	0	Active	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Streets, Traffic Safety, Multi-Modal	33ST19PW02 - UNCONTROLLED CROSSWALK IMPROVEMENT/PED BEACONS	\$450,000	Infrastructure	75,000	75,000	Active	300,000
Streets, Traffic Safety, Multi-Modal	33ST20PW04 - TRAFFIC SIGNAL WITH INTERCONNECT	\$2,600,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST20PW09 - COOMBS ST & S COOMBS ST REHAB	\$5,213,515	Infrastructure	700,000	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST22PW04 - COOMBSVILLE REHAB 3RD-PASCALE	\$150,000	Infrastructure	3,000,000	4,000,000	Active	0
Streets, Traffic Safety, Multi-Modal	33ST22PW05 - WESTWOOD REHAB INTERIOR	\$7,800,000	Infrastructure	3,510,417	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST22PW08 - COOMBSVILLE PASCALE-EAST END	\$150,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST22PW09 - WESTWOOD STREET LIGHTING	\$400,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST23PW03 - LINCOLN AVE REHAB-CALIFORNIA TO SIL	\$5,906,545	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST23PW04 - REDWOOD ROAD REHABILITATION - DRY CREEK TO CAROL	\$50,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST23PW06 - STREET PREVENTIVE MAINTENANCE FY 22/23	\$740,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST23PW07 - RRFB Pedestrian Improvements (TFCA Grant)	\$63,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST24PW05 - STREET PREVENTIVE MAINTENANCE FY23/24	\$1,260,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST24PW06 - HSIP PEDESTRIAN IMPROVEMENTS	\$789,900	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST24PW07 - HSIP HIGH-FRICTION PAVEMENT	\$615,120	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST25PW01 - STREET PREVENTIVE MAINTENANCE FY 24/25	\$1,000,000	Infrastructure	0	0	Active	0
Streets, Traffic Safety, Multi-Modal	33ST25PW02 - OLD SONOMA ROAD REHABILITATION	\$100,000	Infrastructure	0	0	Active	0
Storm Drain	33SW18PW01 - STORMWATER TRASH REDUCTION	\$750,000	Infrastructure	0	650,000	Active	2,250,000
Traffic Signal	33TS24PW02 - TRAFFIC SIGNAL EQUIPMENT UPGRADES	\$400,000	Equipment/Machinery	75,000	75,000	Active	600,000
Materials Diversion	61MD22UT04 - MDF CONCRETE PAD PARTIAL REPLACEMENT	\$1,400,000	Infrastructure	0	0	Active	500,000
Materials Diversion	61MD24UT04 - MDF MRF ROLL DOORS	\$75,000	Building/Improvements	0	0	Active	0
Materials Diversion	61MD24UT09 - MDF PERIODIC REPAIR OF INTERIOR CONCRETE	\$75,000	Infrastructure	0	0	Active	0
Materials Diversion	61MD24UT10 - MDF STORMWATER IMPROVEMENTS	\$200,000	Land/Improvements	0	0	Active	0
Materials Diversion	61MD25UT02 - MDF RECYCLED WATER CONNECTION	\$125,000	Infrastructure	0	0	Active	0
Materials Diversion	61MD25UT03 - MDF STORMWATER MITIGATION IMPROVEMENTS	\$675,000	Building/Improvements	750,000	0	Active	0
Materials Diversion	61MD26UT01 - MDF PARKING LOTS	\$0	Land/Improvements	0	0	Active	300,000
Materials Diversion	61MD26UT03 - SCALEHOUSE REPLACEMENT	\$0	Building/Improvements	0	0	Active	400,000

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Materials Diversion	61MD29UT01 - MDF PERIMETER FENCING PARTIAL REPLACEMENT	\$0	Building/Improvements	0	0	Active	300,000
Water Distribution	63WA20UT01 - WATER WORKORDER ASSET MGMT	\$200,000	Infrastructure	0	0	Active	0
Water Distribution	63WA25UT01 - WORKORDER ASSET MANAGEMENT	\$100,000	Infrastructure	0	100,000	Active	0
Water Distribution	63WD22UT08 - BROWNS VLY RD WATER MAIN	\$4,300,000	Infrastructure	0	0	Active	0
Water Distribution	63WD22UT11 - OLD SONOMA RD WTR MAIN REPL	\$500,000	Infrastructure	0	0	Active	0
Water Distribution	63WD22UT13 - OLD SONOMA RD PRESS REG STN	\$0	Infrastructure	0	0	Active	0
Water Distribution	63WD24UT11 - DOWNTOWN EAST SIDE PRESSURE REGULATING STATION	\$200,000	Infrastructure	0	0	Active	0
Water Distribution	63WD24UT13 - WESTGATE PRESSURE REGULATION STATION	\$200,000	Infrastructure	0	0	Active	0
Water Distribution	63WD24UT14 - EAST AVE WATER MAIN REPLACEMENTS	\$800,000	Infrastructure	-325,000	0	Active	0
Water Distribution	63WD24UTHV - HYDRANT AND VALVE REHAB & REPLACEMENT	\$120,000	Infrastructure	0	0	Active	0
Water Distribution	63WD25UT07 - MONTGOMERY AREA WATER MAIN R&R	\$500,000	Infrastructure	0	0	Active	0
Water Distribution	63WD25UTDV - DEVELOPMENT RELATED IMPROVEMENTS	\$200,000	Infrastructure	0	0	Active	0
Water Distribution	63WD25UTMT - METER REPLACEMENT AND ERT UPGRADE PROGRAM	\$500,000	Equipment/Machinery	0	0	Active	0
Water Distribution	63WD25UTRR - WATER MAIN REHAB & REPLACEMENT	\$200,000	Infrastructure	0	0	Active	0
Water Distribution	63WD26UTHV - HYDRANT AND VALVE REHAB & REPLACEMENT	\$0	Infrastructure	300,000	0	Active	0
Water Distribution	63WD26UTMT - METER REPLACEMENT AND ERT UPGRADE PROGRAM	\$0	Equipment/Machinery	250,000	0	Active	0
Water Distribution	63WD26UTRR - WATER MAIN REHAB & REPLACEMENT	\$0	Infrastructure	200,000	0	Active	0
Water Distribution	63WD27UTDV - Development Related Improvements	\$0	Infrastructure	0	200,000	Active	0
Water Distribution	63WD27UTHV - HYDRANT AND VALVE REHAB & REPLACEMENT	\$0	Infrastructure	0	300,000	Active	0
Water Distribution	63WD27UTMT - METER REPLACEMENT AND ERT UPGRADE PROGRAM	\$0	Equipment/Machinery	0	500,000	Active	0
Water Distribution	63WD27UTRR - WATER MAIN REHAB & REPLACEMENT	\$0	Infrastructure	0	500,000	Active	0
Water Distribution	63WD28UTDV - DEVELOPMENT RELATED IMPROVEMENTS	\$0	Infrastructure	0	0	Active	600,000
Water Distribution	63WD28UTHV - HYDRANT AND VALVE REHAB & REPLACEMENT	\$0	Infrastructure	0	0	Active	900,000
Water Distribution	63WD28UTMT - METER REPLACEMENT AND ERT UPGRADE PROGRAM	\$0	Equipment/Machinery	0	0	Active	1,500,000

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Water Distribution	63WD28UTRR - WATER MAIN REHAB & REPLACEMENT	\$0	Infrastructure	0	0	Active	4,500,000
Water Quality (Treatment)	63WQ20UT02 - SCADA IMPROVEMENT	\$560,000	Equipment/Machinery	900,000	1,000,000	Active	0
Water Quality (Treatment)	63WQ20UT03 - BJTP CLEARWELL MIXER/AERATOR	\$0	Infrastructure	0	0	Active	0
Water Quality (Treatment)	63WQ23UT01 - HTP REHAB AND IMPROVEMENTS DESIGN	\$0	Infrastructure	0	0	Active	0
Water Quality (Treatment)	63WQ23UT07 - HTP PAVING IMPROVEMENTS	\$0	Infrastructure	0	0	Active	0
Water Quality (Treatment)	63WQ23UT09 - MILLIKEN PLANT REHAB EXISTING FACILITIES	\$100,000	Infrastructure	1,200,000	0	Active	0
Water Quality (Treatment)	63WQ24UT06 - BJTP CHAIN AND FLIGHT RENOVATION	\$300,000	Infrastructure	0	0	Active	0
Water Quality (Treatment)	63WQ24UT09 - MILLIKEN TP UPGRADE DESIGN	\$0	Infrastructure	0	0	Active	0
Water Quality (Treatment)	63WQ24UTBP - BJTP TREATMENT IMPROVEMENTS	\$150,000	Infrastructure	150,000	150,000	Active	0
Water Quality (Treatment)	63WQ26UT01 - BJTP DEWATERING FACILITY CONSTRUCTION	\$0	Building/Improvements	0	0	Active	1,000,000
Water Quality (Treatment)	63WQ28UT02 - HTP UPGRADES	\$0	Infrastructure	0	0	Active	34,000,000
Watershed (Supply Source)	63WS23UT01 - HENNESSEY SPILLWAY FLOW EXPANSION DESIGN	\$0	Infrastructure	0	0	Active	0
Watershed (Supply Source)	63WS24UT03 - WATERSHED ROAD/CULVERT REPAIRS	\$0	Infrastructure	0	0	Active	0
Watershed (Supply Source)	63WS26UT03 - Hennessey In-Reservoir Improvements	\$0	Infrastructure	150,000	0	Active	0
Water Transmission	63WT20UT02 - CIPP PIPELINE IMPROVEMENTS (PG&E VALVE LOT)	\$500,000	Infrastructure	0	500,000	Active	0
Water Transmission	63WT20UT04 - FALCON RIDGE TANK REPLACEMENT	\$195,000	Infrastructure	2,000,000	0	Active	0
Water Transmission	63WT22UT02 - CONN LINE COATING	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT24UT05 - HILLCREST DR PIPELINE IMPROVEMENTS PHASE 1	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT24UT06 - SHORELINE MAIN FOR FLOOD CONTROL PROJ	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT24UT07 - DOT SOSCOL TULOCAY BRIDGE MAIN REPLACEMENT	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT24UT08 - ACCESS RD FOR 36-IN TRANSM MAIN	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT24UTTK - STORAGE TANK CLEANING & COATING	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT24UTTV - TRANSMISSION LINE VALVE REHAB/REPLACE	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT25UTER - 36-in Water Main Emergency Replacement	\$0	Infrastructure	0	0	Active	0
Water Transmission	63WT26UTTK - STORAGE TANK CLEANING AND COATING	\$0	Infrastructure	500,000	0	Active	0
Water Transmission	63WT26UTTV - TRANSMISSION MAIN VALVE REHAB	\$0	Infrastructure	150,000	0	Active	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Water Transmission	63WT27UTTK - STORAGE TANK CLEANING AND COATING	\$0	Infrastructure	0	500,000	Active	0
Water Transmission	63WT27UTTV - TRANSMISSION MAIN VALVE REHAB	\$0	Infrastructure	0	150,000	Active	0
Water Transmission	63WT28UTTK - STORAGE TANK CLEANING AND COATING	\$0	Infrastructure	0	0	Active	1,500,000
Water Transmission	63WT28UTTV - TRANSMISSION MAIN VALVE REHAB	\$0	Infrastructure	0	0	Active	450,000
Watershed (Supply Source)	9017FR20 - MILLIKEN RAW WATER PIPELINE HARDENING HMGP	\$1,200,000	Infrastructure	500,000	0	Active	0
		\$74,810,242		20,680,417	9,850,000		52,550,000

Projects in Construction

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Facilities	33FC13PD01 - POLICE RANGE IMPROVEMENTS	\$503,000	Land/Improvements	0	0	Construction	0
Facilities	33FC20PW03 - POLICE & FIRE HVAC CHILLER	\$1,334,239	Building/Improvements	0	0	Construction	0
Facilities	33FC23PW01 - CITYWIDE ROOFING RESTORATIONS	\$2,000,000	Building/Improvements	500,000	150,000	Construction	750,000
Facilities	33FC23PW04 - GENERATORS FOR FACILITIES - PD, EOC	\$721,000	Equipment/Machinery	0	0	Construction	0
Facilities	33FC23PW05 - GENERATORS FOR FACILITIES - CORPORA	\$400,000	Equipment/Machinery	0	0	Construction	0
Facilities	33FC24FD02 - FIRE STATION #2 ELECTRICAL REPAIR & UPGRADE	\$250,000	Building/Improvements	0	0	Construction	0
Facilities	33FC24PW02 - CLAY ST. PARKING GARAGE STRUCTURAL REPAIR	\$250,000	Building/Improvements	0	0	Construction	0
Miscellaneous	33MS17PW01 - ARTERIAL / GATEWAY ENHANCEMENT	\$500,000	Infrastructure	0	0	Construction	0
Public Art	33PA22PR04 - SOSCOL MEDIAN PUBLIC ART	\$250,000	Land/Improvements	25,000	0	Construction	0
Park	33PK18PR02 - RESTROOMS, ALSTON PARK	\$819,178	Building/Improvements	0	0	Construction	0
Storm Drain	33SD16PW01 - ROSE LANE SEWER SEPARATION	\$396,352	Infrastructure	0	0	Construction	0
Storm Drain	33SD23PW01 - STORM DRAIN INFRASTRUCTURE FUNDING	\$5,565,000	Infrastructure	0	0	Construction	0
Streets, Traffic Safety, Multi-Modal	33ST20PW10 - LAUREL STREET REHAB	\$5,725,745	Infrastructure	0	0	Construction	0
Streets, Traffic Safety, Multi-Modal	33ST22PW03 - BROWNS VLY RD/1ST ST	\$6,550,000	Infrastructure	0	0	Construction	0
Streets, Traffic Safety, Multi-Modal	33SW20PW02 - WESTWOOD SIDEWALKS	\$1,700,000	Infrastructure	0	0	Construction	0
		\$26,964,514		525,000	150,000		750,000

Monitoring / Mitigation

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Bike/Pedestrian Facility	33BP12PW01 - HWY 29 CLASS 1 BIKEWAY FEASIBILITY	\$4,894,000	Infrastructure	0	0	Monitoring / Mitigation	0
Streets, Traffic Safety, Multi-Modal	33ST19PW09 - BROWNS VALLEY/VALLEY GLEN	\$88,823	Infrastructure	0	0	Monitoring / Mitigation	0
Streets, Traffic Safety, Multi-Modal	33ST19PW10 - BROWNS VALLEY/BUHMAN PARK	\$470,000	Infrastructure	0	0	Monitoring / Mitigation	0
		\$5,452,823		0	0		0

Completed Projects

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Bridge	33BR05PW01 - TRANCAS BRIDGE SCOUR REPAIR	\$0	Infrastructure	0	0	Completed	0
Bridge	33BR24PW01 - FEASIBILITY STUDY FOR OXBOW/THIRD ST. CONNECTOR	\$50,000	Infrastructure	0	0	Completed	0
Facilities	33FC15PW02 - CITY HALL CONSOLIDATION STUDY	\$0	Building/Improvements	0	0	Completed	0
Facilities	33FC20PW01 - FACILITY CONDITION ASSESSMENT	\$400,000	Building/Improvements	0	0	Completed	0
Facilities	33FC21PW01 - CITY HALL MODIFICATION PROJECT	\$250,000	Building/Improvements	0	0	Completed	0
Facilities	33FC22PW04 - CORP YARD ELECTRICAL EVAL	\$700,000	Building/Improvements	0	0	Completed	0
Facilities	33FC22PW05 - CSB ELECTRICAL EVALUATION	\$17,162	Building/Improvements	0	0	Completed	0
Facilities	33FC22PW06 - PARKING FCA & ADA ASSESS	\$180,000	Building/Improvements	0	0	Completed	0
Facilities	33FC22PW07 - SENIOR CENTER PEDESTRIAN BRIDGE	\$350,000	Infrastructure	0	0	Completed	0
Facilities	33FC23PD02 - ALT EOC & EMERGENCY COOLING CENTER	\$258,838	Building/Improvements	0	0	Completed	0
Miscellaneous	33MS17CD02 - ELECTRIC GARAGE OCCUPY SIGNS	\$28,640	Equipment/Machinery	0	0	Completed	0
Miscellaneous	33MS23PW01 - LAKE PARK PUMP STATION	\$250,000	Equipment/Machinery	0	0	Completed	0
Miscellaneous	33MS24PW01 - SURVEY MONUMENT NETWORK PROJECT	\$99,998	Infrastructure	0	0	Completed	0
Park	33PK16PR01 - SPORTS COURT RESURFACING	\$390,000	Land/Improvements	0	0	Completed	0
Park	33PK16PR02 - PARKS PARKING LOTS & PATHWAYS	\$1,616,800	Infrastructure	0	0	Completed	0
Park	33PK16PR03 - PLAYGROUND EQUIPMENT REPL 2016	\$592,000	Infrastructure	0	0	Completed	0
Facilities	33PK18PR06 - CORP YARD COVERED CANOPY	\$160,000	Building/Improvements	0	0	Completed	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Park	33PK23PR01 - KENNEDY GOLF COURSE BACKFLOW DEVICE	\$129,570	Infrastructure	0	0	Completed	0
	33SD11PW01 - CAMILLE CREEK BANK STABILIZATION	\$0		0	0	Completed	0
Storm Drain	33SD22PW01 - STORM DRAIN INFRASTR CONDITION ASMT	\$0	Infrastructure	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST14PW02 - 1ST & 2ND ST ROUNDABOUT	\$11,215,000		0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST14PW07 - SIERRA AVE EXTENSION TO VILLA	\$488,000	Land/Improvements	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST15PW02 - TROWER AVE EXT TO BIG RANCH	\$30,000	Infrastructure	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST16PW02 - SALVADOR AVENUE WIDENING	\$4,960,000	Infrastructure	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST19PW03 - 1ST 2ND & CALI UTILITY MAINT	\$174,735	Infrastructure	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST20PW08 - SOSCOL AVE REHAB	\$0	Land/Improvements	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST21PW06 - OLD SOSCOL WAY IMPROVEMENTS	\$1,350,000	Infrastructure	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST22PW06 - JEFFERSON STREET REHAB - TROWER TO SIERRA	\$0	Infrastructure	0	0	Completed	0
Streets, Traffic Safety, Multi-Modal	33ST23PW02 - FREEWAY DRIVE REHABILITATION	\$1,600,000	Infrastructure	0	0	Completed	0
Sidewalk	33SW23PW01 - YAJOME SIDEWALK REPAIR	\$85,000	Infrastructure	0	0	Completed	0
Materials Diversion	61MD24UT05 - MDF MRF BUILDING EXTERIOR PAINTING	\$75,000	Building/Improvements	0	0	Completed	0
Materials Diversion	61MD24UT06 - MDF LIGHTING UPGRADE	\$130,000	Building/Improvements	0	0	Completed	0
Materials Diversion	61MD24UT08 - MDF IN-GROUND VEHICLE WEIGH SCALE	\$150,000	Infrastructure	0	0	Completed	0
Water Distribution	63WD24UT09 - WESTWOOD HARRISON CORNWALL R&R	\$600,000	Infrastructure	0	0	Completed	0
Water Distribution	63WD24UTDV - DEVELOPMENT RELATED IMPRV	\$200,000	Infrastructure	0	0	Completed	0
Water Distribution	63WD24UTMT - METER REPLACEMENT AND ERT UPGRADE PROGRAM	\$500,000	Infrastructure	0	0	Completed	0
Water Distribution	63WD24UTRR - WATER MAIN REHAB & REPLACEMENT	\$150,000	Infrastructure	0	0	Completed	0
Water Distribution	63WD25UT05 - CONGRESS VALLEY WATER METER REPLACEMENTS	\$80,000	Infrastructure	0	0	Completed	0
Water Distribution	63WD25UTHV - HYDRANT AND VALVE REHAB & REPLACEMENT	\$200,000	Infrastructure	0	0	Completed	0
Water Transmission	63WT22UT03 - TRNSMSN LINE VALVE REHAB/REPL	\$0	Infrastructure	0	0	Completed	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Water Transmission	63WT24UTRR - TRANSMISSION LINE REHAB/REPLACE	\$0	Infrastructure	0	0	Completed	0
Water Distribution	9015F206 - HDD LINE REPAIR- PW206/LOP68	\$0	Infrastructure	0	0	Completed	0
Water Transmission	9017FR01 - FEMA HILLCREST PUMP STATION	\$2,030,000	Building/Improvements	0	0	Completed	0
Water Transmission	9017FR02 - FEMA SILVERADO HIGHLANDS PUMP STATION	\$600,000	Building/Improvements	0	0	Completed	0
Watershed (Supply Source)	9017FR10 - MILLIKEN RAW WATER PIPELINE	\$1,303,874	Infrastructure	0	0	Completed	0
Watershed (Supply Source)	9017FR11 - MILLIKEN DD ACCESS RD WLKWYS	\$0	Land/Improvements	0	0	Completed	0
		\$31,394,617		0	0		0

Delayed Projects

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Facilities	33FC24PW07 - CONGRESSIONALLY DIRECTED FUNDING FOR EV CHARGING	\$570,000	Infrastructure	0	0	Delayed	0
Miscellaneous	33MS18CD01 - DOWNTOWN PARKING GARAGE	\$35,000	Land/Improvements	0	0	Delayed	0
Storm Drain	33SD17PW03 - TROWER STORMDRAIN IMPROVEMENTS	\$4,200,886	Infrastructure	0	0	Delayed	0
Streets, Traffic Safety, Multi-Modal	33ST11PW02 - BIG RANCH ROAD WIDENING	\$2,307,000	Infrastructure	0	0	Delayed	0
Streets, Traffic Safety, Multi-Modal	33ST16PW01 - ROUNDABOUTS WEST OF SR29	\$100,000	Infrastructure	0	0	Delayed	0
Streets, Traffic Safety, Multi-Modal	33ST18PW01 - LINDA VISTA REDWOOD TO TROWER	\$50,000	Infrastructure	0	0	Delayed	0
Streets, Traffic Safety, Multi-Modal	33ST22PW07 - IMOLA REHAB SOSCOL-EAST END	\$250,000	Infrastructure	0	0	Delayed	2,500,000
Streets, Traffic Safety, Multi-Modal	33ST26PW01 - JEFFERSON STREET - TRANCAS TO LINCOLN	\$25,000	Infrastructure	0	0	Delayed	0
Underground Utility	33UU12PW01 - RULE 20A PROJ JEFFERSON STREET	\$1,453,760	Infrastructure	0	0	Delayed	0
Underground Utility	33UU18PW01 - JEFFERSON STREET UNDERGROUND	\$810,000	Infrastructure	0	0	Delayed	0
Underground Utility	33UU18PW02 - THIRD ST UNDERGROUNDING 20B	\$120,000	Infrastructure	0	0	Delayed	0
		\$9,921,646		0	0		2,500,000

Projects Not Moving Forward

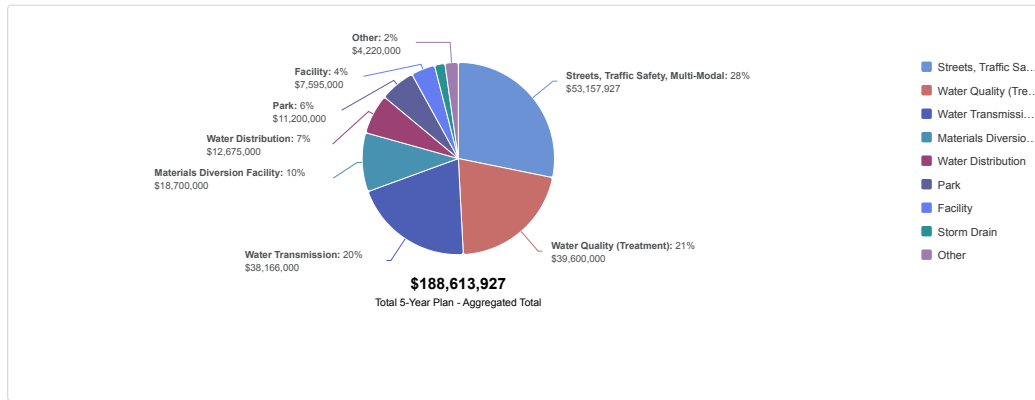
Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Facilities	33FC24PW03 - CITY HALL TRANSFORMER	\$200,000	Equipment/Machinery	0	0	Not Moving Forward	0
Facilities	33FC24PW05 - PEARL ST DEPOT DEMOLITION	\$300,000	Land/Improvements	0	0	Not Moving Forward	0

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Miscellaneous	33MS12RA01 - PEARL STREET SURFACE PKNG LOT	\$140,000	Land/Improvements	0	0	Not Moving Forward	0
Streets, Traffic Safety, Multi-Modal	33ST22PW02 - W LINCOLN AVE - LONE OAK TO SOLANO	\$5,853	Infrastructure	0	0	Not Moving Forward	0
Streets, Traffic Safety, Multi-Modal	33ST26PW05 - JEFFERSON ST REHAB (SIERRA TO TRANCAS)	\$0	Infrastructure	0	0	Not Moving Forward	0
Traffic Signal	33TS24PW01 - TRANCAS STREET AT CLAREMONT SIGNAL	\$10,000	Infrastructure	0	0	Not Moving Forward	0
Traffic Signal	33TS25PW01 - Traffic Signal Upgrade Pueblo at Soscol	\$0	Infrastructure	0	0	Not Moving Forward	0
Water Distribution	63WD24UT08 - REGAL FOREST CAMILLA INSTALLATION AND UPGRADES	\$275,000	Infrastructure	0	0	Not Moving Forward	0
Water Distribution	63WD24UT10 - LAUREL GRIGGS TO FREEWAY R&R	\$1,200,000	Infrastructure	0	0	Not Moving Forward	0
Water Distribution	63WD26UTDV - DEVELOPMENT RELATED IMPROVEMENTS	\$0	Infrastructure	0	0	Not Moving Forward	0
Water Quality (Treatment)	63WQ25UT09 - MILLIKEN TP UPGRADES	\$2,500,000	Infrastructure	0	0	Not Moving Forward	0
Water Quality (Treatment)	63WQ26UT02 - HTP UPGRADES DESIGN	\$0	Infrastructure	0	0	Not Moving Forward	0
Water Quality (Treatment)	63WQ27UT02 - HTP UPGRADES PHASE 1	\$0	Infrastructure	0	0	Not Moving Forward	0
Watershed (Supply Source)	63WS27UT02 - HENNESSEY SPILLWAY FLOW EXPANSION	\$0	Infrastructure	0	0	Not Moving Forward	0
Water Transmission	63WT25UTTK - STORAGE TANK CLEANING AND COATING	\$500,000	Infrastructure	0	0	Not Moving Forward	0
Water Transmission	63WT25UTTV - TRANSMISSION MAIN VALVE REHAB	\$150,000	Infrastructure	0	0	Not Moving Forward	0
		\$5,280,853		0	0		0

Inactive Projects

Category	Proposal Name	Total Budget as of 05/23/2025	Project Type	Funding Proposed FY26	Funding Proposed FY27	Project Status	Funding Proposed in FY28-30
Underground Utility	33UU17PW01 - Trancas Rule 20A	\$265,000	Infrastructure	0	0	Inactive	0
		\$265,000		0	0		0

CIP Plan by Project Type



Data Updated: May 23, 2025, 5:35 PM

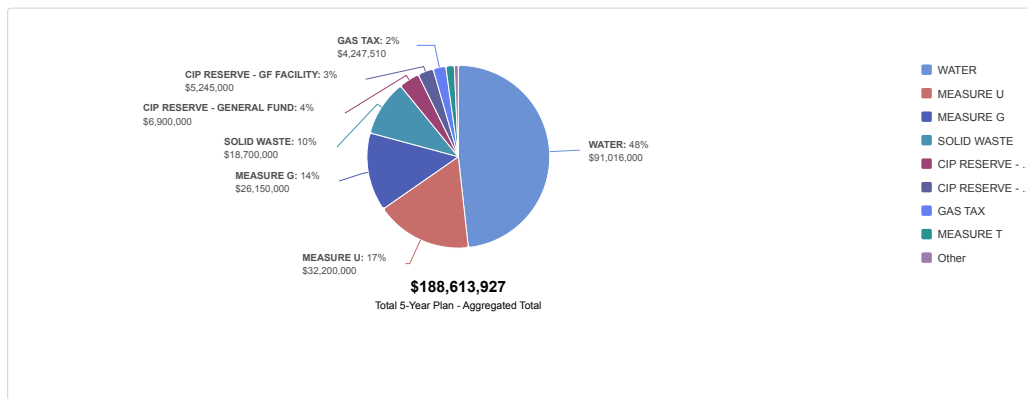
	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
Category						
Bridge						
33BR22PW01 - BRIDGE ASSESS & REPAIR	\$100,000	\$100,000	\$100,000	\$250,000	\$250,000	\$800,000
33BR25PW01 - TALL GRASS BRIDGE	\$400,000	\$200,000	\$0	\$0	\$0	\$600,000
BRIDGE TOTAL	\$500,000	\$300,000	\$100,000	\$250,000	\$250,000	\$1,400,000
Facility						
33FC13PR01 - 2ND STREET GARAGE ELEVATOR	\$200,000	\$0	\$0	\$0	\$0	\$200,000
33FC23PW01 - CITYWIDE ROOFING RESTORATIONS	\$500,000	\$150,000	\$250,000	\$250,000	\$250,000	\$1,400,000
33FC23PW02 - CITYWIDE BUILDING FACILITIES EXTERI	\$0	\$150,000	\$250,000	\$250,000	\$250,000	\$900,000
33FC24PW01 - Facilities Asset Management	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
33FC24PW06 - SURFACE REPAIR CITY PARKING LOTS (PD/CITYHALL/FS1)	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26FD01 - FIRE STATION #1 RENOVATION	\$250,000	\$750,000	\$0	\$0	\$0	\$1,000,000
33FC26FD02 - FIRE STATION #2 RENOVATION	\$250,000	\$750,000	\$0	\$0	\$0	\$1,000,000
33FC26PD01 - PD ADMIN SECURE STORAGE	\$50,000	\$0	\$0	\$0	\$0	\$50,000
33FC26PD02 - PD ADMIN PROXY LOCKS	\$25,000	\$0	\$0	\$0	\$0	\$25,000
33FC26PD03 - PD ADMIN CARPET REPLACEMENT	\$250,000	\$250,000	\$0	\$0	\$0	\$500,000
33FC26PD04 - PD RANGE SHADE STRUCTURES	\$350,000	\$0	\$0	\$0	\$0	\$350,000
33FC26PW01 - CORPORATION YARD MASTER PLAN	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26PW02 - CY RADIO TOWER GENERATOR	\$70,000	\$0	\$0	\$0	\$0	\$70,000
33FC26PW03 - CITY HALL OFFICE SPACE NORTH WING	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26PW04 - CY RESTROOM RENOVATION	\$100,000	\$0	\$0	\$0	\$0	\$100,000
33FC27FD01 - FIRE STATION #3 RENOVATION	\$0	\$250,000	\$250,000	\$0	\$0	\$500,000
33FC27FD02 - FIRE STATION #4 RENOVATION	\$0	\$250,000	\$250,000	\$0	\$0	\$500,000
FACILITY TOTAL	\$2,845,000	\$2,600,000	\$1,050,000	\$550,000	\$550,000	\$7,595,000
Materials Diversion Facility						
61MD22UT04 - MDF CONCRETE PAD PARTIAL REPL	\$0	\$0	\$0	\$0	\$500,000	\$500,000
61MD25UT03 - MDF Stormwater Mitigation Improvements (Phase 1)	\$750,000	\$0	\$0	\$0	\$0	\$750,000
61MD26UT01 - MDF Parking Lots	\$0	\$0	\$300,000	\$0	\$0	\$300,000
61MD26UT03 - Replace Metal Roof Admin/Scalehouse	\$0	\$0	\$400,000	\$0	\$0	\$400,000
61MD26UT04 - 12KV Electrical System Installation at MDF	\$1,600,000	\$1,200,000	\$0	\$0	\$0	\$2,800,000
61MD26UT06 - MDF Raising Height of Compost Retention Pond	\$500,000	\$0	\$0	\$0	\$0	\$500,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
61MD26UT07 - Permanent SWR Equipment Storage Bay at City Corporation Yard	\$150,000	\$0	\$0	\$0	\$0	\$150,000
61MD29UT01 - MDF Fencing Partial Replacement	\$0	\$0	\$0	\$0	\$300,000	\$300,000
61MD29UT02 - Covered Aerated Static Pile System 2.0	\$0	\$0	\$0	\$9,000,000	\$4,000,000	\$13,000,000
MATERIALS DIVERSION FACILITY TOTAL	\$3,000,000	\$1,200,000	\$700,000	\$9,000,000	\$4,800,000	\$18,700,000
Miscellaneous						
33MS21PW01 - RIVER PARK MAINTENANCE PLAN	\$120,000	\$0	\$0	\$0	\$0	\$120,000
33MS26CD01 - PARKING LOT A, S, X MAINTENANCE	\$750,000	\$0	\$0	\$0	\$0	\$750,000
MISCELLANEOUS TOTAL	\$870,000	\$0	\$0	\$0	\$0	\$870,000
Park						
33FC22PW03 - LAS FLORES PAVING & ADA	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000
33PK26PR01 - LAKE PARK IMPROVEMENTS	\$600,000	\$0	\$0	\$0	\$0	\$600,000
33PK26PR02 - LAUREL PARK IMPROVEMENTS	\$300,000	\$0	\$0	\$0	\$0	\$300,000
33PK27PR01 - KLAMATH PARK IMPROVEMENTS	\$0	\$400,000	\$0	\$0	\$0	\$400,000
33PK26PR03 - THREE PARKS RESTROOMS	\$500,000	\$2,400,000	\$0	\$0	\$0	\$2,900,000
33PK26PR04 - SPLASH PAD	\$500,000	\$3,500,000	\$0	\$0	\$0	\$4,000,000
PARK TOTAL	\$4,900,000	\$6,300,000	\$0	\$0	\$0	\$11,200,000
Public Art						
33PA22PR04 - SOSCOL MEDIAN PUBLIC ART	\$25,000	\$0	\$0	\$0	\$0	\$25,000
33PA23PR03 - MAIN ST. / 2ND ST. PED SCRAMBLE ARTWORK	\$225,000	\$0	\$0	\$0	\$0	\$225,000
33PA26PR01 - TULOCAY BRIDGE STONE ART PROJECT	\$75,000	\$0	\$0	\$0	\$0	\$75,000
PUBLIC ART TOTAL	\$325,000	\$0	\$0	\$0	\$0	\$325,000
Storm Drain						
33SD24PW01 - Stormdrain & Conveyance Repairs	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
33SW18PW01 - STORMWATER TRASH REDUCTION	\$0	\$650,000	\$750,000	\$750,000	\$750,000	\$2,900,000
STORM DRAIN TOTAL	\$0	\$750,000	\$850,000	\$850,000	\$850,000	\$3,300,000
Streets, Traffic Safety, Multi-Modal						
33ST10PW05 - PAVEMENT MANAGEMENT SYSTEM	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
33ST14PW04 - SILVERADO-3RD-COOMBSVILLE-EAST (FIVE WAY)	\$2,250,000	\$500,000	\$250,000	\$250,000	\$1,000,000	\$4,250,000
33ST19PW02 - UNCONTROLLED CROSSWALK IMPROVEMENT/PED BEACONS	\$75,000	\$75,000	\$100,000	\$100,000	\$100,000	\$450,000
33ST20PW09 - COOMBS ST & S COOMBS ST REHAB	\$700,000	\$0	\$0	\$0	\$0	\$700,000
33ST22PW04 - COOMBSVILLE REHAB 3RD-PASCALE	\$3,000,000	\$4,000,000	\$0	\$0	\$0	\$7,000,000
33ST22PW05 - WESTWOOD REHAB INTERIOR	\$3,510,417	\$0	\$0	\$0	\$0	\$3,510,417
33ST22PW07 - IMOLA REHAB SOSCOL-EAST END	\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000
33ST26PW02 - Street Preventive Maintenance FY25/26	\$450,000	\$0	\$0	\$0	\$0	\$450,000
33ST26PW03 - Riverside Neighborhood Rehabilitation	\$500,000	\$0	\$4,000,000	\$0	\$0	\$4,500,000
33ST26PW04 - Montgomery Neighborhood Rehabilitation	\$500,000	\$4,000,000	\$0	\$0	\$0	\$4,500,000
33ST27PW01 - Street Preventive Maintenance FY26/27	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
33ST28PW01 - Street Preventive Maintenance FY27/28	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
33ST26PW06 - CITY/COUNTY JOINT PROJECT (PUEBLO AREA)	\$500,000	\$1,500,000	\$0	\$0	\$0	\$2,000,000
33ST26PW07 - GRANT MATCH BUILD IMOLA CORRIDOR	\$550,000	\$0	\$0	\$0	\$0	\$550,000
33ST27PW02 - CITY/NAPASAN JOINT PROJECT (BEL AIRE AREA)	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
33ST29PW01 - STREET PREVENTIVE MAINTENANCE FY28/29	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000
33ST29PW02 - JEFFERSON STREET REHABILITATION	\$0	\$0	\$0	\$4,000,000	\$0	\$4,000,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
33ST30PW01 - STREET PREVENTIVE MAINTENANCE FY29/30	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
33ST26PW08 - GRANT MATCH - HSIP12 CALIFORNIA/PUEBLO INTERSECTION	\$5,110	\$0	\$0	\$0	\$0	\$5,110
33ST26PW09 - GRANT MATCH - HSIP12 SIGNAL IMPROVEMENTS	\$42,400	\$0	\$0	\$0	\$0	\$42,400
33ST26PW10 - TRANCAS (JEFFERSON TO NAPA RIVER)	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000
33ST26PW11 - CALIFORNIA (CLAY TO TRANCAS)	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
33ST26PW12 - SOSCOL (FIRST TO SILVERADO)	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
33ST27PW03 - TROWER (SOLANO TO LINDA VISTA)	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
STREETS, TRAFFIC SAFETY, MULTI-MODAL TOTAL	\$19,582,927	\$15,125,000	\$6,400,000	\$8,400,000	\$3,650,000	\$53,157,927
Traffic Signal						
33TS24PW02 - Traffic Signal Equipment Upgrades	\$75,000	\$75,000	\$200,000	\$200,000	\$200,000	\$750,000
TRAFFIC SIGNAL TOTAL	\$75,000	\$75,000	\$200,000	\$200,000	\$200,000	\$750,000
Water Administration						
63WA25UT01 - WORKORDER ASSET MANAGEMENT	\$0	\$100,000	\$0	\$0	\$0	\$100,000
WATER ADMINISTRATION TOTAL	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Water Distribution						
63WD24UT14 - EAST AVE WATER MAIN REPLACEMENTS	-\$325,000	\$0	\$0	\$0	\$0	-\$325,000
63WD26UT01 - WESTWOOD AREA WATER MAIN R&R	\$500,000	\$0	\$0	\$0	\$0	\$500,000
63WD26UT02 - FAIRVIEW AREA WATER MAIN REHAB	\$300,000	\$0	\$0	\$0	\$0	\$300,000
63WD26UT04 - PUEBLO WATER MAIN ST TO SOSCOL	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
63WD26UT05 - SOSCOL CROSSING WATER MAIN REPLACEMENT AT TULOCAY BRIDGE	\$300,000	\$0	\$0	\$0	\$0	\$300,000
63WD26UT06 - W PUEBLO: COUNTY POCKET WATER IMPROVEMENT WITH NAPASAN	\$200,000	\$0	\$0	\$0	\$0	\$200,000
63WD26UT07 - CLAY ST WATER MAIN REPLACEMENT, CALIFORNIA TO WALNUT	\$350,000	\$0	\$0	\$0	\$0	\$350,000
63WD26UTHV - Hydrant and Valve Rehab & Replacement-63WD26UTHV	\$300,000	\$0	\$0	\$0	\$0	\$300,000
63WD26UTMT - Meter Replacemt and ERT Upgrade Program-63WD26UTMT	\$250,000	\$0	\$0	\$0	\$0	\$250,000
63WD26UTRR - Water Main Rehab & Replacement-63WD26UTRR	\$200,000	\$0	\$0	\$0	\$0	\$200,000
63WD27UT01 - MONTECITO BLVD MAIN UPGRADE, LAKEVIEW TO MONTE VISTA	\$0	\$600,000	\$0	\$0	\$0	\$600,000
63WD27UTDV - Development Related Imprv-63WD27UTDV	\$0	\$200,000	\$0	\$0	\$0	\$200,000
63WD27UTHV - Hydrant and Valve Rehab & Replacement-63WD27UTHV	\$0	\$300,000	\$0	\$0	\$0	\$300,000
63WD27UTMT - Meter Replacemt and ERT Upgrade Program-63WD27UTMT	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WD27UTRR - Water Main Rehab & Replacement-63WD27UTRR	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WD28UTDV - Development Related Imprv-63WD28UTDV	\$0	\$0	\$200,000	\$200,000	\$200,000	\$600,000
63WD28UTHV - Hydrant and Valve Rehab & Replacement-63WD28UTHV	\$0	\$0	\$300,000	\$300,000	\$300,000	\$900,000
63WD28UTMT - Meter Replacemt and ERT Upgrade Program-63WD28UTMT	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000
63WD28UTRR - Water Main Rehab & Replacement-63WD28UTRR	\$0	\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$4,500,000
WATER DISTRIBUTION TOTAL	\$3,075,000	\$2,100,000	\$2,500,000	\$2,500,000	\$2,500,000	\$12,675,000
Water Quality (Treatment)						
63WQ20UT02 - SCADA IMPROVEMENT	\$900,000	\$1,000,000	\$0	\$0	\$0	\$1,900,000
63WQ23UT09 - MILLIKEN PLANT REHAB EXISTING FACIL	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
63WQ24UTBP - BJTP TREATMENT IMPROVEMENTS	\$150,000	\$150,000	\$0	\$0	\$0	\$300,000
63WQ26UT01 - BJTP Dewatering Facility Construction	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
63WQ26UTHP - HTP TREATMENT IMPROVEMENTS	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
63WQ28UT02 - HTP Upgrades Ph II	\$0	\$0	\$6,000,000	\$8,000,000	\$20,000,000	\$34,000,000
63WQ28UTBP - BJTP TREATMENT IMPROVEMENTS	\$0	\$0	\$150,000	\$150,000	\$150,000	\$450,000
WATER QUALITY (TREATMENT) TOTAL	\$2,400,000	\$1,300,000	\$7,300,000	\$8,300,000	\$20,300,000	\$39,600,000
Water Transmission						
63WT20UT02 - CIPP PIPELINE IMPR PG&E	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WT20UT04 - FALCON RIDGE TANK REPL	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
63WT26UT08 - PUEBLO: LINDA VISTA-SOLANO	\$50,000	\$50,000	\$6,250,000	\$0	\$0	\$6,350,000
63WT26UT09 - FOSTER/FOOTHILL: ST FRANCES-LAUREL	\$50,000	\$50,000	\$50,000	\$16,050,000	\$0	\$16,200,000
63WT26UTTK - Storage Tank Cleaning & Coating-63WT26UTTK	\$500,000	\$0	\$0	\$0	\$0	\$500,000
63WT26UTTV - Transmission Main Valve Rehab-63WT26UTTV	\$150,000	\$0	\$0	\$0	\$0	\$150,000
63WT27UTPS - PUMP STATION IMPROVEMENTS	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
63WT27UTTK - Storage Tank Cleaning & Coating-63WT27UTTK	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WT27UTTV - Transmission Main Valve Rehab-63WT27UTTV	\$0	\$150,000	\$0	\$0	\$0	\$150,000
63WT28UTTK - Storage Tank Cleaning & Coating-63WT28UTTK	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000
63WT28UTTV - Transmission Main Valve Rehab-63WT28UTTV	\$0	\$0	\$150,000	\$150,000	\$150,000	\$450,000
63WT30UT01 - SOSCOL FERRY: NAPA RIVER TO SHEEHY	\$0	\$0	\$0	\$0	\$7,866,000	\$7,866,000
WATER TRANSMISSION TOTAL	\$2,750,000	\$1,750,000	\$7,450,000	\$17,200,000	\$9,016,000	\$38,166,000
Watershed (Supply Source)						
63WS26UT02 - MILLIKEN DAM TOWER VALVE REPL/REHAB	\$125,000	\$0	\$0	\$0	\$0	\$125,000
63WS26UT03 - HENNESSEY IN-RESERVOIR IMPROVEMENTS	\$150,000	\$0	\$0	\$0	\$0	\$150,000
9017FR20 - HMGP MILLIKEN RW PIPE	\$500,000	\$0	\$0	\$0	\$0	\$500,000
WATERSHED (SUPPLY SOURCE) TOTAL	\$775,000	\$0	\$0	\$0	\$0	\$775,000
CATEGORY TOTAL	\$41,097,927	\$31,600,000	\$26,550,000	\$47,250,000	\$42,116,000	\$188,613,927

Projects by Funding Source



Data Updated: May 23, 2025, 5:35 PM

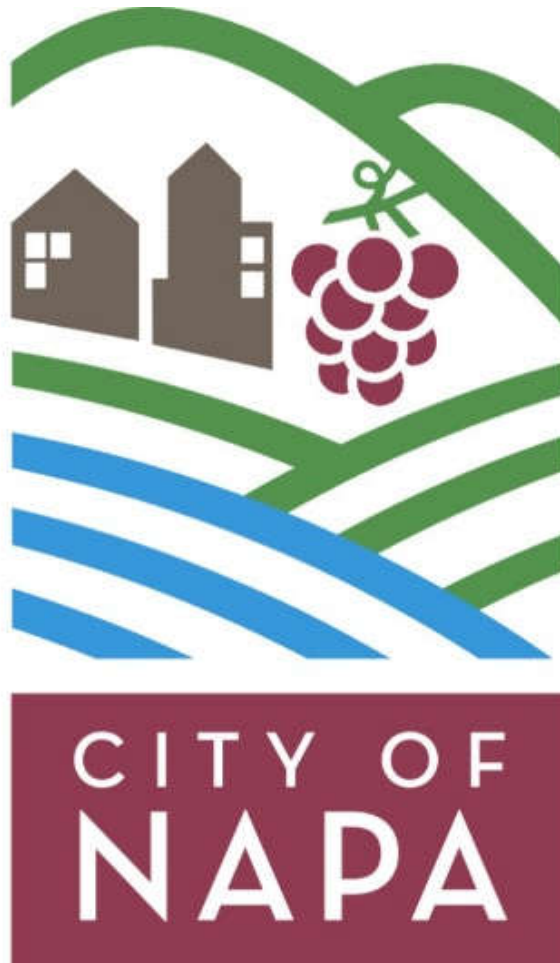
	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
Revenues						
DEVELOPER CONTRIBUTION						
63WD26UT07 - CLAY ST WATER MAIN REPLACEMENT, CALIFORNIA TO WALNUT	\$300,000	\$0	\$0	\$0	\$0	\$300,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
DEVELOPER CONTRIBUTION TOTAL	\$300,000	\$0	\$0	\$0	\$0	\$300,000
GAS TAX						
33SD24PW01 - Stormdrain & Conveyance Repairs	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
33ST10PW05 - PAVEMENT MANAGEMENT SYSTEM	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
33ST14PW04 - SILVERADO-3RD-COOMSVILLE-EAST (FIVE WAY)	\$1,850,000	\$0	\$0	\$0	\$0	\$1,850,000
33ST19PW02 - UNCONTROLLED CROSSWALK IMPROVEMENT/PED BEACONS	\$75,000	\$75,000	\$100,000	\$100,000	\$100,000	\$450,000
33ST26PW07 - GRANT MATCH BUILD IMOLA CORRIDOR	\$550,000	\$0	\$0	\$0	\$0	\$550,000
33ST26PW08 - GRANT MATCH - HSIP12 CALIFORNIA/PUEBLO INTERSECTION	\$5,110	\$0	\$0	\$0	\$0	\$5,110
33ST26PW09 - GRANT MATCH - HSIP12 SIGNAL IMPROVEMENTS	\$42,400	\$0	\$0	\$0	\$0	\$42,400
33TS24PW02 - Traffic Signal Equipment Upgrades	\$75,000	\$75,000	\$200,000	\$200,000	\$200,000	\$750,000
GAS TAX TOTAL	\$2,597,510	\$300,000	\$450,000	\$450,000	\$450,000	\$4,247,510
MEASURE G						
33FC26FD01 - FIRE STATION #1 RENOVATION	\$0	\$750,000	\$0	\$0	\$0	\$750,000
33FC26FD02 - FIRE STATION #2 RENOVATION	\$0	\$750,000	\$0	\$0	\$0	\$750,000
33FC27FD01 - FIRE STATION #3 RENOVATION	\$0	\$250,000	\$0	\$0	\$0	\$250,000
33FC27FD02 - FIRE STATION #4 RENOVATION	\$0	\$250,000	\$0	\$0	\$0	\$250,000
33FC22PW03 - LAS FLORES PAVING & ADA	\$1,800,000	\$0	\$0	\$0	\$0	\$1,800,000
33PK26PR01 - LAKE PARK IMPROVEMENTS	\$600,000	\$0	\$0	\$0	\$0	\$600,000
33PK26PR02 - LAUREL PARK IMPROVEMENTS	\$300,000	\$0	\$0	\$0	\$0	\$300,000
33PK27PR01 - KLAMATH PARK IMPROVEMENTS	\$0	\$400,000	\$0	\$0	\$0	\$400,000
33PK26PR03 - THREE PARKS RESTROOMS	\$500,000	\$2,400,000	\$0	\$0	\$0	\$2,900,000
33PK26PR04 - SPLASH PAD	\$500,000	\$3,500,000	\$0	\$0	\$0	\$4,000,000
33ST20PW09 - COOMBS ST & S COOMBS ST REHAB	\$150,000	\$0	\$0	\$0	\$0	\$150,000
33ST22PW04 - COOMBSVILLE REHAB 3RD-PASCALE	\$0	\$4,000,000	\$0	\$0	\$0	\$4,000,000
33ST26PW06 - CITY/COUNTY JOINT PROJECT (PUEBLO AREA)	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
33ST26PW10 - TRANCAS (JEFFERSON TO NAPA RIVER)	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000
33ST26PW11 - CALIFORNIA (CLAY TO TRANCAS)	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
33ST26PW12 - SOSCOL (FIRST TO SILVERADO)	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
33ST27PW03 - TROWER (SOLANO TO LINDA VISTA)	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
MEASURE G TOTAL	\$11,350,000	\$14,800,000	\$0	\$0	\$0	\$26,150,000
MEASURE T						
33ST22PW05 - WESTWOOD REHAB INTERIOR	\$2,810,417	\$0	\$0	\$0	\$0	\$2,810,417
MEASURE T TOTAL	\$2,810,417	\$0	\$0	\$0	\$0	\$2,810,417
MEASURE U						
33ST14PW04 - SILVERADO-3RD-COOMSVILLE-EAST (FIVE WAY)	\$500,000	\$0	\$0	\$0	\$1,000,000	\$1,500,000
33ST20PW09 - COOMBS ST & S COOMBS ST REHAB	\$550,000	\$0	\$0	\$0	\$0	\$550,000
33ST22PW04 - COOMBSVILLE REHAB 3RD-PASCALE	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000
33ST22PW05 - WESTWOOD REHAB INTERIOR	\$700,000	\$0	\$0	\$0	\$0	\$700,000
33ST22PW07 - IMOLA REHAB SOSCOL-EAST END	\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000
33ST26PW02 - Street Preventive Maintenance FY25/26	\$450,000	\$0	\$0	\$0	\$0	\$450,000
33ST26PW03 - Riverside Neighborhood Rehabilitation	\$500,000	\$0	\$4,000,000	\$0	\$0	\$4,500,000
33ST26PW04 - Montgomery Neighborhood Rehabilitation	\$500,000	\$4,000,000	\$0	\$0	\$0	\$4,500,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
33ST27PW01 - Street Preventive Maintenance FY26/27	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
33ST28PW01 - Street Preventive Maintenance FY27/28	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
33ST26PW06 - CITY/COUNTY JOINT PROJECT (PUEBLO AREA)	\$500,000	\$500,000	\$0	\$0	\$0	\$1,000,000
33ST27PW02 - CITY/NAPASAN JOINT PROJECT (BELAIRE AREA)	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
33ST29PW01 - STREET PREVENTIVE MAINTENANCE FY28/29	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000
33ST29PW02 - JEFFERSON STREET REHABILITATION	\$0	\$0	\$0	\$4,000,000	\$0	\$4,000,000
33ST30PW01 - STREET PREVENTIVE MAINTENANCE FY29/30	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
MEASURE U TOTAL	\$6,700,000	\$8,000,000	\$6,000,000	\$8,000,000	\$3,500,000	\$32,200,000
PBID						
33PA23PR03 - MAIN ST. / 2ND ST. PED SCRAMBLE ARTWORK	\$150,000	\$0	\$0	\$0	\$0	\$150,000
PBID TOTAL	\$150,000	\$0	\$0	\$0	\$0	\$150,000
PUBLIC ART						
33PA22PR04 - SOSCOL MEDIAN PUBLIC ART	\$25,000	\$0	\$0	\$0	\$0	\$25,000
33PA23PR03 - MAIN ST. / 2ND ST. PED SCRAMBLE ARTWORK	\$75,000	\$0	\$0	\$0	\$0	\$75,000
33PA26PR01 - TULOCAY BRIDGE STONE ART PROJECT	\$75,000	\$0	\$0	\$0	\$0	\$75,000
PUBLIC ART TOTAL	\$175,000	\$0	\$0	\$0	\$0	\$175,000
QUADRANT FUNDS						
33FC22PW03 - LAS FLORES PAVING & ADA	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
QUADRANT FUNDS TOTAL	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
RIVER PARK ASSESSMENT						
33MS21PW01 - RIVER PARK MAINTENANCE PLAN	\$120,000	\$0	\$0	\$0	\$0	\$120,000
RIVER PARK ASSESSMENT TOTAL	\$120,000	\$0	\$0	\$0	\$0	\$120,000
CIP RESERVE - GENERAL FUND						
33BR22PW01 - BRIDGE ASSESS & REPAIR	\$100,000	\$100,000	\$100,000	\$250,000	\$250,000	\$800,000
33BR25PW01 - TALL GRASS BRIDGE	\$400,000	\$200,000	\$0	\$0	\$0	\$600,000
33FC26PD04 - PD RANGE SHADE STRUCTURES	\$350,000	\$0	\$0	\$0	\$0	\$350,000
33MS26CD01 - PARKING LOT A, S, X MAINTENANCE	\$750,000	\$0	\$0	\$0	\$0	\$750,000
33SW18PW01 - STORMWATER TRASH REDUCTION	\$0	\$650,000	\$750,000	\$750,000	\$750,000	\$2,900,000
33ST14PW04 - SILVERADO-3RD-COOMSVILLE-EAST (FIVE WAY)	\$500,000	\$500,000	\$250,000	\$250,000	\$0	\$1,500,000
CIP RESERVE - GENERAL FUND TOTAL	\$2,100,000	\$1,450,000	\$1,100,000	\$1,250,000	\$1,000,000	\$6,900,000
CIP RESERVE - GF FACILITY						
33FC13PR01 - 2ND STREET GARAGE ELEVATOR	\$200,000	\$0	\$0	\$0	\$0	\$200,000
33FC23PW01 - CITYWIDE ROOFING RESTORATIONS	\$500,000	\$150,000	\$250,000	\$250,000	\$250,000	\$1,400,000
33FC23PW02 - CITYWIDE BUILDING FACILITIES EXTERI	\$0	\$150,000	\$250,000	\$250,000	\$250,000	\$900,000
33FC24PW01 - Facilities Asset Management	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
33FC24PW06 - SURFACE REPAIR CITY PARKING LOTS (PD/CITYHALL/FS1)	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26FD01 - FIRE STATION #1 RENOVATION	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26FD02 - FIRE STATION #2 RENOVATION	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26PD01 - PD ADMIN SECURE STORAGE	\$50,000	\$0	\$0	\$0	\$0	\$50,000
33FC26PD02 - PD ADMIN PROXY LOCKS	\$25,000	\$0	\$0	\$0	\$0	\$25,000
33FC26PD03 - PD ADMIN CARPET REPLACEMENT	\$250,000	\$250,000	\$0	\$0	\$0	\$500,000
33FC26PW01 - CORPORATION YARD MASTER PLAN	\$250,000	\$0	\$0	\$0	\$0	\$250,000
33FC26PW02 - CY RADIO TOWER GENERATOR	\$70,000	\$0	\$0	\$0	\$0	\$70,000
33FC26PW03 - CITY HALL OFFICE SPACE NORTH WING	\$250,000	\$0	\$0	\$0	\$0	\$250,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
33FC26PW04 - CY RESTROOM RENOVATION	\$100,000	\$0	\$0	\$0	\$0	\$100,000
33FC27FD01 - FIRE STATION #3 RENOVATION	\$0	\$0	\$250,000	\$0	\$0	\$250,000
33FC27FD02 - FIRE STATION #4 RENOVATION	\$0	\$0	\$250,000	\$0	\$0	\$250,000
CIP RESERVE - GF FACILITY TOTAL	\$2,495,000	\$600,000	\$1,050,000	\$550,000	\$550,000	\$5,245,000
SOLID WASTE						
61MD22UT04 - MDF CONCRETE PAD PARTIAL REPL	\$0	\$0	\$0	\$0	\$500,000	\$500,000
61MD25UT03 - MDF Stormwater Mitigation Improvements (Phase 1)	\$750,000	\$0	\$0	\$0	\$0	\$750,000
61MD26UT01 - MDF Parking Lots	\$0	\$0	\$300,000	\$0	\$0	\$300,000
61MD26UT03 - Replace Metal Roof Admin/Scalehouse	\$0	\$0	\$400,000	\$0	\$0	\$400,000
61MD26UT04 - 12KV Electrical System Installation at MDF	\$1,600,000	\$1,200,000	\$0	\$0	\$0	\$2,800,000
61MD26UT06 - MDF Raising Height of Compost Retention Pond	\$500,000	\$0	\$0	\$0	\$0	\$500,000
61MD26UT07 - Permanent SWR Equipment Storage Bay at City Corporation Yard	\$150,000	\$0	\$0	\$0	\$0	\$150,000
61MD29UT01 - MDF Fencing Partial Replacement	\$0	\$0	\$0	\$0	\$300,000	\$300,000
61MD29UT02 - Covered Aerated Static Pile System 2.0	\$0	\$0	\$0	\$9,000,000	\$4,000,000	\$13,000,000
SOLID WASTE TOTAL	\$3,000,000	\$1,200,000	\$700,000	\$9,000,000	\$4,800,000	\$18,700,000
STREET IMP DIF - STREETS						
33ST14PW04 - SILVERADO-3RD-COOMSVILLE-EAST (FIVE WAY)	-\$600,000	\$0	\$0	\$0	\$0	-\$600,000
STREET IMP DIF - STREETS TOTAL	-\$600,000	\$0	\$0	\$0	\$0	-\$600,000
WATER						
63WA25UT01 - WORKORDER ASSET MANAGEMENT	\$0	\$100,000	\$0	\$0	\$0	\$100,000
63WD24UT14 - EAST AVE WATER MAIN REPLACEMENTS	-\$325,000	\$0	\$0	\$0	\$0	-\$325,000
63WD26UT01 - WESTWOOD AREA WATER MAIN R&R	\$500,000	\$0	\$0	\$0	\$0	\$500,000
63WD26UT02 - FAIRVIEW AREA WATER MAIN REHAB	\$300,000	\$0	\$0	\$0	\$0	\$300,000
63WD26UT04 - PUEBLO WATER MAIN ST TO SOSCOL	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
63WD26UT05 - SOSCOL CROSSING WATER MAIN REPLACEMENT AT TULOCAY BRIDGE	\$300,000	\$0	\$0	\$0	\$0	\$300,000
63WD26UT06 - W PUEBLO: COUNTY POCKET WATER IMPROVEMENT WITH NAPASAN	\$200,000	\$0	\$0	\$0	\$0	\$200,000
63WD26UT07 - CLAY ST WATER MAIN REPLACEMENT, CALIFORNIA TO WALNUT	\$50,000	\$0	\$0	\$0	\$0	\$50,000
63WD26UTHV - Hydrant and Valve Rehab & Replacement-63WD26UTRR	\$300,000	\$0	\$0	\$0	\$0	\$300,000
63WD26UTMT - Meter Replacemt and ERT Upgrade Program-63WD26UTMT	\$250,000	\$0	\$0	\$0	\$0	\$250,000
63WD26UTRR - Water Main Rehab & Replacement-63WD26UTRR	\$200,000	\$0	\$0	\$0	\$0	\$200,000
63WD27UT01 - MONTECITO BLVD MAIN UPGRADE, LAKEVIEW TO MONTE VISTA	\$0	\$600,000	\$0	\$0	\$0	\$600,000
63WD27UTDV - Development Related Imprv-63WD27UTDV	\$0	\$200,000	\$0	\$0	\$0	\$200,000
63WD27UTHV - Hydrant and Valve Rehab & Replacement-63WD27UTHV	\$0	\$300,000	\$0	\$0	\$0	\$300,000
63WD27UTMT - Meter Replacemt and ERT Upgrade Program-63WD27UTMT	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WD27UTRR - Water Main Rehab & Replacement-63WD27UTRR	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WD28UTDV - Development Related Imprv-63WD28UTDV	\$0	\$0	\$200,000	\$200,000	\$200,000	\$600,000
63WD28UTHV - Hydrant and Valve Rehab & Replacement-63WD28UTHV	\$0	\$0	\$300,000	\$300,000	\$300,000	\$900,000
63WD28UTMT - Meter Replacemt and ERT Upgrade Program-63WD28UTMT	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000
63WD28UTRR - Water Main Rehab & Replacement-63WD28UTRR	\$0	\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$4,500,000
63WQ20UT02 - SCADA IMPROVEMENT	\$900,000	\$1,000,000	\$0	\$0	\$0	\$1,900,000
63WQ23UT09 - MILLIKEN PLANT REHAB EXISTING FACIL	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000

	FY2026-2030 CIP BUDGET SUMMARY					TOTAL 5-YEAR PLAN
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
63WQ24UTBP - BJTP TREATMENT IMPROVEMENTS	\$150,000	\$150,000	\$0	\$0	\$0	\$300,000
63WQ26UT01 - BJTP Dewatering Facility Construction	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
63WQ26UTHP - HTP TREATMENT IMPROVEMENTS	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
63WQ28UT02 - HTP Upgrades Ph II	\$0	\$0	\$6,000,000	\$8,000,000	\$20,000,000	\$34,000,000
63WQ28UTBP - BJTP TREATMENT IMPROVEMENTS	\$0	\$0	\$150,000	\$150,000	\$150,000	\$450,000
63WT20UT02 - CIPP PIPELINE IMPR PG&E	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WT20UT04 - FALCON RIDGE TANK REPL	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
63WT26UT08 - PUEBLO: LINDA VISTA-SOLANO	\$50,000	\$50,000	\$6,250,000	\$0	\$0	\$6,350,000
63WT26UT09 - FOSTER/FOOTHILL: ST FRANCES-LAUREL	\$50,000	\$50,000	\$50,000	\$16,050,000	\$0	\$16,200,000
63WT26UTTK - Storage Tank Cleaning & Coating-63WT26UTTK	\$500,000	\$0	\$0	\$0	\$0	\$500,000
63WT26UTTV - Transmission Main Valve Rehab-63WT26UTTV	\$150,000	\$0	\$0	\$0	\$0	\$150,000
63WT27UTPS - PUMP STATION IMPROVEMENTS	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
63WT27UTTK - Storage Tank Cleaning & Coating-63WT27UTTK	\$0	\$500,000	\$0	\$0	\$0	\$500,000
63WT27UTTV - Transmission Main Valve Rehab-63WT27UTTV	\$0	\$150,000	\$0	\$0	\$0	\$150,000
63WT28UTTK - Storage Tank Cleaning & Coating-63WT28UTTK	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000
63WT28UTTV - Transmission Main Valve Rehab-63WT28UTTV	\$0	\$0	\$150,000	\$150,000	\$150,000	\$450,000
63WT30UT01 - SOSCOL FERRY: NAPA RIVER TO SHEEHY	\$0	\$0	\$0	\$0	\$7,866,000	\$7,866,000
63WS26UT02 - MILLIKEN DAM TOWER VALVE REPL/REHAB	\$125,000	\$0	\$0	\$0	\$0	\$125,000
63WS26UT03 - HENNESSEY IN-RESERVOIR IMPROVEMENTS	\$150,000	\$0	\$0	\$0	\$0	\$150,000
9017FR20 - HMGP MILLIKEN RW PIPE	\$500,000	\$0	\$0	\$0	\$0	\$500,000
WATER TOTAL	\$8,700,000	\$5,250,000	\$17,250,000	\$28,000,000	\$31,816,000	\$91,016,000
REVENUES TOTAL	\$41,097,927	\$31,600,000	\$26,550,000	\$47,250,000	\$42,116,000	\$188,613,927



Appendices

*Fiscal Years
2025/26 and 2026/27*



Appendix A Five-Year Staffing Plan

*Fiscal Years
2025/26 and 2026/27*

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
City Manager						
Administration	City Manager	1.00	1.00	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	2.00	2.00	2.00
	Deputy City Manager	1.00	1.00	---	---	---
	Risk Manager	1.00	1.00	1.00	1.00	1.00
	[A/1] Risk Office Assistant	---	---	---	1.00	1.00
	Community Relations and Media Manager	1.00	1.00	1.00	1.00	1.00
	[2] Community Relations Management Analyst	---	---	---	1.00	1.00
	Management Analyst I/II	1.00	2.00	2.00	2.00	2.00
	Management Fellow (LT), 10/14/25 end date	1.00	1.00	1.00	1.00	---
	Administration Total	7.00	8.00	8.00	10.00	9.00
	Housing	---	1.00	1.00	1.00	1.00
	Management Analyst I/II	---	2.00	2.00	2.00	2.00
	Housing Supervisor	---	---	3.00	3.00	3.00
Housing	Housing Rehab Program Supervisor	---	1.00	---	---	---
	Rental Assistance Program Supervisor	---	1.00	---	---	---
	Affordable Housing Representative	---	1.00	---	---	---
	Housing Rehabilitation Specialist	---	1.00	1.00	1.00	1.00
	Secretary	---	1.00	1.00	1.00	1.00
	Senior Housing Specialist	---	3.00	3.00	3.00	3.00
	Housing Specialist	---	5.00	5.00	5.00	5.00
	Housing Specialist (LT), 6/30/24 end date	---	1.00	---	---	---
	Office Assistant I/II	---	1.00	1.00	1.00	1.00
	Housing Total	---	18.00	17.00	17.00	17.00
	Information Technology	---	1.00	1.00	1.00	1.00
	Systems Administrator	---	5.00	5.00	5.00	5.00
	Systems Analyst	---	4.00	4.00	4.00	4.00
Information Technology	[3] Management Analyst I/II	---	---	---	1.00	1.00
	[4] GIS Coordinator	---	---	---	1.00	1.00
	Telecommunication Specialist	---	1.00	---	---	---
	Telecommunication Supervisor	---	---	1.00	1.00	1.00
	Telecommunication Technician	---	1.00	1.00	1.00	1.00
	Information Technology Total	---	12.00	12.00	14.00	14.00
	Total budgeted full time positions	6.00	36.00	36.00	40.00	40.00
	Total budgeted limited term positions	1.00	2.00	1.00	1.00	---
Total City Manager		7.00	38.00	37.00	41.00	40.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
City Clerk	City Clerk	1.00	1.00	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	2.00	2.00	2.00	2.00	2.00
	[B] Imaging Clerk	1.00	1.00	1.00	---	---
	Office Assistant I/II	1.00	1.00	1.00	2.00	2.00
	Total City Clerk	6.00	6.00	6.00	6.00	6.00
City Attorney	City Attorney	1.00	1.00	1.00	1.00	1.00
	Assistant City Attorney	2.00	2.00	2.00	2.00	2.00
	Deputy City Attorney	---	---	1.00	1.00	1.00
	Legal Analyst	1.00	1.00	1.00	1.00	1.00
	Legal Assistant	1.00	1.00	1.00	1.00	1.00
	Total City Attorney	5.00	5.00	6.00	6.00	6.00
Human Resources	Human Resources Director	1.00	1.00	1.00	1.00	1.00
	Assistant Human Resources Director	---	---	---	1.00	1.00
	[5/6] Human Resources Manager	2.00	2.00	2.00	1.00	1.00
	Human Resources Manager (LT), 6/30/27 end date	---	---	---	1.00	1.00
	Management Analyst I/II	3.00	3.00	3.00	3.00	3.00
	Human Resources Coordinator	2.00	2.00	2.00	2.00	2.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
	Total budgeted full time positions	9.00	9.00	9.00	9.00	9.00
	Total budgeted limited term positions	---	---	---	1.00	1.00
	Total Human Resources	9.00	9.00	9.00	10.00	10.00
Finance	Administration	Finance Director	1.00	1.00	1.00	1.00
		Deputy Finance Director	1.00	1.00	1.00	1.00
		Budget Officer	1.00	1.00	1.00	1.00
		Administrative Assistant	1.00	1.00	1.00	1.00
		Senior Budget Analyst	1.00	1.00	1.00	1.00
		[7] Budget Analyst	1.00	1.00	---	1.00
		Management Analyst I/II	1.00	1.00	2.00	2.00
		Accounting Technician / Accounting Technician (Entry) (LT), 12/9/22 end date	1.00	---	---	---
		Administration Total	8.00	7.00	7.00	8.00
	Accounting & Auditing	Accounting Supervisor	1.00	1.00	1.00	1.00
		Senior Accountant	1.00	1.00	1.00	1.00
		Accountant II	2.00	2.00	2.00	2.00
		Payroll Specialist	1.00	1.00	1.00	1.00
		Accounting Technician/ Accounting Technician (Entry)	2.00	2.00	2.00	2.00
		Account Clerk I/II	2.00	2.00	2.00	2.00
		Accounting & Auditing Total	9.00	9.00	9.00	9.00
	Revenue	Accounting Supervisor	1.00	1.00	1.00	1.00
		Accountant I	1.00	1.00	1.00	1.00
		Accounting Technician / Accounting Technician (Entry)	3.00	3.00	3.00	3.00
		Account Clerk I/II	4.00	4.00	4.00	4.00
		Revenue Total	9.00	9.00	9.00	9.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Finance - Continued						
<i>Information</i>	Information Technology Manager	1.00	---	---	---	---
<i>Technology</i>	Systems Administrator	5.00	---	---	---	---
	Systems Analyst	3.00	---	---	---	---
	Telecommunication Specialist	1.00	---	---	---	---
	Telecommunication Technician	1.00	---	---	---	---
	<i>Information Technology Total</i>	11.00	---	---	---	---
	Total budgeted full-time positions	36.00	25.00	25.00	26.00	26.00
	Total budgeted limited term positions	1.00	---	---	---	---
	Total Finance	37.00	25.00	25.00	26.00	26.00
Parks & Recreation Services						
<i>Administration</i>	Parks & Recreation Services Director	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
[8]	Management Analyst I/II (LT), 6/30/27 end date	---	---	---	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00
	<i>Administration Total</i>	3.00	3.00	3.00	4.00	4.00
<i>Recreation</i>	Recreation Manager	1.00	1.00	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	Recreation Supervisor	2.00	2.00	2.00	1.00	1.00
[9]	Recreation Coordinator	4.00	4.00	4.00	6.00	6.00
	<i>Recreation Total</i>	8.00	8.00	8.00	9.00	9.00
<i>Parks</i>	Parks, Trees & Facilities Maintenance Manager	1.00	1.00	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	Parks Trees & Facilities Supervisor	3.00	3.00	3.00	3.00	3.00
	Park Maintenance Worker III	7.00	7.00	7.00	7.00	7.00
	Park Maintenance Worker I/II	13.00	13.00	13.00	13.00	13.00
	Senior Park Ranger	1.00	1.00	1.00	1.00	1.00
	Park Ranger I/II (LT), 6/30/23 end date	1.00	---	---	---	---
	Maintenance Laborer	3.00	3.00	3.00	3.00	3.00
	<i>Parks Total</i>	30.00	29.00	29.00	29.00	29.00
	Total budgeted full time positions	40.00	40.00	40.00	41.00	41.00
	Total budgeted limited term positions	1.00	---	---	1.00	1.00
	Total Parks & Recreation Services	41.00	40.00	40.00	42.00	42.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Community Development						
Administration	Community Development Director	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	---	1.00	1.00	1.00	1.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
	<i>Administration Total</i>	2.00	3.00	3.00	3.00	3.00
Planning	Planning Manager	1.00	1.00	1.00	1.00	1.00
	Senior Planner	2.00	2.00	2.00	2.00	2.00
	Assistant / Associate Planner	3.00	3.00	3.00	3.00	3.00
	Planning Aide	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Planning Total</i>	8.00	8.00	8.00	8.00	8.00
Building Inspection	Chief Building Official	1.00	1.00	1.00	1.00	1.00
	Plans Examiner	1.00	1.00	1.00	1.00	1.00
	Senior Building Inspector	1.00	1.00	1.00	1.00	1.00
	Building Inspector I/II	3.00	3.00	3.00	3.00	3.00
	Senior Permit Technician	1.00	1.00	1.00	1.00	1.00
	Permit Technician	2.00	2.00	2.00	2.00	2.00
	<i>Building Inspection Total</i>	9.00	9.00	9.00	9.00	9.00
Code Enforcement	Code Enforcement Officer	2.00	2.00	2.00	2.00	2.00
	<i>Code Enforcement Total</i>	2.00	2.00	2.00	2.00	2.00
Economic Development	Econ Dev & Redevelopment Manager	1.00	1.00	1.00	1.00	1.00
	Economic Development Program Coordinator	2.00	2.00	2.00	2.00	2.00
	<i>Economic Development Total</i>	3.00	3.00	3.00	3.00	3.00
Parking Programs	Parking Programs Manager	1.00	---	---	---	---
	Compliance Program Manager	---	1.00	1.00	1.00	1.00
	Parking Enforcement Officer I/II	2.00	2.00	2.00	2.00	2.00
	Parking Enforcement Officer I/II (LT), 6/30/25 end date	1.00	1.00	1.00	---	---
	[10] Parking Enforcement Officer I/II (LT), 6/30/27 end date	---	---	---	1.00	1.00
	<i>Parking Programs Total</i>	4.00	4.00	4.00	4.00	4.00
Housing	Housing Manager	1.00	---	---	---	---
	Management Analyst I/II	2.00	---	---	---	---
	Housing Rehab Program Supervisor	1.00	---	---	---	---
	Rental Assistance Program Supervisor	1.00	---	---	---	---
	Affordable Housing Representative	1.00	---	---	---	---
	Housing Rehabilitation Specialist	1.00	---	---	---	---
	Secretary	1.00	---	---	---	---
	Senior Housing Specialist	3.00	---	---	---	---
	Housing Specialist	5.00	---	---	---	---
	Housing Specialist (LT), 6/30/24 end date	1.00	---	---	---	---
	Office Assistance I/II	1.00	---	---	---	---
	<i>Housing Total</i>	18.00	---	---	---	---
	Total budgeted full time positions	44.00	28.00	28.00	28.00	28.00
	Total budgeted limited term positions	2.00	1.00	1.00	1.00	1.00
	Total Community Development	46.00	29.00	29.00	29.00	29.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Public Works						
<i>Administration</i>	Public Works Director	1.00	1.00	1.00	1.00	1.00
	Deputy PW Director – Engineering	1.00	1.00	1.00	1.00	1.00
	Admin Services Manager	1.00	1.00	1.00	1.00	1.00
	[11] Management Analyst I/II	2.00	2.00	2.00	3.00	3.00
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II	2.00	2.00	2.00	2.00	2.00
<i>Administration Total</i>		9.00	9.00	9.00	10.00	10.00
<i>Fleet Management</i>	Fleet Shop Supervisor	1.00	1.00	1.00	1.00	1.00
	Equipment Mechanic/Journey/Master	4.00	4.00	4.00	5.00	5.00
[12] <i>Fleet Management Total</i>		5.00	5.00	5.00	6.00	6.00
<i>Maintenance</i>	Public Works Operations Manager	1.00	1.00	1.00	1.00	1.00
	Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
	[11] Associate Civil Engineer	1.00	1.00	1.00	---	---
	Street Field Supervisor	3.00	3.00	3.00	3.00	3.00
	Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
	Concrete Finisher	1.00	1.00	1.00	1.00	1.00
	Street Maintenance Worker III	3.00	3.00	3.00	3.00	3.00
	Street Maintenance Worker I/II	12.00	12.00	12.00	12.00	12.00
	[11/B] Engineering Aide / Senior Engineering Aide	---	---	---	1.00	1.00
	<i>Maintenance Total</i>	24.00	24.00	24.00	24.00	24.00
<i>General Services</i>	Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
	Electrical Supervisor	1.00	1.00	1.00	1.00	1.00
	Electrician III	1.00	1.00	1.00	1.00	1.00
	[B] Electrician I/II	3.00	3.00	3.00	2.00	2.00
	Parks, Trees & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00
	Maintenance Craftsworker	2.00	2.00	2.00	2.00	2.00
	Custodian	4.00	4.00	4.00	4.00	4.00
	<i>General Services Total</i>	13.00	13.00	13.00	12.00	12.00
<i>Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	[11] Associate Civil Engineer	3.00	3.00	3.00	4.00	4.00
	Junior Engineer / Assistant Engineer	4.00	4.00	4.00	4.00	4.00
	Engineering Assistant	2.00	2.00	2.00	2.00	2.00
	[B] Engineering Aide / Senior Engineering Aide	2.00	2.00	2.00	1.00	1.00
<i>Engineering Total</i>		12.00	12.00	12.00	12.00	12.00
<i>Development Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Supervising Engineering Assistant	2.00	1.00	1.00	1.00	1.00
	Junior Engineer / Assistant Engineer	2.00	2.00	2.00	2.00	2.00
	GIS Coordinator	1.00	1.00	1.00	---	---
	Systems Administrator (LT), 6/30/24 end date	1.00	1.00	---	---	---
	Transportation Planner I/II	1.00	---	---	---	---
	[11] Management Analyst I/II	1.00	1.00	1.00	---	---
		---	---	1.00	1.00	1.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Public Works - Continued						
<i>Development</i>	Engineering Assistant	2.00	1.00	---	---	---
<i>Engineering</i> [11]	Engineering Aide / Senior Engineering Aide	3.00	2.00	2.00	1.00	1.00
	<i>Development Engineering Total</i>	15.00	11.00	10.00	7.00	7.00
<i>Transportation</i> <i>Engineering</i>	Senior Traffic Engineer	---	1.00	1.00	1.00	1.00
	Transportation Planner I/II	---	1.00	---	---	---
	Senior Transportation Planner	---	---	1.00	1.00	1.00
	Supervising Engineering Assistant	---	1.00	1.00	1.00	1.00
[B]	Engineering Assistant	---	1.00	1.00	2.00	2.00
	Engineering Aide / Senior Engineering Aide	---	1.00	1.00	1.00	1.00
	<i>Transportation Engineering Total</i>	---	5.00	5.00	6.00	6.00
<i>Construction</i>	Construction Manager / Professional Engineer	1.00	1.00	1.00	1.00	1.00
	Junior Engineer / Assistant Engineer	1.00	1.00	1.00	1.00	1.00
	Senior Construction Inspector	1.00	1.00	1.00	1.00	1.00
	Construction Inspector I/II	2.00	2.00	2.00	2.00	2.00
	Engineering Aide / Senior Engineering Aide	2.00	2.00	2.00	3.00	3.00
	<i>Construction Total</i>	7.00	7.00	7.00	8.00	8.00
	Total budgeted full time positions	84.00	85.00	85.00	84.00	84.00
	Total budgeted limited term positions	1.00	1.00	---	---	---
	Total Public Works	85.00	86.00	85.00	85.00	85.00
Utilities						
<i>Administration</i>	Utilities Director	1.00	1.00	1.00	1.00	1.00
	Deputy Utilities Director	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	Water Resources Analyst	1.00	1.00	1.00	1.00	1.00
	Water Conservation Specialist	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
	Buyer	1.00	1.00	1.00	1.00	1.00
	<i>Administration Total</i>	8.00	8.00	8.00	8.00	8.00
	Materials Diversion Administrator	1.00	1.00	1.00	1.00	1.00
<i>Solid Waste & Recycling</i>	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Utilities Program Compliance Coordinator	1.00	1.00	1.00	1.00	1.00
	Waste Prevention Specialist	2.00	2.00	2.00	2.00	2.00
	Senior Scalehouse Attendant	1.00	1.00	---	---	---
	Scalehouse Supervisor	---	---	1.00	1.00	1.00
	Scalehouse Attendant	2.00	2.00	2.00	2.00	2.00
	<i>Solid Waste & Recycling Total</i>	8.00	8.00	8.00	8.00	8.00
<i>Water</i> <i>(Engineering)</i>	Senior Civil Engineer [2]	2.00	2.00	3.00	3.00	3.00
	Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00
	Engineering Assistant	4.00	4.00	4.00	4.00	4.00
	Asset Management Systems Coordinator	1.00	1.00	---	---	---
	Engineering Aide / Senior Engineering Aide	2.00	2.00	2.00	2.00	2.00
	<i>Water (Engineering) Total</i>	12.00	12.00	12.00	12.00	12.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Utilities - Continued						
<i>Water (Distribution) [B]</i>	Water Distribution Manager	1.00	1.00	1.00	1.00	1.00
	Water Distribution Supervisor	1.00	1.00	1.00	2.00	2.00
	Water Distribution Operator Lead	3.00	3.00	3.00	2.00	2.00
	Water Distribution Equipment Operator	3.00	3.00	3.00	3.00	3.00
	Water Distribution Operator III	1.00	1.00	1.00	1.00	1.00
	Water Distribution Operator I/II	10.00	10.00	10.00	10.00	10.00
	Office Assistant I/II	---	1.00	1.00	1.00	1.00
<i>Water (Distribution) Total</i>		19.00	20.00	20.00	20.00	20.00
<i>Water (Treatment)</i>	Water Quality Manager	1.00	1.00	1.00	1.00	1.00
	Water Treatment Manager	1.00	1.00	1.00	1.00	1.00
	Water Plant Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	---	1.00	1.00	1.00	1.00
	Utilities Inventory Specialist	1.00	1.00	1.00	1.00	1.00
	Watershed and Facilities Maintenance Worker	2.00	2.00	2.00	2.00	2.00
	Water Control Systems Superintendent	1.00	1.00	1.00	1.00	1.00
	Water Control Systems Analyst	2.00	2.00	2.00	2.00	2.00
	Senior Water Treatment Operator	1.00	1.00	1.00	1.00	1.00
	Advanced Water Treatment Operator	2.00	2.00	2.00	2.00	2.00
	Water Treatment Operator	8.00	8.00	8.00	8.00	8.00
	Water Plant Maintenance Electrician	1.00	1.00	1.00	1.00	1.00
	Water Plant Maintenance Mechanic Lead	1.00	1.00	1.00	1.00	1.00
	Water Plant Maintenance Mechanic I/II	2.00	3.00	3.00	3.00	3.00
	Senior Water Laboratory Analyst	1.00	1.00	1.00	1.00	1.00
	Water Laboratory Analyst	2.00	2.00	2.00	2.00	2.00
<i>Water (Treatment) Total</i>		27.00	29.00	29.00	29.00	29.00
Total budgeted full time positions		74.00	77.00	77.00	77.00	77.00
Total Utilities		74.00	77.00	77.00	77.00	77.00
Police						
<i>Administration</i>	Police Chief	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	2.00	2.00	2.00
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	[B] Secretary	1.00	1.00	1.00	---	---
<i>Administration Total</i>		4.00	4.00	5.00	4.00	4.00
<i>Special Operations [13]</i>	Police Lieutenant	2.00	2.00	2.00	2.00	2.00
	Police Sergeant	3.00	3.00	3.00	3.00	3.00
	Police Officer	16.00	16.00	16.00	17.00	17.00
	Police Forensics Specialist	1.00	1.00	1.00	1.00	1.00
	Community Services Officer I/II	---	1.00	1.00	1.00	1.00
	Community Services Officer I/II (LT), TBD end date	---	---	1.00	1.00	1.00
	Homeless Intervention Coordinator	1.00	1.00	1.00	1.00	1.00
	Homeless Intervention Coordinator (LT), 6/30/25 end date	1.00	1.00	1.00	---	---
<i>Special Operations Total</i>		24.00	25.00	26.00	26.00	26.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
Police - Continued						
<i>Operations</i>	Police Captain	1.00	1.00	1.00	1.00	1.00
	Police Lieutenant	1.00	1.00	1.00	1.00	1.00
	Police Sergeant	8.00	8.00	8.00	8.00	8.00
	[14] Police Officer / Police Officer Trainee	47.00	47.00	47.00	47.00	47.00
	Community Services Officer I/II	4.00	4.00	4.00	4.00	4.00
<i>Operations Total</i>		61.00	61.00	61.00	61.00	61.00
<i>Support Services</i>	Police Captain	1.00	1.00	1.00	1.00	1.00
	Communications Manager	1.00	1.00	1.00	1.00	1.00
	Police Records Bureau Administrator	1.00	1.00	1.00	1.00	1.00
	Public Safety Dispatch Supervisor	4.00	4.00	4.00	4.00	4.00
	Public Safety Dispatcher I/II	21.00	21.00	21.00	21.00	21.00
	Public Safety Call Taker	4.00	4.00	4.00	4.00	4.00
	Senior Police Records Specialist	1.00	1.00	---	---	---
	Police Records Specialist I/II	6.00	6.00	5.00	5.00	5.00
	Police Records Supervisor	---	---	1.00	1.00	1.00
	Police Property Technician	2.00	2.00	2.00	2.00	2.00
<i>Support Services Total</i>		41.00	41.00	40.00	40.00	40.00
Total budgeted full time positions		129.00	130.00	130.00	130.00	130.00
Total budgeted limited term positions		1.00	1.00	2.00	1.00	1.00
Total Police		130.00	131.00	132.00	131.00	131.00
Fire						
<i>Administration</i>	Fire Chief	1.00	1.00	1.00	1.00	1.00
	Principal Management Analyst	---	---	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	---	---	---
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
[15]	Emergency Manager	---	---	---	---	1.00
<i>Administration Total</i>		4.00	4.00	4.00	4.00	5.00
<i>Prevention</i>	Fire Marshal	1.00	1.00	1.00	1.00	1.00
	Senior Fire Prevention Inspector	1.00	1.00	1.00	1.00	1.00
	Fire Prevention Inspector I/II	3.00	3.00	3.00	3.00	3.00
	Secretary	1.00	1.00	1.00	1.00	1.00
<i>Prevention Total</i>		6.00	6.00	6.00	6.00	6.00
<i>Operations</i>	Deputy Fire Chief	1.00	1.00	1.00	2.00	2.00
	[16] Fire Battalion Chief	4.00	4.00	4.00	3.00	3.00
	Fire Captain [H]	17.00	17.00	20.00	20.00	20.00
	Firefighter/Paramedic	29.00	30.00	30.00	30.00	30.00
	Firefighter	13.00	12.00	12.00	12.00	12.00
<i>Operations Total</i>		64.00	64.00	67.00	67.00	67.00
Total budgeted full time positions		74.00	74.00	77.00	77.00	78.00
Total Fire		74.00	74.00	77.00	77.00	78.00
Total budgeted full time positions		507.00	515.00	519.00	524.00	525.00
Total budgeted limited term positions		7.00	5.00	4.00	6.00	5.00
Total City Staff		514.00	520.00	523.00	530.00	530.00

APPENDIX A

Five-Year Staffing Plan

Department/ Division	Position Title	2022/23 Amended	2023/24 Amended	2024/25 Amended	2025/26 Proposed	2026/27 Proposed
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END NOTES

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

[A]	O2025-004 added Office Assistant I/II as a designation of appointive officer in the City Manager's Office.
[B]	R2025-030 deleted one Imaging Clerk and added one Office Assistant I/II; deleted one Secretary; deleted Electrician I/II and added one Engineering Assistant; deleted Senior/Engineering Aide and added one Senior/Engineering Aide; deleted Water Distribution Operator Lead and added one Water Distribution Supervisor.
1	Budget Package Risk Office Assistant adds one Office Assistant I/II position.
2	Budget Package Community Relations Augmentation add one Management Analyst I/II (new classification).
3	Budget Package IT Management Analyst II adds one Management Analyst II to the City Manager's IT division.
4	Budget Package GIS Coordinator Reallocation moves one GIS Coordinator from Public Works to the City Manager's IT division.
5	Budget Package Assistant Human Resources Director deletes one Human Resources Manager and adds one Assistant Human Resources Director.
6	Budget Package HR Manager (LT) – Training and Development adds one limited term Human Resources Manager.
7	Budget Package Budget Analyst I/II adds one Budget Analyst I/II.
8	Budget Package Management Analyst II (LT) adds one limited term Management Analyst II.
9	Budget Package Recreation & Public Art Staff Realignment deletes one Recreation Supervisor and adds two Recreation Coordinators.
10	Budget Package Parking Enforcement Officer adds one limited term Parking Enforcement Officer.
11	Budget Package Staffing Plan Update moves one Management Analyst I/II from Development Engineering to Administration, moves one Senior Engineering Aide (Flex) from Development Engineering to Operations, and moves one Associate Engineering from Maintenance to Engineering.
12	Budget Package Fleet Mechanic FTE adds one Equipment Mechanic/Journey/Master position.
13	Budget Package NFECT Detective Position adds one Police Officer.
14	Budget Package Police Officers with Lead Pay deletes two Police Officer Trainee positions and adds two Police Officer positions with lead pay.
15	Budget Package Emergency Manager adds one Emergency Manager position.
16	Budget Package One Battalion Chief Reclass to Deputy deletes on Battalion Chief position and adds one Deputy Fire Chief Position.



Appendix B

Interfund Transfers & Interagency Transfers

Fiscal Years
2025/26 and 2026/27

Appendix B

Schedule of Proposed Interfund/Interagency Transfers

From		FY 2025/26	To	
Fund	Amount	Purpose	Fund	Amount
102 Measure G	4,500,786	City Admin	100 General	4,500,786
201 Gas Tax	4,462	City Admin	100 General	4,462
202 RMRA	19,030	City Admin	100 General	19,030
203 Traffic Safety	1,708	City Admin	100 General	1,708
204 Red Light Camera	9,389	City Admin	100 General	9,389
212 DIF Aff Housing	324,625	City Admin	100 General	324,625
230 Public Art	7,826	City Admin	100 General	7,826
236 Parking	84,187	City Admin	100 General	84,187
255 Measure F 1% TOT	45,143	City Admin	100 General	45,143
408 AD Lake Park	2,121	City Admin	100 General	2,121
409 AD Linda Vista	24	City Admin	100 General	24
416 AD River Park	8,483	City Admin	100 General	8,483
417 AD Silverado Creek	1,328	City Admin	100 General	1,328
424 AD Storm Drain Fees	351	City Admin	100 General	351
510 SW-Operating	1,349,967	City Admin	100 General	1,349,967
511 SW-CIP	3,246	City Admin	100 General	3,246
519 SW-NR	13,328	City Admin	100 General	13,328
530 Water-Operating	3,857,362	City Admin	100 General	3,857,362
531 Water-CIP	29,090	City Admin	100 General	29,090
539 Water-NR	10,917	City Admin	100 General	10,917
841 Laurel Manor	260,631	City Admin	100 General	260,631
842 Seminary Street	91,610	City Admin	100 General	91,610
843 Section 8	355,836	City Admin	100 General	355,836
844 20% Low/Mod Income	33,151	City Admin	100 General	33,151
846 Local Housing	53,498	City Admin	100 General	53,498
Citywide Administration	11,068,099		Citywide Administration	11,068,099
100 General	100,000	Operating	101 General NR	100,000
100 General	130,700	Operating	236 Parking	130,700
100 General	100,000	Operating	630 IT	100,000
100 General	150,000	Operating	660 Equipment Replacement	150,000
100 General	1,474,832	Fund Reserves	300 CIP Facilities Rsv	687,416
		Fund Reserves	300 CIP Gen Rsv	687,416
		Fund Reserves	300 CIP Gen Plan Rsv	100,000
100 General	1,604,414	Fund Reserves		
General Fund Transfers	3,559,946		General Fund Transfers	1,955,532

Appendix B

Schedule of Proposed Interfund/Interagency Transfers

From			FY 2025/26 Purpose	To		
Fund		Amount		Fund		Amount
102	Measure G	11,350,000	Fund Projects	300	Capital Projects	11,350,000
201	Gas Tax	2,597,510	Fund Projects	300	Capital Projects	2,597,510
205	Measure T	2,810,417	Fund Projects	300	Capital Projects	2,810,417
206	Measure U	6,700,000	Fund Projects	300	Capital Projects	6,700,000
220	DIF Park Acq & Dev	1,200,000	Fund Projects	300	Capital Projects	1,200,000
223	DIF Street Impr	(600,000)	Fund Projects	300	Capital Projects	(600,000)
230	Public Art	175,000	Fund Projects	300	Capital Projects	175,000
416	AD River Park	120,000	Fund Projects	300	Capital Projects	120,000
430	PBID	150,000	Fund Projects	300	Capital Projects	150,000
			Operating - Purchase Vehicles	610	Fleet	85,000
236	Parking	85,000		101	General NR	4,000,000
102	Measure G	4,000,000	Fund Projects			
			Operating - Local Streets Paving program			
201	Gas Tax	550,000		302	Streets Prog	550,000
			Operating - Local Streets Paving program			
202	RMRA	2,300,000		302	Streets Prog	2,300,000
			Operating - Local Streets Paving program			
510	SW-Operating	1,317,000		302	Streets Prog	1,317,000
510	Materials Diversion-Operating	3,000,000	Fund Projects	511	Materials Diversion-CIP	3,000,000
510	Materials Diversion-Operating	500,000	Fund Projects	519	Materials Diversion-NR	500,000
530	Water-Operating	6,000,000	Fund Projects	531	Water-CIP	6,000,000
			Operating - Local Streets Paving program			
302	Measure G	2,400,000		102	Sidewalks Prog	900,000
			Operating - Local Streets Paving program			
			Operating - Local Streets Paving program	102	Streets Prog	1,500,000
			Operating - Local Streets Paving program			
302	Measure U	2,750,000		206	Sidewalks Prog	500,000
			Operating - Local Streets Paving program			
300	CIP Facilities Rsv	2,495,000	Fund Projects	206	Streets Prog	2,250,000
300	CIP Gen Rsv	2,100,000	Fund Projects	300	Capital Projects	4,595,000
Other Transfers		51,999,927		Other Transfers		51,999,927

Appendix B

Schedule of Proposed Interfund/Interagency Transfers

From		FY 2026/27 Purpose	To	
Fund	Amount		Fund	Amount
102 Measure G	4,933,331	City Admin	106 General	4,933,331
201 Gas Tax	4,641	City Admin	100 General	4,641
202 RMRA	19,791	City Admin	100 General	19,791
203 Traffic Safety	1,776	City Admin	100 General	1,776
204 Red Light Camera	9,764	City Admin	100 General	9,764
212 DIF Aff Housing	337,610	City Admin	102 General	337,610
230 Public Art	8,139	City Admin	100 General	8,139
236 Parking	87,555	City Admin	100 General	87,555
255 Measure F 1% TOT	46,948	City Admin	100 General	46,948
408 AD Lake Park	2,205	City Admin	100 General	2,205
409 AD Linda Vista	25	City Admin	100 General	25
416 AD River Park	8,822	City Admin	100 General	8,822
417 AD Silverado Creek	1,381	City Admin	100 General	1,381
424 AD Storm Drain Fees	365	City Admin	100 General	365
510 Materials Diversion-Operating	1,403,965	City Admin	100 General	1,403,965
511 Materials Diversion-NR	3,376	City Admin	100 General	3,376
519 SW-NR	13,862	City Admin	100 General	13,862
530 Water-Operating	4,011,656	City Admin	105 General	4,011,656
531 Water-CIP	30,253	City Admin	100 General	30,253
539 Water-NR	11,354	City Admin	100 General	11,354
841 Laurel Manor	271,056	City Admin	101 General	271,056
842 Seminary Street	95,275	City Admin	100 General	95,275
843 Section 8	370,069	City Admin	103 General	370,069
844 20% Low/Mod Income	34,477	City Admin	100 General	34,477
846 Local Housing	55,638	City Admin	100 General	55,638
Citywide Administration	11,763,334		Citywide Administration	11,763,334
100 General	100,000	Operating	101 General NR	100,000
100 General	150,700	Operating	236 Parking	150,700
100 General	100,000	Operating	630 IT	100,000
100 General	150,000	Operating	660 Equip Replacement	150,000
100 General	1,522,158	Fund Reserves	300 CIP Facilities Rsv	711,079
		Fund Reserves	300 CIP Gen Rsv	711,079
		Fund Reserves	300 CIP Gen Plan Rsv	100,000
100 General	946,521	Fund Reserves		
General Fund Transfers	2,969,379		General Fund Transfers	2,022,858

Appendix B

Schedule of Proposed Interfund/Interagency Transfers

From			FY 2026/27 Purpose	To	
Fund		Amount		Fund	Amount
201	Gas Tax	300,000	Fund Projects	300	Capital Projects
206	Measure U	8,000,000	Fund Projects	300	Capital Projects
102	Measure G	14,800,000	Fund Projects	300	Capital Projects
102	Measure G	1,000,000	Fund Projects	101	General NR
			Operating - Local Streets Paving Program		
510	SW-Operating	1,387,000		302	Streets Prog
			Operating - Local Streets Paving Program		
201	Gas Tax	1,750,000		302	Streets Prog
			Operating - Local Streets Paving Program		
202	RMRA	2,150,000		302	Streets Prog
510	SW-Operating	4,000,000	Fund Projects	511	Materials Diversion-CIP
510	SW-Operating	400,000	Fund Projects	519	Materials Diversion-NR
530	Water-Operating	7,500,000	Fund Projects	531	Water-CIP
			Operating - Local Streets Paving Program		
102	Measure G	2,400,000		302	Sidewalks Prog
			Operating - Local Streets Paving Program		
206	Measure U	1,900,000		302	Streets Prog
			Operating - Local Streets Paving Program		
206					Sidewalks Prog
300	CIP Gen Rsv	1,450,000	Fund Projects	300	Capital Projects
	CIP Facilities Rsv	600,000	Fund Projects		
Other Transfers		47,637,000		Other Transfers	
				47,637,000	



Appendix C Budget Packages

*Fiscal Years
2025/26 and 2026/27*



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Community Relations Augmentation	Priority: 1
Department/Division: CMO/Community Relations	Budget Year: FY 2025/26
Department Contact: Liz Habkirk	GL Org: 10012103
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Community Relations Division of the City Manager is currently staffed by 1 FTE (Community Relations and Media Manager) with support from the Assistant City Manager and outside consultants. The budget request is to add an FTE at a Management Analyst II (or preferably, an equivalent new classification that has specific communications experience/requirements) to the Division.

With the passage of Measure G more support will be necessary to transparently communicate on the projects and programs supported by the new revenue. Bringing some of the support services in-house, rather than contracted, will allow the Community Relations and Media Manager more control over areas of effort, increase efficiency by having in-depth knowledge of City operations (rather than communicating to consultants), and increase efficiency in connecting staff/departments. The use of consultants has been helpful during the past five years to build out an organized communications effort, but adding this FTE will bring us more ability to push areas we need to quickly and to allow the Manager to focus on long-term, strategic efforts for communications campaigns, rather than day-to-day. Department-level connections to the communications program will improve with the addition of an FTE in this role, allowing for more opportunities for department and project-specific support, as well as improving engagement with the community on these topics.

This will also allow some needed improved redundancy for Emergency/Disaster communications not currently available, including improved responsiveness within the PIO function (initial response, EOC activation, PIO call center, Joint Information Center (JIC))



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activation, etc). Having these tasks in house will allow the use of contract dollars to be spent in a more targeted way to further Council's specific requests and information campaigns.

Additionally, the need for regular, organized internal communications has increased and the Division is also a critical component of Employee Recognition efforts, generally organizing and executing events, maintaining the Core Value Compass awards, etc. The Division is also critical to city-wide organizational culture commitments such as mid-manager retreats/meetings, Collaborators efforts, etc. The ability of 1 FTE to successfully manage the internal and external communication demands is stretched. With growing requests, we need to appropriately resource the function or look to reduce the efforts we are making, which is counter to what employees and Council are requesting.

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

The Council has included Community Engagement as a focus area for the upcoming budget cycle and has specified that communication efforts should be increased to include more real time interaction with residents, active outreach on issues of misinformation, outreach to our Spanish-speaking population, and more event opportunities/outreach such as last year's Open House to inform the public of our activities and services. This position will directly expand the Division's ability to add to its work plan in line with the Council's requests, and augment and enhance the current communications program. Additional innovations within the existing communications program, such as videos, visual project overviews, data collection and targeted information gathering through increased social media engagement, would be possible.

What are the consequences of not funding this request?

The Communications and Outreach Division will only be able to incrementally increase communications efforts and will fall short of Council's expectations as outlined during their Workshop when they named Community Engagement as a focus area. We would likely need to rely heavily on one-way communication and not increase the engagement efforts. This would mean that additional events, open houses, town halls and other two-way communication strategies would be possible. We may not be able to adequately describe or communicate the Measure G funding efforts leading to community dissatisfaction or misunderstandings about how the new revenue has met the goals outlined within the ballot initiative.

What alternatives were considered when creating this request?

Considered increasing outside Consultant service budget or leaving status quo. Increasing the work by consultants would not achieve the consistency and efficiency of having in-house expertise and awareness to lead campaigns. Leaving the status quo would mean we are not responding to the many Council and internal requests for increased communication efforts.

How will you measure success? Our Community Relations and Outreach Manager has developed S.M.A.R.T goals for the upcoming year that this position would work in support of. These will include



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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items such as:

Increase public awareness and attendance by sharing City Council meeting information before each meeting.

Increase the average open rate of e-newsletters and as well as increase average views per video within six months.

Increase total views per quarter across all platforms.

Reduce misinformation-related complaints by 30% within one year.

Increase social media engagement (likes, shares, comments) within six months.

Establish active ambassadors covering key neighborhoods on Next Door within the first year.

Increase frequency of Open House/Town Hall events to two per fiscal year.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:

GL Org	GL Object	Amount	Comments
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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012103	51110	\$137,513	
10012103	51161	\$50	
10012103	51152	\$1,420	
10012103	52110	\$32,820	
10012103	52120	\$1,648	
10012103	52140	\$46	
10012103	52150	\$1,995	
10012103	52210	\$9,588	
10012103	52430	\$2,063	
10012103	52510	\$853	
10012103	52512	\$92	
10012103	52520	\$2,262	
10012103	56150	\$3500	Furniture/Fixtures under \$5,000; one-time New FTE set-up
10012103		\$0	
Total Expenditures		\$193,850	

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

It would be our recommendation that Measure G pay for this position as the new services that could be accommodated in the Division would be directly related to Measure G.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Climate Action Funding	Priority: 1
Department/Division: CM Admin 10112100	Budget Year: FY 2025/26
Department Contact: Deborah Elliott	GL Org: 10112100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: In the FY 25 budget, the CMO was provided with \$240,000 in Climate Action/Sustainability funding. \$175,000 of that funding is on-going. The CMO is taking on related/expanded Climate Action projects and programs. This funding request is for \$144,237 in one time funding to pay for California Environmental Quality Act (CEQA) costs for the Regional Climate Action and Adaptation Plan (RCAAP).

Why is this needed, and how does it align with Council and/or Department priorities? Climate Action is one of the six Council focus areas. This funding is directly related to the completion of the RCAAP. Once CEQA is completed, the City will begin implementation of the RCAAP. Ongoing funding is anticipated to cover other climate action related costs such as participation in the regional Climate Action Committee (CAC), equipment purchases, special projects, grant matches, etc.

What are the consequences of not funding this request? The City would not be able to continue Participation in the Regional CAC, or support completion of the Regional Climate Action and Adaptation Plan.

What alternatives were considered when creating this request? Requesting additional one-time money.

How will you measure success? Council focus areas are reported on annually and climate action staff tracks and shares climate action projects and metrics.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10112100	53210	\$144,237	One-time CEQA costs for the Regional Climate Action and Adaptation Plan.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$144,237	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Assistant Human Resources Director	Priority: 1
Department/Division: Human Resources	Budget Year: FY 26
Department Contact: Heather Ruiz	GL Org: 10015100
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="margin-right: 20px;"><input type="checkbox"/> Climate Action</div> <div style="margin-right: 20px;"><input type="checkbox"/> Economic Resilience</div> <div style="margin-right: 20px;"><input type="checkbox"/> Community Engagement</div> <div style="margin-right: 20px;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="margin-right: 20px;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="margin-right: 20px;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request:

We are requesting funding for an Assistant Human Resources Director position to oversee Citywide recruitment, classification and compensation and labor relations. In conjunction with this request, we are proposing the deletion of one Human Resources Manager position within the department.

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

The Human Resources Department currently has two Human Resources Manager positions to support the department. One oversees Recruitment and Labor Relations, while the other handles Workers Compensation and Leaves Administration. Both Managers also provide support in Employee Relations.

As HR responsibilities continue to grow, particularly with Labor and Benefits now falling under the HR umbrella, the scope of the Human Resources Manager's role has significantly increased. This shift has highlighted the need for greater oversight and strategic management within the department, making the addition of an Assistant Director position crucial.

In addition, this new position will create a clear career path within the department, from Management Analyst to Human Resources Manager, Assistant Human Resources Director, and ultimately to the Human Resources Director role. Having this progression is essential for retention and career development, particularly in a small department where it is vital to retain top talent in a competitive job market.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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This position will also serve as part of a long-term succession plan, ensuring that there is a designated second-in-command to step into the Director role in the event of an absence. As part of this plan, one of the existing Human Resources Managers will have the opportunity to transition into this role through a promotional recruitment, offering a pathway for professional growth and leadership within the department.

Ultimately, maintaining structural consistency across departments is crucial, and the majority of departments have a Deputy or Assistant Director in place to provide leadership and support. Aligning the Human Resources Department with this practice will not only enhance internal operations but also underscore the department's commitment to a strong organizational structure, succession plan and effective leadership.

What are the consequences of not funding this request?

If this request is not funded, the Human Resources Department will continue to operate without the added leadership and oversight necessary to manage the growing complexities within the department. Without the Assistant Human Resources Director position, succession planning within the department will be unclear, and there will be no designated second-in-command to step into the Director role during absences. Additionally, the lack of a clear career progression could impact employee retention, particularly as top talent may seek opportunities elsewhere for advancement and professional development.

What alternatives were considered when creating this request?

If this request is not funded, we would remain with the current structure of two Human Resources Managers, which would not provide the necessary leadership and strategic oversight required for the department's continued growth and success. Ultimately, the proposed solution to adding an Assistant Director position and deleting one Human Resources Manager was deemed to be the most effective way to address the department's needs while also providing a clear career path and aligning with organizational best practices.

How will you measure success?

Success will be measured by the development of a second-in-command within the department, ensuring leadership continuity in the absence of the Human Resources Director. Additionally, the introduction of a clear career progression, from Management Analyst to Human Resources Manager, Assistant Human Resources Director, and ultimately to Human Resources Director, is expected to lead to higher morale, increased job satisfaction, and long-term retention. This will be evaluated through performance evaluations.



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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10015100	51110	\$209,103	Add - Assistant HR Director
10015100	51152	\$1,562	Add - Assistant HR Director
10015100	51161	\$50	Add - Assistant HR Director
10015100	52110	\$27,897	Add - Assistant HR Director
10015100	52120	\$1,648	Add - Assistant HR Director
10015100	52140	\$46	Add - Assistant HR Director
10015100	52150	\$3,154	Add - Assistant HR Director
10015100	52210	\$14,212	Add - Assistant HR Director
10015100	52430	\$3,137	Add - Assistant HR Director
10015100	52510	\$719	Add - Assistant HR Director
10015100	52512	\$145	Add - Assistant HR Director
10015100	52520	\$3,485	Add - Assistant HR Director
10015100	51110	(\$190,094)	Delete – HR Manager
10015100	51152	(\$1,420)	Delete – HR Manager
10015100	51161	(\$50)	Delete – HR Manager
10015100	52110	(\$27,897)	Delete – HR Manager
10015100	52120	(\$1,648)	Delete – HR Manager
10015100	52140	(\$46)	Delete – HR Manager
10015100	52150	(\$2,867)	Delete – HR Manager
10015100	52210	(\$12,920)	Delete – HR Manager
10015100	52430	(\$2,851)	Delete – HR Manager
10015100	52510	(\$654)	Delete – HR Manager
10015100	52512	(\$132)	Delete – HR Manager
10015100	52520	(\$3,168)	Delete – HR Manager
Net Savings		\$21,411	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Human Resources Manager (Limited-Term)	Priority: 2
Department/Division: Human Resources	Budget Year: FY 2025/26
Department Contact: Heather Ruiz	GL Org: 10115100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 10px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request:

We are requesting funding for a Limited-Term Human Resources Manager position focused on training and development initiatives. This role will support the design, coordination, and delivery of agency-wide training programs to enhance staff development and organizational effectiveness.

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

The Human Resources Department currently has two Human Resources Manager positions to support the Human Resources Director. One oversees Recruitment and Labor Relations, the other oversees Workers Compensation and Leaves Administration. Both Human Resources Managers also support Employee Relations. However, there is currently not a Human Resources Manager that oversees training and development. With a Human Resources Manager (Training & Development) in place, the organization will have a leader responsible for overseeing the planning, execution, and continuous improvement of training programs that are aligned with the mission & values of the organization. This position will drive measurable improvements in employee performance, satisfaction, and retention, directly contributing to the success of the organization. The Human Resources Manager will ensure design and implementation of professional development programs within the city as well as perform organizational development functions such as mediating, coaching and advising.

What are the consequences of not funding this request?

Without this role, there would be a lack of centralized oversight for training efforts across all departments, leading to inconsistent development opportunities. Employees may not receive the proper training needed to excel in their roles which could ultimately affect productivity and morale. Additionally, without a



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dedicated HR professional, the agency may struggle to align training programs with organizational goals, leading to inefficiencies and missed opportunities for growth. The absence of this position also increases the risk of non-compliance with regulations and could hinder the agency's ability to foster a culture of continuous improvement.

What alternatives were considered when creating this request?

When creating this budget request, alternatives such as outsourcing training services to third-party vendors were considered. However, this option was deemed costly and less effective in aligning with the specific needs of the organization. Given these challenges, creating a dedicated Human Resources Manager - Training and Development position was determined to be the most sustainable and cost-efficient solution.

How will you measure success?

Success will be measured by tracking key performance indicators such as improved employee performance, high training completion rates, and positive feedback from staff regarding the relevance and impact of the training programs. Additionally, success will be evaluated based on the overall increase in employee engagement and the enhanced effectiveness of the organization, driven by the impact of targeted training initiatives.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10115100	51110	\$190,094	
10115100	51152	\$1,420	
10115100	51161	\$50	
10115100	52110	\$27,897	
10115100	52120	\$1,648	
10115100	52140	\$46	
10115100	52150	\$2,867	
10115100	52210	\$12,920	
10115100	52430	\$2,851	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10115100	52510	\$654	
10115100	52512	\$132	
10115100	52520	\$3,168	
Total Expenditures		\$243,748	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Organizational Structure Assessment	Priority: 3
Department/Division: Human Resources	Budget Year: FY 2025/26
Department Contact: Heather Ruiz	GL Org: 10115100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

Description of Budget Request:

This budget request seeks funding for a comprehensive study on how the City is currently providing critical services in the areas of youth services, homelessness, and mental health services. The goal is to evaluate the current structure of these services, identify gaps, and make recommendations for designing a structure, positions and service models that model industry best practices and best meets the needs of the community.

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

This study is crucial for understanding and addressing the complex challenges facing vulnerable populations within our community, particularly youth, those experiencing homelessness, and/or those struggling with mental health issues. Several Departments put in budget requests related to enhancing these services, and rather than doing so piecemeal or in silos, it seems more prudent to take a wholistic approach to how the City addresses services in these areas across Departments to design a best practice service delivery model. Therefore, being most efficient with our resources, while also ensuring the best service to the public. By evaluating and enhancing these services, we can ensure that these individuals have the support they need to thrive, while not duplicating efforts already available through Health and Human Services or the nonprofit sector. This request aligns with Council's focus areas including:

Housing: A targeted focus on homeless youth will directly impact the city's housing initiatives by providing tailored services that address the root causes of homelessness.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

Community Engagement: This study provides an opportunity for meaningful engagement with the community, including young people, service providers, and advocates, ensuring that all voices are heard in shaping effective solutions.

It was also an identified priority for Measure G Sales Tax funding.

What are the consequences of not funding this request?

Without funding this study, the city risks perpetuating a fragmented and under-resourced approach to addressing youth, homeless, and mental health services throughout the City. As a result, many people in need may continue to face limited access to the services and support they require, which could lead to increased rates of homelessness, mental health crises, and reliance on emergency services. This would strain the public health and social services systems and could have long-term economic costs related to unmet needs. Additionally, not addressing this issue directly undermines efforts to meet housing and community engagement goals.

What alternatives were considered when creating this request?

One alternative considered was proceeding without the study and attempting to create positions in various Departments based on partial information. However, without a comprehensive study of the entire need, we would lack a clear understanding of the specific needs and gaps in services, making it easier to strategically define the appropriate service delivery model and the correct roles and responsibilities for any new positions within that model, creating the most effective and efficient system possible. Without this crucial information, there is a significant risk of creating a position that does not fully address the complex, intersecting issues faced by at-risk populations. Ultimately, the study is essential to ensure that any new positions created are designed with the necessary expertise and targeted approach to effectively support the entire system and work in collaboration.

How will you measure success?

Success will be measured by creating a detailed plan for the new service delivery model, any new positions and service structures that align with the needs of the community and will be gauged by recommendations that address the identified gaps in youth services, homelessness, and mental health support.

Financial Information:

This data will be entered into your Munis Budget Package

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

10115100	53210	\$35,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$35,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Cyber security enhancements	Priority: 1
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Cyber security enhancements include adding a new connection license for Fire Stations two and three, increasing bandwidth at downtown facilities, and the addition of Cato RBI (Remote Browser Isolation). Cato's Remote Browser Isolation (RBI) protects users from falling victim to web and browser-based threats like ransomware, malware, phishing, malicious ads, or cross-site scripting by letting them access websites in an isolated and safe environment.	
Why is this needed, and how does it align with Council and/or Department priorities? Cyber security enhancements.	
What are the consequences of not funding this request? The current level of cyber security is maintained.	
What alternatives were considered when creating this request? The current level of cyber security is maintained.	
How will you measure success? Cyber security is enhanced.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53250	\$50,000	CATO Networks
Total Expenditures		\$50,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Sugarloaf Radio Site Lease	Priority: 2
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: The Communications building leased from the Tuteur Family Trust is currently budgeted in IT Communications at \$30,000 per year. The lease payment for FY25 is \$39,500. Move the \$30,000 budget from IT Communications to Dispatch and add \$10,000 to FY26 and \$10,500 to FY27.	
Why is this needed, and how does it align with Council and/or Department priorities? The current budget is insufficient to cover the lease payment, and this is a critical public safety communication resource.	
What are the consequences of not funding this request? Budget deficiency in IT communications and loss of Dispatch Partner Agencies contribution.	
What alternatives were considered when creating this request? Continued lease payment from IT Communications.	
How will you measure success? Move of the budget and continued use of the facility.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012201	53330	\$(30,000)	
10021400	53330	\$40,000	
Total Expenditures		\$10,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Managed Print Services Contract	Priority: 4
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Budget for Managed Print Services City-wide. Service was not budgeted in previous years in the Copy Center and was absorbed by the IT Admin budget when Finance rolled the Copy Center up.	
Why is this needed, and how does it align with Council and/or Department priorities? Current non budgeted ongoing service	
What are the consequences of not funding this request? IT Admin budget will continue to absorb.	
What alternatives were considered when creating this request? none	
How will you measure success? Managed Print Services is budgeted in IT Admin	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53210	\$25,000	
Total Expenditures		\$25,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Microsoft Azure Local for Central Square CAD	Priority: 5
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input checked="" type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Central Square CAD requires an Azure Local Server operating system subscription to operate. The cost of the Microsoft subscriptions is estimated to be \$30,000 annually.	
Why is this needed, and how does it align with Council and/or Department priorities? Central Square CAD requires an Azure Local Server operating system subscription to operate. The cost of the Microsoft subscriptions is estimated to be \$30,000 annually.	
What are the consequences of not funding this request? Central Square CAD requires an Azure Local Server operating system subscription to operate. Without the software the CAD system will not operate.	
What alternatives were considered when creating this request? none	
How will you measure success? Central Square CAD goes live in July 2025.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$30,000	
Total Expenditures		\$30,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Granicus OneView Software Maintenance	Priority: 6
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input checked="" type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Granicus OneView Software has been purchased and installed and is soon to be operational. The budget request is for ongoing software maintenance.	
Why is this needed, and how does it align with Council and/or Department priorities? Granicus OneView Software has been purchased and installed and is soon to be operational. The budget request is for ongoing software maintenance	
What are the consequences of not funding this request? Granicus OneView Software stops working	
What alternatives were considered when creating this request? None	
How will you measure success? Granicus OneView Software is operational in FY26 & FY27	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53250	\$50,000	Software Maintenance
Total Expenditures		\$50,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: CalOES ESINet Network	Priority: 7
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: The computer room at FS3 is too small to add the CalOES-mandated ESINet Network Rack for 911 voice and data. In anticipation of the eventual relocation of the Backup Dispatch Center to 770 Jackson, the CalOES ESINet Network rack was installed in the Microwave hut at the corporation yard. Until that relocation is completed, additional leased network lines are required to connect ESINet at 770 Jackson to 2000 Trower. The cost of the connection is \$3,000 per month.	
Why is this needed, and how does it align with Council and/or Department priorities? New network path for 911 voice and Data.	
What are the consequences of not funding this request? Budget shortfall in Dispatch.	
What alternatives were considered when creating this request? None	
How will you measure success? Continued network connection form 770 Jackson to 2000 Trower.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53520	\$36,000	TPX service
Total Expenditures		\$36,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Dispatch Avtec Radio Consol Software Maintenance	Priority: 8
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The budget for the Avtec Radio Consol software maintenance is \$30,000. The software maintenance cost is currently \$61,000 in FY25. The budget has not increased in the past four years despite increased vendor costs and the addition of technology within the primary and backup dispatch centers.

Why is this needed, and how does it align with Council and/or Department priorities? The budget has not increased in the past four years despite increased vendor costs and the addition of technology within the primary and backup dispatch centers

What are the consequences of not funding this request? Budget short fall in Dispatch Budget.

What alternatives were considered when creating this request? None

How will you measure success? No short fall in Dispatch Budget



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$35,000	Avtec Software Maintenance
Total Expenditures		\$35,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: GIS, Lucity, and Granicus OneView support	Priority: 12
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	
Description of Budget Request: IT support contract for 1800 hours to accomplish GIS Infrastructure Setup and GIS Map, App, and Data Development, citywide administrative support for the Lucity Enterprise Asset Management (EAM), and continued administration of Granicus OneView CRM.	
Why is this needed, and how does it align with Council and/or Department priorities? Since deployment, contract IT has supported Systems Administration for Lucity EAM, Granicus Oneview, and ESRI applications. With the addition of \$500,000 in ARPA funds over the past two years, the use and reach of these systems have expanded to serve more departments and functions.	
What are the consequences of not funding this request? Administration of Lucity EAM, Granicus Oneview, and ESRI applications would be the responsibility of existing IT staff, requiring a prioritization of IT staff duties that would negatively impact Technology support citywide.	
What alternatives were considered when creating this request? Administration of Lucity EAM, Granicus Oneview, and ESRI applications would be the responsibility of existing IT staff, requiring a prioritization of IT staff duties that would negatively impact Technology support citywide.	
How will you measure success? Continued system support.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53210	\$75,000	
Total Expenditures		\$75,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: EPL & Munis Contract Support	Priority: 13
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Five hundred hours of contract consultant support for EP&L Implementation and Post-Go-Live Support for Workflow development and Training. Additional Tyler EERP Support Analyst on Demand service for SSRS report development, Interface support, and Workflow configuration.	
Why is this needed, and how does it align with Council and/or Department priorities? Improve data retrieval user experience and efficiency of Tyler ERP and EPL systems.	
What are the consequences of not funding this request? Report and workflow improvements would be the responsibility of existing IT staff, requiring prioritization of IT staff duties that may negatively impact Technology support citywide.	
What alternatives were considered when creating this request? Report and workflow improvements would be the responsibility of existing IT staff, requiring prioritization of IT staff duties that may negatively impact Technology support citywide.	
How will you measure success? Continued improvement of user experience of Tyler ERP and EPL.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53210	\$60,000	
Total Expenditures		\$60,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: MANAGEMENT ANALYST II	Priority: 14
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Add one Management Analyst II position allocation to the City Manager IT Division.	
Why is this needed, and how does it align with Council and/or Department priorities? The IT Division has a complex budget, significant contract management responsibilities, a backlog of policy development, City Council exposure, and ongoing needs for experienced administrative support. Currently, the IT manager is responsible for this.	
What are the consequences of not funding this request? The IT manager will continue to be responsible for complex administrative support.	
What alternatives were considered when creating this request? None	
How will you measure success? Management Analyst Hired.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	51110	\$137,513	Regular Employees
10012200	51161	50	Specialty Pay
10012200	51152	1,420	Specialty Pay Non-PERS
10012200	52110	32,820	Health Insurance
10012200	52120	1,648	Dental
10012200	52140	46	Employee Asst Prog Exp
10012200	52150	1,995	Medicare
10012200	52210	9,588	Rtrmt-PERS Normal Cost
10012200	52430	2,063	Management Leave Payout
10012200	52510	853	Workers Compensation
10012200	52512	92	Unemployment Compensation
10012200	52520	2,262	Retiree Health (GASB 75)
10012200	56104	3,000	WFA Computer & Tablet
10012200	53630	3,000	Training
Total Expenditures		\$196,350	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Napa Central Dispatch Renovation	Priority: 1
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10112200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Replace the computer workstations, carpet, and paint in Napa Central Dispatch.
Why is this needed, and how does it align with Council and/or Department priorities? The dispatch workstations have been used 24 hours a day for 17 years, and replacement parts for the dispatch consoles are no longer available. The current carpet and paint are original to the center, and the furniture has become obsolete.
What are the consequences of not funding this request? Continued use of obsolescent furniture that is in various states of failure.
What alternatives were considered when creating this request? Continued use of obsolescent furniture that is in various states of failure.
How will you measure success? New carpet, paint, and furniture have been installed and are now operational, accommodating 9 dispatch consoles. Carpet and Paint in Napa Central Dispatch



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10112200	70160	\$310,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$310,000	

Please provide any additional financial information that will be useful in reviewing this Budget Package:
The cost of carpet, paint, and furniture will be included in the total cost of operation of Napa Central Dispatch and in the calculation of the cost per call charged to all Partner agencies.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: GIS Coordinator	Priority: 20
Department/Division: City Manager/Information Technology	Budget Year: FY 2025/26
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Relocate the GIS Coordinator position and the current staff member from Public Work Engineering to City Manager, Information Technology Administration.	
Why is this needed, and how does it align with Council and/or Department priorities? The GIS Coordinator serves all City Departments and is best positioned within the Information Technology Division to accomplish this internal service function.	
What are the consequences of not funding this request? The GIS coordinator will continue to be budgeted in Public Works.	
What alternatives were considered when creating this request? None	
How will you measure success? The current dedicated staff members continued outstanding support of Citywide GIS needs.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	Various	\$204,934	Salary & Benefits
10030400	Various	\$(204,934)	Salary & Benefits
Total Expenditures		\$0	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Traffic Safety Implementation & Community Traffic Requests	Priority: 1
Department/Division: Public Works/ Operations - Sign Shop	Budget Year: FY 2025/26
Department Contact: Heather Maloney/Dominic Digloria	GL Org: 10030803
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

<p>Description of Budget Request:</p> <p>This request seeks an additional \$100,000 in funding for the Sign Shop's Construction Services budget to support Traffic Safety Implementation through Traffic Change Orders (TCOs). TCO's are modifications to the City's street network to improve traffic safety and/or operations. These are often initiated by requests from community members, analyzed by Traffic Engineering, and approved by the City Engineer. This include minor projects such as installation of new stop signs, traffic delineators, red curbs, and waring signs. This funding will provide flexibility in addressing evolving roadway striping and signage needs, allowing work to be completed by contractor based on workforce capacity and project urgency. Given the rising volume of TCOs and the increased availability of contractor support through recently awarded striping contracts, this funding will help ensure timely implementation of roadway safety improvements.</p> <p>As with many of the operating costs carried by the city, the Signs and Markings program budget has suffered from the increasing cost of materials and supplies due to inflation. With the exception of an increase in 2023, funding for this team has not seen increase in last six years.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Traffic Safety has been a designated Council priority for the past two years. Additionally, streets and traffic safety were recurring themes supported in the Measure G related community engagement. Additional funding for TCOs directly supports this initiative by ensuring roadway markings and signage are updated to enhance visibility, improve traffic flow, increase safety for all road users and be responsive to community concerns for improvements that are found warranted through the traffic engineering analysis.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>Multiple community groups have been vocal about the need for enhanced roadway markings, particularly for bicycle lanes and crossings. Expanding our capacity to complete these projects demonstrates responsiveness to community concerns and fosters greater public trust in city infrastructure investments.</p>
<p>What are the consequences of not funding this request?</p> <p>If this request is not funded, the City will face several operational and safety-related challenges, including:</p> <p>Delayed Traffic Safety Improvements – Without additional funding, the backlog of 15 Traffic Change Orders (TCOs) will continue to grow, delaying critical roadway safety enhancements such as updated signage, lane markings, and pedestrian crossings. These delays could increase the risk of traffic incidents in high-need areas.</p> <p>Reduced Flexibility in Addressing TCOs – With limited resources, staff will be forced to prioritize only the most urgent TCOs, leaving lower-priority but still necessary improvements unaddressed. This reactive approach may result in longer wait times for requested traffic control measures.</p> <p>Missed Opportunities to Utilize Contractors – The City's newly established striping contracts provide an efficient way to complete projects beyond in-house capabilities. Without funding, the ability to use contractors for larger-scale projects—such as long-line striping on arterials and collectors—will be severely limited, placing a greater burden on in-house crews who may not have the capacity or equipment to complete the work efficiently.</p> <p>Impact on Council Priorities and Community Expectations – Traffic safety has been a Council priority for the past two years, and the community has expressed strong support for improved roadway visibility that this funding will help provide.</p> <p>Higher Long-Term Costs – Delaying maintenance and roadway striping projects often leads to more costly repairs in the future. Faded or missing markings can contribute to increased wear on roadways and higher accident rates, which may result in additional claims.</p> <p>By approving this request, the City will be able to more proactively address traffic safety needs, improve roadway visibility, and efficiently allocate resources between in-house staff and contractors.</p>
<p>What alternatives were considered when creating this request?</p> <p>Status Quo (No Additional Funding): Without additional funding, TCOs will continue to be completed on a case-by-case basis, limited by existing resources. This would result in delays and potentially reduce our ability to address critical safety concerns. Beyond the need to enhance safety, many traffic change order requests also have a timeline for enforcement that can or may be delayed given our limited capital outlay. Due to increasing costs of materials and increased need for other Sign Shop work such as striping maintenance, school zone crosswalk maintenance and street/regulatory sign maintenance, these existing activities are estimated to fully utilize the program's existing budget, leaving no remaining funding to address traffic safety change orders. Funding traffic safety change orders with existing budget would result in a significant reduction in service to existing programmed work,</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Shifting Funds from Existing Budgets: The Sign Shop's current \$155,500 budget covers essential materials for daily operations. Redirecting funds from this allocation would impact routine maintenance and reduce the City's ability to meet ongoing traffic safety needs such as striping maintenance, school zone crosswalk maintenance, and street/regulatory sign maintenance.

The funding request of \$100,000 is based on recent cost data from completed Traffic Change Orders (TCOs) and the increasing volume of requests received by the City. Since 2014, the annual number of TCO requests has fluctuated, but 2024 saw a significant increase to 46 requests—more than double the average of the previous five years. This upward trend indicates a growing need for resources to address traffic safety and roadway visibility concerns. The department expects this trend to continue due to the addition of the new Senior Traffic Engineer position and community demand for traffic safety improvements.

By increasing the Sign Shop's Construction Services budget from \$0 to \$100,000, this request ensures that TCOs can be implemented in a timely and efficient manner. It also allows for a more strategic approach to resource allocation, balancing in-house labor with contracted services based on workforce availability and project complexity.

Completing All Work In-House: While in-house crews can perform some striping and signage updates, workforce availability and equipment constraints limit their ability to take on larger or time-sensitive projects. The proposed funding will allow for a balanced approach, utilizing both in-house resources and contracted services as needed.

How will you measure success?

Completion Rate of TCOs: Increased funding should result in a higher percentage of requested TCOs being completed within the fiscal year.

Reduction in Backlogged Traffic Safety Requests: A decrease in outstanding TCOs will indicate improved responsiveness to community needs.

Enhanced Roadway Visibility and Safety Metrics: Measurable improvements in roadway visibility, including school zones, bike lanes, and high-traffic areas, will contribute to safer road conditions.

Public and Stakeholder Feedback: Positive feedback from residents and local advocacy groups will help demonstrate the program's effectiveness.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Stormdrain Management/ Cleaning and Assessments	Priority: 2
Department/Division: Public Works/Development Engineering	Budget Year: FY 2025/26
Department Contact: Heather Maloney/Tim Wood	GL Org: 10030403
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input checked="" type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request:

Requesting funding to continue storm drain cleaning and inspection. This request would make this an annually funded program so we can (eventually) get 100% of the system cleaned and inspected. Once 100% of the system is completed, the program would reinspect pipes on a 10 year basis starting with the pipes that had high debris and roots.

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

The City's aging storm drain system needs to be cleaned and inspected. Since 2020, the City has been conducting video inspections, with approximately 40% of the system completed to date. Completion of the system is needed to prevent the risk of storm pipes and structures failures. Additionally, the City's new Water Quality permit (NPDES Phase II) will require a more robust asset management program, including a structured repair and replacement program. Cleaning and inspecting the system will enable the City to prioritize pipe repairs and replacements based on condition – something that cannot be effectively done without a comprehensive assessment.

Cleaning, inspecting and maintaining the City's storm drain system aligns with the Roads and Safety Council and Climate Action Focus Areas. Additionally, this work aligns with the Measure G focus areas of "Streets and Sidewalks" and "Water Quality." Storm drains are essential to road infrastructure, capturing and diverting water away from streets. If water remains on the pavement for extended periods, it can penetrate the asphalt and base layers, causing significant damage. A well-maintained drainage system prevents such deterioration by effectively conveying water away from the road. Storm



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>drain cleaning prevents materials in the pipes from entering local waterways and helps storm flows to flow through the pipes by removing obstacles.</p> <p>Additionally, a couple of years ago, the failure of a storm drain failure on Oak Street caused a sink hole, leading to road closures and emergency repairs exceeding \$1 million for a three-block section. Investing in cleaning and inspections will allow the City to plan maintenance and repairs in a timely manner – reducing the likelihood of costly emergency interventions.</p>
<p>What are the consequences of not funding this request?</p> <p>The City will not be in compliance with the upcoming Phase II NPDES permit requirements for asset management, system assessment, and development of a maintenance, repair, and replacement program.</p> <p>Unknown conditions of the storm drain system and insufficient maintenance increase the risk of pipe failures and road sinkholes.</p>
<p>What alternatives were considered when creating this request?</p> <p>Staff evaluated the feasibility of Public Works Operations performing these tasks. This would require purchasing new equipment (video equipment truck, a larger vacuum truck, and a pipe flusher), hiring additional staff, and providing specialized training. The operations crews routinely work to clear storm drains and address drainage concerns but do not have the capacity nor the large-scale equipment required to complete inspections citywide.</p> <p>To avoid these added costs and ensure efficiency, contracting this service is recommended. This approach allows the work to be completed without diverting Public Works Operations crews from other priority work, such as paving.</p>
<p>How will you measure success?</p> <p>Completing the cleaning and assessment of approximately 10% of the pipe and structure network annually. This will allow the City to complete inspections of the remaining storm system within approximately 5-6 years while ensuring compliance with the City's Water Quality permit. After the network is fully inspected, staff will reevaluate program costs.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030403	53210	\$250,000	ongoing funding
		\$0	*Create new PL 30SDCLEANING



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Total Expenditures	\$250,000	
Please provide any additional financial information that will be useful in reviewing this Budget Package: This request would provide \$250,000 if recurring Measure G and establish a new PL Create new PL 30SDCLEANING coded to 10030403-53210		



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Public Works Communications & Community Engagement	Priority: 1
Department/Division: Public Works/Administration	Budget Year: FY 2025/26
Department Contact: Heather Maloney	GL Org: 10030100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>An annual allocation of \$35,000 is being requested to fund Public Works department-related community engagement and internal and external communications. This work will align with Citywide communications strategies, strengthening the Department's outreach efforts while ensuring consistency in messaging and branding. The Department is planning to utilize the same communications firm as the City-wide communications team.</p> <p>For internal communications, consulting services will support employee engagement and departmental messaging in alignment with City Council Focus Areas and the Department's 2025 Strategic Plan priorities. Key activities will include developing and implementing an internal communication plan, updating ICON, and standardizing messaging across the department.</p> <p>External communication and engagement efforts will include the development of a communications plan, web site review and updates, increased social media presence, and more frequent project updates. Additionally, funds will support branding, graphic design for programs and projects, and expanded outreach for community updates and engagement related to upcoming projects and services.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Community Engagement was identified as a Council Focus Area. In addition, the Department's 2025 Strategic Plan identified communications as a key priority with specific action items focused on improving employee engagement, community outreach, and overall department-wide communication enhancements.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not finding this request?

It is challenging to increase the messaging and reach of department work without additional focused resources. Without this funding, both employees and the public will have more limited awareness of the Department's key projects and priorities, leading to missed opportunities for meaningful public engagement and highlighting department accomplishments.

What alternatives were considered when creating this request?

Re-prioritizing existing department's staff was considered, however, there is no recommended option to backfill their existing responsibilities. While City staff will continue to support communication efforts, additional assistance from the City's contracted communications consultants has been identified as the most efficient and effective approach to achieving the desired level of enhanced communication and community engagement.

How will you measure success?

Success will be measured through increased employee engagement, improved internal communication, increased community awareness of the Department's work, and improved community sentiment regarding the Public Works Department's work in the climate surveys.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030100	53210	\$35,000	Professional Services – Communications Consultant
		\$0	*Create new PL 30PWCOMMS
Total Expenditures		\$35,000	

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

This request would provide \$35,000 recurring Measure G funding and create a new PL 30PWCOMMS coded to 10030100.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Facility Program Additional Part-time Funding	Priority: Medium
Department/Division: Public Works - General Services: Facilities	Budget Year: FY2025/26
Department Contact: Heather Maloney / Matthew Price	GL Org: 10030704 PW Building & Facilities Maintenance
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: This budget request is to secure an additional \$30,000 in funding for part-time help within the Facilities Program. This increase is essential to maintain operational efficiency, address increased workload demands, and ensure the continued upkeep of our aging City facilities. This additional funding will add approximately 1000 hours of custodial help.
Why is this needed, and how does it align with Council and/or Department priorities? Keeping the appropriate amount of part-time help ensures that restrooms, common areas, and high-traffic zones receive the attention they require to provide safe, clean facilities for our staff and community members. The part-time help also allows for more thorough deep-cleaning efforts, which are essential for prolonging the lifespan of our facilities and preventing minor maintenance issues from escalating into costly repairs. Given the high level of wear and tear on our buildings, it is imperative that we invest in the necessary custodial support to maintain a clean and functional environment for employees and visitors alike. Furthermore, this request presents a cost-effective solution compared to hiring additional full-time employees. Part-time staffing provides the flexibility needed to address peak usage periods and high-demand areas while minimizing long-term financial commitments. By investing in this additional support, we can uphold cleanliness and safety standards, ensuring that our facilities remain in the best possible condition.



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What are the consequences of not funding this request?

Failing to provide the appropriate level of custodial services can have far-reaching consequences. Without sufficient staffing, restrooms and shared spaces will not receive the necessary attention, leading to unsanitary conditions that can contribute to the spread of illness and lower overall employee morale. Accumulated dust, debris, and neglected maintenance will accelerate the deterioration of our aging facilities, ultimately leading to higher long-term repair costs.

Moreover, a lack of custodial coverage means that spills, leaks, and other hazards may not be addressed promptly, increasing the risk of workplace accidents. A visibly unkempt environment can also impact the public's perception of our facilities, reducing confidence in our ability to maintain a safe and welcoming space. Ensuring the proper level of custodial staffing is not just a matter of cleanliness, it is essential for health, safety, and the long-term sustainability of our buildings.

At times when we have had custodial staff out on unplanned leave, the facilities supervisor and building facility crafts workers have had to fill in for custodial duties, taking them away from their workload to repair and maintain facility systems.

What alternatives were considered when creating this request?

A reduction in the level of service was considered, however, this is not recommended due to the essential nature of the buildings' operations which include maintaining a safe and sanitary work environment for City employees and community members. Over the next budget cycle staff will evaluate the option of contracting for additional part-time service needs compared to city-staff.

How will you measure success?

Funding to match projected increasing costs and ability to maintain existing level of service.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030704	51210	\$30,000	Part-Time Employees
Total Expenditures		\$30,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Fleet Maintenance Mechanic	Priority: 1
Department/Division: Public Works / Fleet	Budget Year: FY 2025/26
Department Contact: Heather Maloney/Matthew Price	GL Org: 61030900
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Addition of one FTE Equipment Mechanic Flex
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The City's fleet shop plays a critical role in maintaining the reliability, safety, and efficiency of the municipal vehicle and equipment fleet. Currently, the shop is operating at maximum capacity with existing staff, making it increasingly difficult to meet the demands of a growing fleet and ensure timely repairs and preventive maintenance. As the City continues to expand services and add vehicles to its inventory, the workload for fleet mechanics has significantly increased, resulting in longer turnaround times, deferred maintenance, and increased risk of unexpected equipment failures.</p> <p>To address these challenges and maintain service levels, the addition of one full-time mechanic is necessary. The extra personnel will improve response times for repairs, reduce vehicle downtime, and enhance preventive maintenance efforts, ultimately prolonging the lifespan of the City's assets. This position will also help alleviate the strain on current staff, reducing the risk of burnout and ensuring that the fleet shop can continue to operate efficiently without compromising safety or performance standards.</p> <p>In 2019, a comprehensive study of fleet operations recommended adding an additional fleet mechanic, increasing the City's number of equipment mechanics from four to five full-time equivalents (FTEs). This recommendation was based on a total fleet size of 324 units, which included sedans, pickups, vans, SUVs, medium- and heavy-duty trucks, construction equipment, law enforcement vehicles, fire apparatus, and non-self-propelled small equipment.</p> <p>As of 2025, the number of FTEs assigned to the equipment mechanic classification remains at four, despite an increase in the City's fleet to 344 units. Additionally, fleet management is aware of 11 new</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>vehicle requests for the upcoming budget cycle. Given the current staffing levels, the department is unable to effectively meet the maintenance, and repair demands of the growing fleet.</p>
<p>What are the consequences of not funding this request?</p> <p>Failure to fund this additional full-time mechanic position could result in increased vehicle downtime, delayed repairs, and higher long-term maintenance costs due to deferred service. As the fleet continues to grow, the current staff will struggle to keep up with demand, leading to inefficiencies, overworked employees, and potential safety risks from inadequate maintenance.</p> <p>Without adequate staffing, the City will be forced to rely more heavily on outsourcing repairs, which is often more expensive and less efficient than in-house service. Additionally, departments that depend on fleet vehicles—such as public safety, public works, and parks and recreation—may experience operational disruptions, negatively impacting emergency response times and essential services provided to the community.</p> <p>Investing in this position now is crucial to maintaining a reliable, cost-effective fleet and ensuring the City's ability to meet its service commitments.</p>
<p>What alternatives were considered when creating this request?</p> <p>Additional Part-time staff, contracting some of the services currently performed by fleet staff. These alternatives are not preferred as part time staff does not have the requisite experience to perform the full range of mechanical duties. Part time staff have been utilized for less complex tasks and do provide important support to operations; however, this does not address the need for an additional experienced full-time mechanic. Additionally, when using vendors to perform maintenance we have no control over timelines and space is generally limited. Our experience is that vendors also have a high workload and the schedule for our repairs is unsatisfactory for our needs.</p>
<p>How will you measure success?</p> <p>If the additional equipment mechanic position is authorized, fleet success will be measured by improved vehicle and equipment availability, ensuring a higher percentage of operational readiness across all departments. Additionally, key performance indicators such as reduced turnaround time for repairs and preventive maintenance compliance rates will be tracked to assess efficiency and service reliability.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
61030900	51110	111,258.05	Regular Employees
61030900	51150	-	Specialty Pay
61030900	51152	1,950.00	Specialty Pay Non-PERS
61030900	51160	600.00	Tool/Pant Allowance
61030900	52110	32,819.52	Health Insurance
61030900	52120	1,648.44	Dental
61030900	52130	76.20	Life Insurance
61030900	52140	46.28	Employee Asst Prog Exp
61030900	52150	1,678.41	Medicare
61030900	52210	8,026.10	Rtrmt-PERS Normal Cost
61030900	52410	999.96	Deferred Compensation
61030900	52510	14,476.53	Workers Compensation
61030900	52512	77.32	Unemployment Compensation
61030900	52520	1,844.97	Retiree Health (GASB 75)
61030900	56140	4,000.00	IPAD/Computer
61030900	56150	2,000.00	Desk / Chair
61030900	53520	500.00	Ipad Air Card
61030900	53630	4,000.00	Training / Travel
61030900	53620	500.00	Dues
Total Expenditures		\$186,501.78	

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

Fleet I/S rates will be revised to reflect the additional mechanic needs.

- A. One-time costs = \$6,000 – New desk, chair and IPAD/computer
- B. Ongoing costs = Training/Travel = \$4,000; Licenses = \$1,000; Dues = \$500; Communication card = \$500 (Ipad air card); uniform; \$150 safety gear, cell phone allowance



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Public Works Staffing Plan Update	Priority: 1
Department/Division: Public Works/Engineering, Development Engineering, Admin, Operations	Budget Year: FY 2025/26
Department Contact: Heather Maloney	GL Org: various 10030xxx
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Public Works department is requesting the following Staffing Plan changes to reflect operating needs and reporting structure. There is no general fund impact for these requests; all positions listed below are fully funded. The below listed changes will not change any of the positions' duties or assignments. The changes simply update the supervisor and the specific division the position is assigned to.

100000600	MANAGEMENT ANALYST I/II (Real Property)	Division is PW10 Admin in Munis (Staffing Plan shows this FTE in Development Engineering). Allocation & home Org needs to change to new Real Property Org
100000385	SENIOR ENGINEERING AIDE FLEX	Move to PW80 and update supervisor to Ops Manager. Keep current salary allocation of 100136
100000336	ASSOCIATE CIVIL ENGINEER	Move to PW35 and update supervisor to Sr. Civil Engineer. Keep current salary allocation of (100% 10030200)

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

Each position directly supports the department's work related to Roads and Traffic Safety, supporting both capital projects and operations crews' work.

The MA coordinates ROW agreements, property transactions such as sales, easements and leases, and rights of entry agreements necessary to deliver projects. This position is listed in the Staffing Plan under the Development Engineering Division; however due to the position's assistance to various divisions within the department and several other departments, it is beneficial for this position to be relocated to a



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>new Real Property Org and report directly to the Deputy Director of Public Works.</p> <p>The Associate Engineer, is tasked primarily with project scoping and bid preparations related to paving and road maintenance projects. This position was previously working from the Operations Division. However, the position is currently underfilled as an Assistant Engineer (a classification that is not licensed) and determined beneficial for this position to work from the Engineering Division where they can receive direct supervision from a licensed Senior Civil engineer.</p> <p>To provide direct operational support, relocating a Senior Engineering Aide from Engineering to Operations is recommended. This position will continue to support the Sidewalk Cost-share program, paving and maintenance engineering support needs. Working from the Operations division is beneficial as it directly connects this position with the work groups delivering the programs their work supports. This position is recommended to report to the Operations Manager.</p>
<p>What are the consequences of not funding this request?</p> <p>There is no fiscal impact to the general fund for this decision. The requested action moves existing budget within the department to optimize existing staffing resources.</p>
<p>What alternatives were considered when creating this request?</p> <p>The department has piloted these changes over the past several months and experienced enhanced operational efficiencies and increased mentorship opportunities. Not approving this request would result in the pilot being canceled and positions returning to their original locations and supervision.</p>
<p>How will you measure success?</p> <p>Revision of the Staffing Plan to reflect the department's operational needs.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030400	53210	(5,000)	Real Property - professional services
10030400	53630	(2,000)	Real Property - training
10030101	53210	5,000	Real Property - professional services
10030101	53630	2,000	Real Property - training



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10030400	51110	(125,013.57)	Regular Employees
10030400	51152	(1,420.00)	Specialty Pay Non-PERS
10030400	51161	(50.00)	Peer Support Program
10030400	52112	(6,000.00)	Health In Lieu
10030400	52120	(1,648.44)	Dental
10030400	52140	(46.28)	Employee Asst Prog Exp
10030400	52150	(1,813.42)	Medicare
10030400	52210	(8,716.93)	Rtrmt-PERS Normal Cost
10030400	52430	(1,875.20)	Management Leave Payout
10030400	52510	(413.46)	Workers Compensation
10030400	52512	(83.54)	Unemployment Compensation
10030400	52520	(2,003.77)	Retiree Health (GASB 75)
10030101	51110	125,013.57	Regular Employees
10030101	51152	1,420.00	Specialty Pay Non-PERS
10030101	51161	50.00	Peer Support Program
10030101	52112	6,000.00	Health In Lieu
10030101	52120	1,648.44	Dental
10030101	52140	46.28	Employee Asst Prog Exp
10030101	52150	1,813.42	Medicare
10030101	52210	8,716.93	Rtrmt-PERS Normal Cost
10030101	52430	1,875.20	Management Leave Payout
10030101	52510	413.46	Workers Compensation
10030101	52512	83.54	Unemployment Compensation
10030101	52520	2,003.77	Retiree Health (GASB 75)
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$0	

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

No new funding is being requested as part of this package.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Traffic Calming Program Budget	Priority: 1
Department/Division: Public Works/Transportation Engineering	Budget Year: FY 2025/26
Department Contact: Heather Maloney	GL Org: Move funds to 10130452
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>Beginning in FY24, \$100,000 ongoing annual funding was approved for traffic calming. This annual funding supports Neighborhood Traffic Calming Program (NTCP) applications' evaluation, data collection, and traffic studies. Additionally, funds can be used to implement measures validated through the NTCP process. Implementation measures include a combination of services, public engagement, and capital costs.</p> <p>Moving forward, since implementation will include a mix of services and capital costs, and may overlap fiscal years, the department is requesting this existing recurring funding allocation be allocated to 10130452 instead of 10030452 and set up a new PL 30TRFCCALM coded to 10130452. Moving the funding to the non-recurring fund will improve financial tracking and ensure both studies and implementation projects are effectively managed and easily reported on.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>In May 2024, City Council approved the implementation of the City's updated Neighborhood Traffic Calming Program (NTCP). The overarching goals of the NTCP are in alignment with the City Council Focus Area of "Roads & Traffic Safety" and will serve to lower traffic volumes, reduce vehicular speeding on neighborhood streets, and enhance safety for all roadway users.</p> <p>What are the consequences of not funding this request?</p> <p>Existing funding and related capital expenditures will be implemented through operating budgets which creates challenges when a project crosses over the start of the fiscal year. Projects can take months to complete from application review through construction.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What alternatives were considered when creating this request? The department considered the status quo, however this is not recommended since expenditures will include some capital-related costs.

How will you measure success? Creation of a separate fund for the Traffic Calming program.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030452	53210	(\$100,000)	Moving existing funds from Operating Org
10130452	53210	\$50,000	Professional Services – Traffic Calming Studies
10130452	53270	\$50,000	Construction Services – Traffic Calming Implementation
		\$0	*Create new PL 30TRFCCALM coded to 10130452
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$0	

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

No net funding request. Moving \$100,000 of existing recurring GF Operating funds from 10030452 to 10130452 and create a new PL 30TRFCCALM coded to 10030452. The intended use of these funds will remain the same.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Increased Paving Operations/Paving Program	Priority: 1
Department/Division: Public Works/Operations	Budget Year: FY 2025/26
Department Contact: Heather Maloney	GL Org: 30230810
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>\$1.5M of ongoing Measure G funds are requested to increase the City Paving Program budget. This additional funding will directly result in an increased number of streets that can be paved by City paving crew. The requested funding will be used for construction materials (ex. asphalt and tack oil) and services (ex. trucking) to fully program out projects to utilize our City paving crew for the entire paving season.</p> <p>For years, the need for street repair and maintenance has exceeded available resources, creating a backlog of construction and maintenance projects. In addition to continued demand for additional paving repair and maintenance, costs to maintain the existing level of paving continue to increase due to construction cost escalation. Construction costs have risen by about 30% over the past two years, significantly affecting project budgets. For example, FY24 trucking and asphalt unit prices are 30.3% and 27.40% higher compared to just two years prior.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The City Council identified Roads & Traffic Safety as a Council Focus Area. Additionally, Streets and Sidewalks was identified as a Measure G focus area in response to the Measure's public engagement feedback. Streets are critical components of the City's infrastructure, essential for travel, safety, emergency services, economic development, and overall quality of life. Community surveys consistently rank street condition as a major concern.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not funding this request?

Our City paving crew will only have sufficient funding to purchase construction materials and services to perform paving for a portion of the paving season. Over the last two years, the paving crew has increased paving operations and has now depleted the reserve fund balance for the paving program. Our paving crew will need to be assigned to other duties without the additional funds for materials and services. Pavement conditions will become increasingly harder to maintain with existing funding levels, resulting in reduced pavement conditions. Lower pavement conditions lead to higher long-term maintenance and repair costs and more claims from community members related to vehicle damage.

What alternatives were considered when creating this request?

Status quo funding was considered, however, due to the significant cost increases, the amount of paving completed would continue to decrease without offsetting current market increases. The paving program funding reserve has been depleted. Additionally, community demand for increased paving and repairs would not be addressed.

Funding is recommended for the Paving Program. This work is traditionally completed by City paving crews because the in-house paving operations are very cost effective as compared to being completed by outside contractors. While each project will continue to be offered for competitive bidding, City crews have a proven track record of delivering high-value, cost effective prices for the work. The Capital Improvement Program projects will continue to be completed by contractors that can provide larger crews and more equipment for greater efficiency on the more complex and larger projects.

How will you measure success?

Increasing investment in the street and sidewalk networks will directly lead to improved pavement conditions for the community.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
30230810	81102	\$1,500,000	Transfer in from Measure G to Paving Program
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10219100	82302	\$1,500,000	Transfer out from Measure G to Paving Program
30230810	53270	\$250,000	Paving Program Construction Services
30230810	56120	\$1,250,000	Paving Program Street Materials
Total Expenditures		\$1,500,000	
Please provide any additional financial information that will be useful in reviewing this Budget Package: Example Construction Services: trucking services, traffic control, and equipment rental/operation.			



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FY26 Code Discretionary	Priority: 1
Department/Division: CDD/Code Enforcement	Budget Year: FY 2025/26
Department Contact: Tony Valadez	GL Org:
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Code is seeking an additional \$25,000 to cover the cost of CLEAR services to efficiently manage and analyze cases. In addition, Communications, Dues, and Office Supplies are under-funded.

Why is this needed, and how does it align with Council and/or Department priorities? This aligns with Council priorities by enhancing Code Enforcement's efficiency, ensuring compliance, improving safety, and supporting neighborhood quality through better investigations, communication, professional development, and operational resources.

What are the consequences of not funding this request? Without additional funding, Code Enforcement efficiency declines, delaying investigations, reducing compliance, hindering communication, and weakening neighborhood safety, impacting the City's ability to uphold community standards and Council priorities.

What alternatives were considered when creating this request? We explored reducing services, reallocating funds, and limiting resources, but these options would hinder efficiency, delay enforcement, and compromise compliance, safety, and neighborhood quality.

How will you measure success? Success is measured by faster response times, higher compliance rates, improved communication, timely case resolutions, and maintaining professional standards, ensuring alignment with Council priorities for safety, enforcement, and neighborhood quality.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10040403	53210	\$21,000	Professional Services-Advanced Clear Services
10040403	53520	\$1,000	Communications is under funded
10040403	53620	\$500	Dues are required for Code certification
10040403	56110	\$2,500	Office Supplies is underfunded
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$25,000	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: FY26 Parking Enforcement Vehicle & LPR	Priority: 1
Department/Division: CDD Parking Security	Budget Year: FY 2025/26
Department Contact: Tony Valadez	GL Org: 23640750
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input checked="" type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: This request is for a new Parking Enforcement vehicle to support a new Measure G-funded Parking Enforcement Officer position. We anticipate using MTC Grant funds for half of the vehicle purchase. The vehicle will require License Plate Reading technology equipment installed similar to current vehicles.

Why is this needed, and how does it align with Council and/or Department priorities? At one point, the Parking Enforcement team comprised 2 FTEs and 1 Limited-Term Employee (LTE) with only 2 vehicles. This necessitated frequent borrowing of a vehicle from Code Enforcement, which proved insufficient for 3 officers. Parking Enforcement directly addresses road and traffic safety issues.

What are the consequences of not funding this request? The Parking Enforcement team relies heavily on vehicles to efficiently cover a wide area in a short amount of time. If the city does not provide the team with an enforcement vehicle equipped with a LPR system, they will be forced to share 2 vehicles among 3 employees who require mobility throughout the city.

What alternatives were considered when creating this request? Parking Enforcement has previously attempted to operate with 3 officers and only 2 vehicles. This arrangement frequently required borrowing vehicles from other divisions. Additionally, Parking Enforcement has explored the option of smaller 3-wheel vehicles equipped with LPR systems. While this may be a viable alternative, it could prove to be just as expensive as the safer and more reliable Rav4 SUVs currently in use by the team.

How will you measure success? The volume of vehicle scans conducted with the LPR system serves as the most effective measure of success. A high number of scans indicates that a significant area has been covered by the parking enforcement officer.

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
61030940	81236	\$85,000	Transfer from 236 to 610
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
61030940	70190	\$85,000	New Vehicle Purchase
23640750	55110	\$2,340	O&M- recurring
23640750	55112	\$11,400	Replacement-recurring
23640750	82610	\$85,000	Transfer from 236 to 610
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$98,740	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: FY26 Limited Term Parking Enforcement Officer	Priority: 1
Department/Division: CDD Parking Securities	Budget Year: FY 2025/26
Department Contact: Tony Valadez	GL Org: 23640750
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing </div>	

Description of Budget Request: The request is to add one limited-term Parking Enforcement Officer to the Compliance Programs team. This position would enable the addition of a weekend shift, allowing dedicated enforcement of abandoned and oversized vehicles citywide.

Why is this needed, and how does it align with Council and/or Department priorities? The need for this position is driven by ongoing community concerns about abandoned and oversized vehicles that are negatively impacting neighborhoods across Napa. These issues directly align with the public safety and quality-of-life priorities outlined in Measure G. In response to resident input and Council direction, the City has recently adopted three new parking regulations:

1. A revised 72-hour parking ordinance.
2. Restrictions on oversized vehicle parking in residential areas.
3. Implementation of the daylighting traffic law from the California Vehicle Code to improve visibility and pedestrian safety.

To effectively enforce these new rules and existing parking codes, Limited Term position is proposed. This role will help ensure consistent enforcement, improve neighborhood livability, and support the City's commitment to cleaner, safer streets—core goals reflected in Measure G.

What are the consequences of not funding this request? Prior to the adoption of the new parking codes, the number of open cases for abandoned vehicle and oversized vehicle complaints hovered around 150. With the implementation of the new parking codes, these complaints have increased to approximately 230 open cases. This number is expected to continue rising, resulting in longer response times and increased frustration among citizens.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What alternatives were considered when creating this request? We hired a limited-term Parking Enforcement Officer for a three-year period. At the end of the second year, one FTE Parking Enforcement Officer retired, and the limited-term employee was subsequently promoted to full-time. During the two years when we had three officers, there was a significant increase in the number of citations issued, which had a positive impact on the City's budget when all vehicles were in operation. Additionally, we explored improved efficiencies through technology. However, the Parking Enforcement team is already equipped with License Plate Recognition (LPR) systems, citation handhelds, on-board vehicle computers, body-worn cameras, and other tools to enhance their efficiency. To effectively address the community's parking concerns, adding a the Limited Term position is necessary.

How will you measure success? Success will be measured by an increase in the number of citations issued, an improved balance in the parking enforcement budget, and a reduction in the number of open parking enforcement complaints.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
23640750	43712	\$86,000	Fines
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
23640750	51110	\$81,478	Regular Employees
23640750	51140	\$475	Uniform Pay
23640750	52110	\$32,820	Health Insurance
23640750	52120	\$1,648	Dental
23640750	52130	\$76	Life Insurance
23640750	52140	\$46	Employee Asst Prog Exp
23640750	52150	\$1,188	Medicare
23640750	52210	\$5,712	Rtrmt-PERS Normal Cost
23640750	52410	\$1,000	Deferred Compensation
23640750	52510	\$3,590	Workers Compensation
23640750	52512	\$54	Unemployment Compensation
23640750	52520	\$1,348	Retiree Health (GASB 75)
		\$0	
		\$0	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

Total Expenditures	\$129,435	
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Please provide any additional financial information that will be useful in reviewing this Budget Package:



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FY26 Parking Assessment-5th Street Garage	Priority: 1
Department/Division: SB PBIA-Parking Assessment	Budget Year: FY 2025/26
Department Contact: Tony Valadez	GL Org: 23640870
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: General fund support of \$130,700 is needed for the City's 37.28% operating obligation of the 5th Street garage, increasing by approximately \$20K annually. The City agreed to participate in the construction and the maintenance of the 5th Street Garage which is managed by the County. The garage offers free limited and all-day parking. The Parking Fund has historically paid this cost, but the fund is running at an annual deficit of \$50,000-\$70,000 annually.

Why is this needed, and how does it align with Council and/or Department priorities? Funding supports the 5th Street garage's operation, ensuring accessibility and infrastructure maintenance, aligning with Council priorities for economic development, transportation, and public facility sustainability. The City committed to be part of this venture but is very rapidly decreasing the available fund balance in the Parking Assessment fund.

What are the consequences of not funding this request? Without funding, the 5th Street garage may face maintenance issues, reduced accessibility, and financial strain, impacting transportation, economic development, and public infrastructure sustainability. In addition to breaching our County agreement. The City will likely need to contribute more to parking in future years if we don't attempt to stabilize our expenditures.

What alternatives were considered when creating this request? Alternatives included reducing maintenance, increasing parking fees, or reallocating funds, but these options risk service quality, financial strain, or public impact, making general fund support the most viable solution. The City has not control over these items, as the parking garage is managed by the County of Napa.

How will you measure success? Success will be measured by sustained garage operations, financial stability, maintenance quality, user accessibility, and alignment with Council priorities for transportation and economic development.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
23640870	53210	\$130,700	Professional Services- 5th Street parking +\$20K added each FY.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$130,700	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FY26 Parking MTC Grant	Priority: 1
Department/Division: CDD/Parking Programs	Budget Year: FY 2025/26
Department Contact: Tony Valadez	GL Org: 10140100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The parking program is looking to secure a \$500,000 implementation grant from the MTC with a one time City match of \$65,000.

Why is this needed, and how does it align with Council and/or Department priorities? This grant supports Council priorities by reducing GHG emissions, enhancing equitable access through a more diverse permit structure, and optimizing parking by discouraging excessive on-street parking while encouraging off-street alternatives and multimodal transportation options. Additionally, the grant will cover half the cost of a new parking enforcement vehicle, which is necessary to support the new Limited Term Parking Enforcement Officer position requested to be funded by Measure G. This investment strengthens the City's ability to enforce parking regulations effectively, further aligning with sustainability and equity goals.

What are the consequences of not funding this request? Without funding, excessive on-street parking will persist, GHG emissions will remain high, equitable access will be limited, alternative transportation and off-street parking solutions will be underutilized, worsening congestion & enforcement challenges.

What alternatives were considered when creating this request? Alternatives included maintaining current parking policies, relying on limited enforcement, and expanding off-street facilities without incentives. These lacked effectiveness in reducing GHG emissions, promoting equity, and optimizing parking demand.

How will you measure success? Success will be measured by reduced on-street parking congestion, lower GHG emissions, increased permit participation across diverse tiers, improved enforcement efficiency, and greater use of off-street parking and alternative transportation options.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10140100	53210	\$65,000	Professional Services City Grant Match
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$65,000	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: NFECT Detective Position	Priority: 1
Department/Division: Police Department	Budget Year: FY 2025/26
Department Contact: Captain Christopher Pacheco	GL Org: 10021201-51110
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement	
<input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Police Department is requesting to add one new detective position specifically dedicated to the Napa Forensic Electronic Crime Team (NFECT). As technological advances continue to evolve, so do the methods used by criminals. A dedicated NFECT detective is vital to keep up with these changes to ensure timely processing of digital evidence to assist in criminal and traffic collision investigations.

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

The Napa Forensic Electronic Crime Team (NFECT) Detective will be focused and dedicated to forensic analysis and investigative support for a wide range of cases including but not limited to homicide, assaults, attempted homicides, major injury and fatal traffic collisions, domestic violence, arson, gang crimes, human trafficking, drug sales, and possession of images depicting the sexual exploitation of children.

This specialty position will carry a dedicated case load related to NFECT investigations and analysis of digital evidence, as well as the lead for Internet Crimes Against Children cases. Currently, NPD's NFECT is comprised of four NPD detectives (analysts) who complete tedious, lengthy, and technical investigations in a part-time capacity. The addition of an NFECT Detective to the current roster of Napa Police Department Detectives will provide dedicated support to rapid, thorough, and accurate digital evidence processing for all major crimes that occur in the City of Napa as well as assisting our neighboring allied agencies, including the Napa County District Attorney's Office.

The NFECT Detective will additionally help alleviate the pressure (second caseloads) of the existing Napa Police Detectives and will be responsible for responding to major crime/major traffic incident callouts to focus on processing digital evidence, ultimately freeing up NPD investigators to assist with other areas of investigation related to these critical incidents.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not funding this request?

Digital evidence processing is a critical component of modern law enforcement. When a crime, incident, or accident occurs, often it's the victim's or suspect's digital devices that contain the most useful and key information. Requests for processing digital evidence for crimes continue to accelerate, especially with technology and AI continuing to evolve. NPD receives on-going requests from Napa County District's Attorney Office and other agencies to assist with processing digital evidence ahead of prosecuting criminal cases. Often the District Attorney cannot move forward with filing criminal charges, schedule court appearances, or proceed with a jury trial until critical digital evidence related to the case is analyzed and processed.

If the request for a dedicated NFECT Detective is not granted it will affect efficiencies in digital evidence analysis and investigations related to major crimes and major/fatal traffic incidents that occur in the City of Napa. Implementing the NFECT Detective position will help to ensure the Napa Police Department, and the City of Napa are staying current with technological advances and modern investigative work enhancing community services and trust.

What alternatives were considered when creating this request?

The Northern CA Cyber Crimes Task Force (NC3TF) located in Napa County could possibly be subcontracted to conduct digital forensic tasks, but this service would not be economically and time efficient. Currently, NC3TF has been challenged with increased staff turnover and restrictive policies that created a significant backlog. It would also require Napa Police Detectives to drive cell phone devices to San Jose each time NPD needed forensic analysis.

How will you measure success?

In April 2024, Napa experienced its first double homicide in almost twenty years. Detectives had little evidence to go on until the two victims' phones were processed by NFECT detectives. The NFECT detectives were able to process digital evidence found on the phones that led to the suspects quickly being identified within 2 days of the homicides. The timely processing of digital forensic evidence is vital in solving major crimes and traffic collision scenes. The NFECT Detective will continue to collect stats that track the impacts of rapid digital evidence processing and the increased demand for processing digital evidence, like the current stats below:

- FY 2021-2022, the team processed 129 devices across 86 cases.
- FY 2022-2023, the team processed 152 devices across 116 cases. (YoY increase of 15%).
- FY 2023-2024, the team processed 221 devices across 114 cases. (YoY increase of 45%).
- FY 2022-2023, the team processed 17.19 Terabytes of data.
- FY 2023-2024, the team processed 21.007 Terabytes of data. (YoY increase of 22%).

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:

GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021201	51110	\$150,534	Regular Employees
10021201	51120	\$8,684	Holiday Pay
10021201	51130	\$9,909	Edu/Cert Pay
10021201	51140	\$1,200	Uniform Pay
10021201	51150	\$21,075	Specialty Pay
10021201	52110	\$27,897	Health Insurance
10021201	52120	\$1,648	Dental
10021201	52130	\$76	Life Insurance
10021201	52140	\$173	Employee Asst Program Exp.
10021201	52150	\$2,939	Medicare
10021201	52210	\$30,971	Rtrmt-PERS Normal Cost
10021201	52320	\$1,800	PD-RMT Contributions
10021201	52510	\$29,472	Workers Compensation
10021201	52512	\$135	Unemployment Compensation
10021201	52520	\$3,248	Retiree Health (GASB 75)
Total Expenditures		289,761	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: (2) Lead Officer Positions	Priority: 1
Department/Division: Police Department	Budget Year: FY 2025/26
Department Contact: Captain Fabio Rodriguez Captain Christopher Pacheco	GL Org: 10021306-51110
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Police Department requests to delete the 2 existing Police Officer Trainee positions and create 2 Police Officer (with lead officer pay) positions allocated to the Youth Services Bureau and the Traffic Division Unit.

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

The Napa Police Department strives to always provide adequate and competent supervision (Policy 1032). The goals for the requested lead officer positions are to assist and provide in the absence of a Sergeant adequate and competent supervision. Additionally, the position offers a career development tool for police officers interested in promoting to Sergeant by giving them supervisory experience, opportunity and training. Based on the lead officer responsibilities established in NPD General order 1032.6.1, all units / teams which are supervised by a Sergeant should also have a lead officer to act in a supervisor capacity when the Sergeant is unable to.

Background:

Currently, the Napa Police Department is structured as follows:

1 Lead Officer for Investigations.

6 Lead Officers are divided among the established Patrol Teams.

1 Lead officer assigned to share the responsibilities between Special Enforcement Unit (SEU) and the Youth Services Bureau (YSB).

The Traffic unit is not assigned a Lead Officer.

Police supervision within units is important to ensure that officers follow department policy, meet community needs, and are held accountable. Without adequate supervision, police officers may



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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not perform their duties effectively, which can lead to mistrust and reduced public safety. Supervisors ensure accountability, community engagement, performance standards and help set and create a healthy culture. Supervision within specialty units is important to address specific community needs as well as setting performance metrics and establishing specific policies and practices. Supervisors with specific knowledge in specialty units is paramount as they have a specific mission with unique parameters.

Historically, the "Special Operations Lead Officer" has been assigned to SEU but would vacate their regular investigative position to supervise the Youth Services Bureau (YSB) when needed. At times this has been for extended periods and causes a void within SEU as the supervisory duties in YSB are extensive. Additionally, while the two units are both within Special Operations, their supervisory missions and duties could not be more different. Therefore, there is a steep learning curve when transitioning back and forth.

The Traffic Unit has historically not had a lead officer assigned. However, the traffic unit has grown to encompass grant acquisitions related to traffic, managing community focused traffic-oriented training, and accident incident reconstruction. The traffic supervisor position has become increasingly administrative based and requires attention in other areas which take time away from street supervision and community engagement. A lead officer within the unit would fill the void as well as provide relief to the traffic supervisor while enhancing traffic safety operations.

What are the consequences of not funding this request?

If this request is not funded the Police Department will have an increasing supervisory and support gap in the Youth Service Bureau and Traffic Division Unit.

What alternatives were considered when creating this request?

The Police Department considered creating 2 lead officer positions from existing police officer positions.

How will you measure success?

- Focused Community Engagement: A Lead Officer will be a dedicated position within the Police Department that focuses on community relations to help strengthen partnerships and community trust.
- Better Coordination and Communication between the different Police Department Units with the Lead Officers acting as the liaisons between different units enhancing incident coordination and effective responses.
- Improved Training and Mentorship: Lead Officers will take on mentoring roles, providing training and guidance to junior officers.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments – INCLUDES 2 LEAD OFFICERS
10021306	51110	254,590	Full-Time Salaries
10021306	51150	10,184	Police Lead Officer
10021306	52210	54,240	CALPERS
10021306	52110	41,950	Health Insurance
10021306	52510	41,646	Workers Comp
10021306	51120	14,690	Holiday Pay
10021306	52530	4,352	GASB 45
10021306	52150	3,940	Medicare
10021306	52320	3,600	Police RMT Porac
10021306	51140	2,400	Uniform Allowance
10021306	52120	2,160	Dental Insurance
10021306	52140	346	EAP
10021306	52512	174	Unemployment
10021306	52130	134	Life
10021306	52210	120	PERS Survivor
10021306	52130	9	AD&D
Total Expenditures		\$434,544	
			DEDUCTIO
10021306	51110	-161,494	Full-Time Salaries
10021306	52210	-10,464	CALPERS
10021306	52110	-41,950	Health Insurance
10021306	52510	-24,754	Workers Comp



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10021306	52530	-2,588	GASB 45
10021306	52150	-2,342	Medicare
10021306	52410	-2,000	Deferred Comp
10021306	52120	-2,160	Dental Insurance
10021306	52140	-92	EAP
10021306	52512	-104	Unemployment
10021306	52130	-134	Life
10021306	52210	-120	PERS Survivor
10021306	52130	-18	AD&D
Total Expenditures		-248,220	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Dispatch 24-hour Recorder Support	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2025/26
Department Contact: Gus Ulloth, Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Fund for 3 years, continued maintenance and support of the dispatch 24-hour voice logging recorder system. The first 5 years of support was included in implementation one time cost. This request continues the support going forward.	
Why is this needed, and how does it align with Council and/or Department priorities? Technical and license support is required to maintain an operationally functional system.	
What are the consequences of not funding this request? Inability to maintain a functioning required dispatch system.	
What alternatives were considered when creating this request?	
How will you measure success?	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400		\$20,000	Approximately 50% recovered from dispatch services agreements.
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$40,000	3 year 24 hour recorder system support
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$40,000	

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

The offsetting revenue is acquired via the Dispatch Services agreements in place with Napa County, City of American Canyon and American Medical Response based on cost allocation study. Funding this request covers the support on the equipment for the next three fiscal years.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Dispatch Operations Analysis/Cost Allocation	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2025/26
Department Contact: Gus Ulloth, Comm Manager	GL Org: 10121400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Conduct a comprehensive Current State Analysis and develop Cost Allocation plan for the Dispatch Center. This initiative is critical to evaluate the operational efficiency, resource allocation, and overall effectiveness of dispatch services to Public Safety agencies in Napa County supported by the Dispatch Center.
Why is this needed, and how does it align with Council and/or Department priorities? A full updated cost analysis is necessary to appropriately allocate dispatch costs to member agencies. Including an operational analysis provides information on the allocation of dispatch resources or current/future needs.
What are the consequences of not funding this request? Under allocating the costs of dispatch to member agencies; and missing vital information regarding resource allocation with the operation and effectiveness of those resources.
What alternatives were considered when creating this request?
How will you measure success? Completing the study will provide appropriate cost analysis to allocate to partner agencies and help provide information to develop plans for operational needs.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$25,000	NFD funding
		\$12,000	Allocated costs via dispatch services agreements.
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10121400	53210	\$50,000	Operations Analysis and Cost Allocation
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$50,000	

Please provide any additional financial information that will be useful in reviewing this Budget Package: \$25,000 funding from Fire Department budget related to development fees and standards of coverage and to be used towards operational analysis. The remainder of cost would be offset (\$12,000) by the cost allocation of member agencies.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: 9-1-1 System Support and Maintenance	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2025/26
Department Contact: Gus Ulloth, Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: Funding to maintain the 911 phone system of the dispatch center. Prior years were budgeted in a project and this request funds the on going support and maintenance of the system.

Why is this needed, and how does it align with Council and/or Department priorities? This support is needed to properly maintain a functioning 911 phone system for the dispatch center.

What are the consequences of not funding this request?

What alternatives were considered when creating this request?

How will you measure success?



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$157,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$157,000	

Please provide any additional financial information that will be useful in reviewing this Budget Package:
Approximately 50% of the cost is recovered via dispatch services agreements with member agencies.'



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: TabletCommand Dispatch System Subscription	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2025/26
Department Contact: Gus Ulloth, 9-1-1 Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The TabletCommand system was implemented for Fire and EMS agencies (Napa/American Canyon Fire and American Medical Response (AMR)) served by Dispatch in FY 24/25. This system was funded by and with agreement with AMR as part of AMR agreement with Napa County EMS Agency. The TabletCommand system is a software subscription-based incident management service. Currently, AMR is required to fund the subscription for this system for the dispatch center.

Why is this needed, and how does it align with Council and/or Department priorities? This system is for Fire and EMS agencies to access and manage the emergency incidents dispatched by the dispatch center. This system replaced the "MDC" (mobile data computer) application these agencies used in the current dispatch computer system. It allows each agency to receive vital information for each emergency response and provides additional incident management tools for large scale incidents, including those on the roadways and therefore helping to improve and maintain traffic safety for the public.

What are the consequences of not funding this request? The Dispatch Center will not be able to dispatch Fire and EMS emergency resources effectively. AMR will not be able to meet the requirements in their agreement with Napa County EMS.

What alternatives were considered when creating this request? Use of the current and new Computer Aided Dispatch system mobile application would provide basic dispatch functionality. That application however would not satisfy the AMR contractual agreement with Napa County to provide this system via the Dispatch Center.

How will you measure success? Continued efficient and effective management of Fire and EMS emergency responses.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$65,000	TabletCommand annual subscription reimbursed from AMR
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$65,000	Annual subscription for TabletCommand System
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$65,000	

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

This request is a net new budget fund request with net new equally offsetting revenue that is expected from AMR. This is the on-going cost of Tablet Command post its implementation and first year subscription which was cover in the original project budget of \$125,000.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: TangoTango Public Safety Radio over Internet Subscription	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2025/26
Department Contact: Gus Ulloth, 9-1-1 Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The TangoTango system will provide secure access to public safety radio channels via mobile application. The service will provide five (5) primary Law, Fire and EMS channels will be provided for first responders supported by the Dispatch Center. The budget request will cover 5 years of service. A majority if the cost is covered by offsetting Homeland Security Grant funds committed by Napa County agency committee.

Why is this needed, and how does it align with Council and/or Department priorities?
Due to FBI/DOJ encryption requirements the channels can no longer be streamed to internet applications without security.

What are the consequences of not funding this request?
Law, Fire and EMS First Responders supported by the Dispatch Center would not be able to monitor emergency traffic via mobile devices thereby impacting delivery of emergency responses within Napa City and County.

What alternatives were considered when creating this request? A different system ESChat was evaluated. It was more costly without additional benefits.

How will you measure success? Continued efficient and effective management of Law, Fire and EMS emergency responses.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	43722	\$38,000	Napa County Homeland Security Grant funding
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$40,000	Five-year subscription for 5 channels on TangoTango
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$40,000	

Please provide any additional financial information that will be useful in reviewing this Budget Package: \$38,000 of subscription will be covered by Homeland Security Grant. The remaining \$2,000 will be allocated via the Dispatch Services agreements, which will recover \$1,000, leaving \$1,000 towards additional funding needed. This is a one-time non-reoccurring request that will provide service through future budget cycles.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Community Services Officer Truck	Priority: 1
Department/Division: Police Department/Patrol	Budget Year: FY 2025/26
Department Contact: Lt. Keri Sedgley Captain Christopher Pacheco	GL Org: 10021306
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input checked="" type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Ford Ranger Truck
Why is this needed, and how does it align with Council and/or Department priorities? Currently the police department has only 2 Community Service Officer (CSO) trucks for the 4 Community Service Officers assigned to the Patrol Division. All CSO's work on Thursdays so it creates a vehicle shortage. The CSO's play a vital role supporting police officer's and engaging with community members. The CSO's need to have the ability to transport barricades, cones, bicycles and other equipment to carry out their patrol and other police department duties.
What are the consequences of not funding this request? The consequence of not having enough vehicles for the CSO's is it creates operational inefficiencies. Having a shortage of vehicles for the CSO's to have access to creates longer response times for community calls of service and the inability to perform CSO's duties at their highest capacity.
What alternatives were considered when creating this request? Multiple vehicles were considered. The CSO's need a truck type vehicle due equipment transportation needs. The Ford Ranger Truck meets the needs for the tasks assigned to the Police Department's CSO's at the best economic efficient price.
How will you measure success? The Police Department will measure success by: <ul style="list-style-type: none"> For every CSO to have a vehicle available to them when a call for service is received.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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- Response times for internal and community support are improved.
- CSO's are able to assist with DUI check-point set-up, traffic collision scene management, calls for service, assistance with traffic control without any delays related to a shortage of vehicles.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
61030910	81101	\$50,000	Transfer from 101 to 610
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
61030910	70190	\$50,000	Purchase of Vehicle (Ford Ranger)
10021306	55112	\$6,720	Monthly Replacement Cost
10021306	55110	\$3,360	Recurring O&M
10121306	82610	\$50,000	Transfer from 101 to 610
Total Expenditures		\$60,080	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Criticall NeoGov Subscription Dispatch	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2025/26
Department Contact: Gus Ulloth, Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The Criticall system is the testing system used to conducting pre-employment testing for Call Taker and Dispatcher recruitments. The NeoGov system is utilized by Human Resources (HR) to manage employee records. To aid in the hiring process, HR implemented an integration with the two systems a few years ago. The Dispatch budget allocated the portion of the subscription attributed to Dispatch. Dispatch has been able to absorb the cost without seeking budget till now. With increases in costs everywhere, additional funding is now needed to maintain the testing system and integration to HR systems.

Why is this needed, and how does it align with Council and/or Department priorities? Increased budget is needed to continue the integration in order to maintain the most effectiveness of the testing and hiring process.

What are the consequences of not funding this request? The testing and hiring process workload and timeline would increase on Dispatch and HR staff.

What alternatives were considered when creating this request? All of the cost could be budgeted in Human Resources budget.

How will you measure success? Continue efficient and effective testing and hiring of Dispatch staff.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$12,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$12,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Risk Office Assistant	Priority: 1
Department/Division: City Manager's Office - Risk Management	Budget Year: FY 2025/26
Department Contact: Erika Leahy	64012100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Addition of one Office Assistant I/II to support the Risk Management team and other divisions of the City Manager's Office.

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

COUNCIL PRIORITIES:

Economic Resilience

- By pursuing reimbursement from third parties that damage city property, the Office Assistant I/II helps recover costs that would otherwise burden the city's budget. This ensures financial sustainability and allows city resources to be allocated more effectively. The Office Assistant position brings in funding through the restitution process that offsets the cost of the position. For fiscal year 23/24 the position recovered \$50,101 in City damages. In fiscal year 24/25 the Office Assistant has recovered \$27,582 to date.
- Supporting administrative functions allows other city staff to focus on high-priority projects, improving overall efficiency and service delivery.
- Reducing financial losses and streamlining processes contribute to long-term economic stability.

Roads & Traffic Safety

- Efficiently processing claims and recovering funds from at-fault parties, insurance companies, or court ordered restitution, the Office Assistant helps ensure that damaged city property—such as traffic signals, street signs, guardrails, and roadways—is repaired quickly. This minimizes hazards that could contribute to further accidents or unsafe conditions.
- Successful subrogation recovery ensures that taxpayer dollars are not unnecessarily spent on repairs caused by negligent drivers.
- Working with the District Attorney's office on restitution cases and insurance providers for claims, fostering collaboration between city departments, law enforcement, and legal entities.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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- Ensuring that damaged infrastructure is repaired using recovered funds, the Office Assistant helps the city maintain compliance with traffic safety regulations and standards set by state or federal transportation agencies.

Community Engagement

- The Office Assistant I/II will serve as a key point of contact for the City Manager's Office for community members, ensuring that their concerns and inquiries are addressed in a timely and professional manner.
- Responsive customer service fosters transparency and trust between the city and its residents, strengthening civic engagement.
- By handling inquiries, the Office Assistant I/II helps ensure that residents can easily navigate city services, reinforcing a sense of connection and involvement in local governance.

Overall, this position directly supports the city's financial health while improving community interactions, aligning with both economic resilience and community engagement goals.

DEPARTMENT PRIORITIES

Financial Recovery & Cost Mitigation

- Recovering Funds for Damaged City Property: The assistant will help track and pursue claims against third parties responsible for damaging city assets (e.g., street signs, light poles, and other infrastructure). This helps the city recover costs that would otherwise be paid by taxpayers or insurance.
- Reducing Liability Exposure: Ensuring proper documentation and follow-ups on claims strengthens the city's ability to recover losses efficiently.

Administrative & Operational Support

- Improved Claims Processing: Assisting with paperwork, record-keeping, and coordination with insurance providers, legal teams, and responsible parties enhances the department's efficiency.
- Data Entry & Documentation: Accurate tracking of incidents and claims ensures the department has the necessary records for reporting, analysis, and risk assessment.

Community & Employee Engagement

- Responding to Public Inquiries: The assistant will help answer questions from residents and businesses improving transparency and trust.
- Supporting Safety Initiatives: By handling administrative tasks, the Risk Management team can focus more on proactive risk reduction strategies, such as safety programs and training.

The position directly contributes to cost recovery, efficiency, and public communication, reinforcing the Risk Management Department's core objectives.



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What are the consequences of not funding this request?

Decreased Financial Recovery

- Missed Opportunities to Recover Funds: Without someone dedicated to pursuing claims and recovering funds from third parties who damage city property, the city may lose out on significant reimbursements. This could lead to unnecessary financial burden on the city's budget, which could have been alleviated through these recoveries.

Increased Administrative Burden on Other Staff

- Staff Overload: Other individuals would have to absorb the Office Assistant I/II's responsibilities, pulling them away from their primary duties and potentially reducing overall efficiency. Staff members may be stretched thin, leading to delays or mistakes.
- Poor Documentation & Record-Keeping: Without dedicated administrative support, essential records may not be maintained properly, making it harder to track incidents, manage claims, or demonstrate due diligence in risk management efforts.

Strain on Public Relations & Community Engagement

- Delayed Responses to Public Inquiries: With no one specifically designated to handle community calls and questions in the office, response times could increase, leading to frustrated residents and potentially diminished public trust in city services.
- Lack of Communication: Without a dedicated person answering calls and addressing concerns, there may be a breakdown in communication between the city and its community, undermining engagement and transparency.

Risk Liabilities

- Unresolved Claims: Failure to follow up on claims or damages promptly may leave the city unable to recover losses.
- Inadequate Risk Mitigation: Without support for administrative tasks, the Risk Management Department may be less effective at tracking risk trends or identifying areas needing attention, leaving the city vulnerable to unforeseen financial or operational risks.

Reduced Efficiency in Risk Management Processes

- Slower Response to Risk Events: With fewer administrative resources, the department's ability to respond quickly to other risk tasks.
- Less Focus on Proactive Strategies: Staff may be too preoccupied with handling basic administrative tasks to focus on more strategic, proactive risk management measures, such as safety programs, risk assessments, or training.

In short, not funding the position would likely result in higher costs, reduced efficiency, weakened community relations, and increased legal and financial risks for the city.

What alternatives were considered when creating this request?

Maintaining the Position as Part-Time

- Initially, the position was filled on a part-time basis. However, after careful evaluation, it became clear that the responsibilities and workload require **full-time attention** to achieve the desired outcomes.



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Reallocating Tasks to Existing Staff

- Another option considered was redistributing the Office Assistant I/II's duties among existing staff members. However, this would have resulted in **overloading the other two Risk staff** and would have taken away from their primary roles and responsibilities, ultimately reducing overall efficiency and focus on high-priority tasks.

Outsourcing or Contracting the Position

- Outsourcing or contracting the administrative support was also considered, but this would have likely led to **higher costs** due to contract fees and the need for more oversight, without the same level of **institutional knowledge** or consistency as a full-time internal position would provide.

Automating Administrative Tasks

- While some administrative functions could be automated with software or digital systems, this alternative was deemed insufficient.

How will you measure success? Measuring the success of the Office Assistant I/II position can be done by reviewing the effectiveness of reaching the city's goals and the priorities of the Risk Management Department. Here are several ways to assess its effectiveness:

Financial Impact Metrics

- **Amount of Funds Recovered:** Track the total amount of money recovered from third parties for damages to city property. A direct financial metric like this can show the position's contribution to the city's revenue and cost recovery.
- **Reduction in Liability Costs:** Measure any reductions in out-of-pocket expenses as a result of successfully recovering funds and efficiently managing claims.

Efficiency Metrics

- **Claims Processed & Resolved:** Track the number of claims processed and resolved within a given time frame (e.g., monthly or quarterly).
- **Time to Respond to Public Inquiries:** Measure the average response time to community inquiries or phone calls.

Administrative Effectiveness

- **Accuracy of Documentation:** Assess the quality of the records, such as the accuracy and completeness of claim reports, damage documentation, and other administrative tasks. The fewer errors or omissions, the more successful the assistant is at maintaining thorough records.
- **Reduction in Administrative Backlog:** Track whether the assistant helps reduce the backlog of paperwork, claims, or other administrative tasks. A decrease would indicate effective support for the department.

Community Engagement Metrics

- **Complaints or Compliments:** Track the number of complaints or compliments received about the Office Assistant I/II. A high number of positive interactions would suggest success.

Team Support & Collaboration

- **Feedback from Risk Management Team:** Regularly solicit feedback from colleagues in the Department regarding how the Office Assistant I/II is supporting their work. If the department feels more supported and able to focus on high-priority tasks, it suggests the assistant is fulfilling their role effectively.
- **Reduction in Staff Overload:** Track whether other staff in the department are less burdened by



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administrative tasks, allowing them to focus on strategic risk management efforts.

Long-Term Outcomes

- **Sustained Cost Savings or Revenue Generation:** Monitor whether the financial benefits (such as recovered funds) continue to grow over time, indicating that the position's impact is lasting.
- **Improved Risk Metrics:** If the assistant contributes to better record-keeping, there will be long-term benefits for the entire Department.

By using a combination of these measurable indicators, the success of the Office Assistant I/II position can be effectively evaluated over time.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
Total Revenue			
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
64012100	51110	\$67,106	
64012100	52110	\$32,820	
64012100	52120	\$1,648	
64012100	52130	\$76	
64012100	52140	\$46	
64012100	52150	\$973	
64012100	52210	\$4,677	
64012100	52410	\$1,000	
64012100	52510	\$416	
64012100	52512	\$45	
64012100	52520	\$1,104	
Total Expenditures		\$109,912	The total expenditure for this position will be reduced in the first year, as funds from the unfilled management fellow role will be reallocated to support it. Additionally, the Risk division has budgeted for a part-time employee, and those funds will also contribute to the overall cost.



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Please provide any additional financial information that will be useful in reviewing this Budget Package: The Risk Division currently has a budgeted part-time Office Assistant position, and funding for this role will be redirected to the new position if approved. Additionally, there is an unfilled Management Fellow position, and the funding allocated for that role will be used to support the new position. The Management Fellow position is funded through October 2025.



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Wellness Program	Priority: 1
Department/Division: HR/Risk	Budget Year: FY 2025/26
Department Contact: Joanne Fabia	GL Org: 64112100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: HR is requesting a budget to support the City's Wellness Program. The Wellness Committee currently relies on health events sponsored by the different health plans. The Wellness Committee is requesting for funding to develop health and wellness initiatives that will apply to all employees versus benefiting only those in specific health plans. Investing City Wellness initiatives for the whole organization benefits:

1. Improves Employee Health – Of our adult Kaiser subscribers and dependents (excluding PD) had the following lifestyle risks: 85% are obese, 63% are not meeting exercise minimums, 22% are pre-diabetic, 37% have high cholesterol, and 14% have high blood pressure. Investing in the Wellness Program can support lowering these lifestyle risks by funding programs such as fitness challenges, meditation, and yoga. Reducing these lifestyle risks can help reduce chronic diseases. Additionally, healthier employees may reduce on the job injuries and illnesses.
2. Increases Productivity and Performance – Healthier employees tend to be more engaged and productive. Investing in the program can boost energy levels and overall job performance.
3. Supports Employee Satisfaction and Retention – Supporting the Wellness Program can improve employee satisfaction and work-life balance, which in turn can help retain our employees.
4. Reduces Absenteeism – Improving physical and mental health, leads to reducing lifestyle risks that can result in acute and chronic illnesses, thus reducing missed days at work.
5. Supports Mental Health – Supporting mental wellness can reduce, stress, anxiety, which can create a more supportive work environment.
6. Attributes to Long-Term Cost Savings – Improving health and reducing lifestyle risks can lessen the chances of chronic illnesses and frequent medical issues. In the long run, this can result in substantial savings for the City's contributions to health premiums.
7. Enhances the City's Culture – Enhancing our Wellness Program can foster teamwork, communication, and overall morale, leading to a positive and collaborative workplace culture.



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<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>This aligns with Council Focus Area – Economic Resilience by strengthening our internal workforce with the reasons indicated above.</p>
<p>What are the consequences of not funding this request?</p> <p>The consequence of not funding this request is the potential increase of lifestyle risks that result in chronic conditions. People with chronic conditions account for 86% of health care costs, specifically from heart attack, stroke, and diabetes. According to the CDC, 40% of American adults have 2 or more chronic conditions that cost employers \$36 billion a year in lost productivity. Of these adults, 46% are more likely to miss work.</p>
<p>What alternatives were considered when creating this request?</p> <p>The City received a grant from Cities for Workforce Health in 2022 which funded consulting and fitness challenges. Since then, the Wellness Committee has limited resources, all from our health plan providers.</p>
<p>How will you measure success?</p> <p>Success would be measured on employee survey results as well as metrics from Kaiser's annual clinical report (this may take a couple years to see the impacts).</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
64112100	53210	\$10,000	We would need to create a separate object code.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	



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		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$10,000	

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



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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Housing Staff Time	Priority: 1
Department/Division: City Manager-Housing	Budget Year: FY 2025/26
Department Contact: Molly Rattigan	GL Org: 10112500
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>The City of Napa used to contribute approximately \$350,000 annually from the General Fund to support affordable housing services. This went away with COVID reductions and has not been requested to be returned until this Fiscal Year.</p> <p>The Housing Division has many small grant programs that have limited administrative time allocated to them. It has become a fiscal and reporting challenge to maintain these valuable housing programs with limited staffing or by trying to creatively finance staffing with impact funds intended for affordable housing development. Specifically, the transition to the Munis Payroll system has created time entry and tracking programs that require a tremendous amount of reconciliation work for housing and Finance staff to ensure grant reporting aligns. Often, the time spent reconciling exceeds the benefit from the funds received.</p> <p>This request is to provide General Fund support that will place all grant funds into valuable affordable housing programs that support the community by supporting the staff time associated with these programs. This will make both funding and staff time available to focus on the provision of affordable housing programs.</p> <p>The programs the General Fund contribution will support staff time for the following programs, freeing up funds to increase the support to the community:</p> <ul style="list-style-type: none"> Rehabilitation Program for Low Income Households- This program provides funding to assist low-income households stay in their homes by completing life safety repairs in replacements. Examples include roof repairs, water heater repairs and replacements, heater repairs and replacements, addition of needed ADA upgrades, etc. Community Development Community Supports: Staff time to process applications for community



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<p>support programs that provide support to local non-profits that provide community services to low-income households. This includes Fair Housing, homeless support programs, and community programs like neighborhood resource centers.</p> <ul style="list-style-type: none"> • Pre-Development and Development of ADUs- The City of Napa provides loans and support through Federal, State and Local Funding to help property owners explore, plan, and build ADUs that are deed restricted for low income households to rent. This service includes managing the bidding and construction process.
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Housing is one of the six focus areas identified by City Council and these funds will continue to increase the support of the community to develop and maintain affordable housing. Nationwide studies indicate that only one in four households that need access to affordable housing and related supports actually receive rental assistance and the necessary support. Additionally, the City of Napa has a Regional Housing Needs Obligation to build and preserve over 1,500 affordable housing units through 2030. This support will assist in compliance with RHNA goals.</p> <p>This request aligns with Measure G priorities by supporting low income households either obtaining or maintaining housing. Measure G included an emphasis on supporting unhoused populations with their transition to housing—which also supports overall public safety of the community. The majority of the households supported by these funds are low income senior households struggling to maintain their existing housing on a fixed income. By participating in programs like the rehabilitation program or the ADU development program, seniors have the opportunity to remain housed without the fear of losing their housing.</p>
<p>What are the consequences of not funding this request?</p> <p>From an internal perspective, this will be a more efficient use of time for administering programs by focusing grant or allocated funding on the provision of direct support to the community. Without this support, the difficult decision to end some of these programs may need to be considered.</p>
<p>What alternatives were considered when creating this request?</p> <p>At some point the efficiency of administering these programs may be challenged, resulting in cancelling these programs as a community benefit.</p>
<p>How will you measure success?</p> <p>Success is measured in loans issued, funds expended on direct housing programs, and on performance measures that are established within all of our programs to measure the success of providing housing interventions and services.</p>

Financial Information:



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GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10112500	51910	\$400,000	City staff time for affordable housing programs
10112500	51912	\$100,000	Related benefits for staff time for affordable housing programs.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$500,000	

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



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Homeless/Nuisance Abatement	Priority: 1
Department/Division: City Manager-Homeless	Budget Year: FY 2025/26
Department Contact: Molly Rattigan	GL Org: 10019104
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

Description of Budget Request:

This request is for ongoing support to maintain the work completed to date to better manage homeless encampment and nuisances that occur in public spaces as a result of homelessness. This also includes abatement of issues that are perceived to be blight issues and caused by homelessness.

The past four years, we have funded abatement services with one-time requests based on available fund balance at the close of the year. This request is to create an on-going budget request to continue to maintain the process and work completed to date.

This request will fund several contracts: removal and cleaning of encampments on public spaces, shopping cart removal, litter and graffiti removal, and towing costs for oversized and abandoned vehicles. City staff schedules contractors on an as needed basis based on issues logged in the service center by members of the community. This work occurs on City sidewalks, streets, trails, parks, parking garages, and vacant land owned by the City. Contracts are estimated to be \$450,000 in Fiscal Year 2025-26.

There is \$50,000 request to support staff overtime when it is needed for coordinated efforts to address significant issues. This includes overtime to parking enforcement, parks staff, police officers, or other staff that facilitate clean-up. There is limited to no ability to recoup costs incurred because it is difficult to identify the responsible party, but even when possible, individuals usually have significantly low or no income that would make seeking recouperation worthwhile.



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

This request aligns with several of the Measure G priorities: Parks and Recreation, Public Safety, Water Quality and programs for the unhoused.

The City has made a conscience effort to increase resources to mitigate the impact of homelessness on the community, but also to stay on top of managing the unsheltered population and encouraging transition to shelter or other housing program. The City has removed a significant number of large homeless encampments over the past four years and has begun restoring parks, like Kennedy Park, back to their intended use. The requested resources will allow staff to clean and maintain public areas before encampments are built back up to unmanageable levels again in the future. Removing trash and debris quickly prevents items from entering storm drains and waterways and helps preserve public areas for their intended public uses. Additionally, this program addresses blight issues that members of the community report to the service center daily---particularly graffiti and shopping carts on public spaces/amenities.

This request also aligns with City Council priorities as follows:

- Roads and Traffic Safety-removes items from roadways, sidewalks, and other public spaces
- Parks and Community Spaces-maintains parks for their intended purposes
- Community Engagement- responds to requests in the service center
- Housing- encourages those unhoused to engage in shelter or housing programs by staying on top of managing encampments from building up

What are the consequences of not funding this request?

If this is not approved, there will likely be increased community complaints and extended timelines for responding to complaints in the service center. Encampments or debris may build up to previous levels and make it more costly to abate.

What alternatives were considered when creating this request?

We considered adding positions, but these services are specialized and are not full time in nature, so it's difficult to create a staffing plan to cover the various needs.

How will you measure success?

The Service Center is the key measure of success. We can measure the response time to complete requests, and also hope for a reduction in requests by staying proactive.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:

GL Org	GL Object	Amount	Comments
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		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10019104	53260	\$450,000	Various abatement contracts.
10019104	51310	\$50,000	Overtime to police, parking, and park staff for coordinated efforts
Total Expenditures		\$500,000	

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

A new bill was introduced in the State legislature this year that would allow City's to recoup the costs of shopping cart removal and return without significant documentation. If passed, this would allow us to bill for shopping cart retrieval.



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Homeless Outreach and Tenancy Care	Priority: 1
Department/Division: City Manager-Homeless	Budget Year: FY 2025/26
Department Contact: Molly Rattigan	GL Org: 10019104
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

Description of Budget Request: When the Whole Person Care Pilot ended, the City of Napa took on Homeless Outreach Services from the County of Napa and was able to do so with various State and Federal homeless services grants. Unfortunately, Federal and State grants have either been halted or scaled back. This request would retain homeless street outreach services currently provided and provide support for Tenancy Care at various permanent supportive housing sites so that high risk clients do not risk returning to homelessness.

The community indicated services to the unsheltered population as a priority for Measure G funds, particularly for mental health services. The Outreach Team is crucial to support those experiencing unsheltered homelessness with accessing services and supporting the process to transition to permanent housing. The Outreach Team includes Outreach Workers and a Mental Health Outreach Worker that meet with clients in the community with a focus on transitioning to shelter and housing services.

Tenancy Care is also critically important once a client exits homelessness into housing. Tenancy Care services support clients with continuing to address their needs while housed to maintain housing and continue to obtain services needed to maintain stability.

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

The City has made significant progress reducing homelessness, particularly unsheltered homelessness and has done so with many grants that have been scaled back or are no longer available. If services don't continue, we risk undoing the progress we have made. The Street Outreach team is made up of workers that assist with street intervention and have a mental health worker that provides services to clients in the homeless services system. Additionally, the outreach team manages storage and placement in temporary



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<p>and housing programs for the City of Napa so that City staff can focus on intervention and enforcement.</p> <p>These activities directly align with Measure G community feedback on continuing to provide support to those experiencing homelessness, particularly mental health support services.</p>
<p>What are the consequences of not funding this request?</p> <p>The progress the City has made in reducing homelessness and creating a system that supports permanent supportive housing as the primary goal could be in jeopardy. If the data reverts, there may be additional issues or calls for service to the City.</p>
<p>What alternatives were considered when creating this request? Adding positions, but this is not our expertise nor is this the most fiscally responsible way to achieve this task.</p>
<p>How will you measure success?</p> <p>The City of Napa participates in the Homeless Management Information System data system. The State requires a significant annual report that tracks progress throughout the homeless services system. Data measures include new clients, clients existed to homelessness and a series of financial, social, and service based measures.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10019104	53210	\$550,000	\$450,000 for Outreach Contract, \$100,000 for Tenancy Care Contract
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$550,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Parks & Community Space Landscaping	Priority: 1
Department/Division: Parks	Budget Year: FY 2025/26
Department Contact: Jeff Gittings	GL Org: 10050205
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>This funding will allow for the replacement and enhancement of visible landscape areas across the community and commence initial work in alignment with the City's Urban Forestry Management Plan. The replacement of aging landscape areas will improve aesthetics for the community by revitalizing community spaces and reducing long term maintenance burden for staff. In addition these improvements will help to improve public safety for motorists and pedestrians along right-of-ways by reducing vegetation visibility conflicts.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The department maintains 215 distinct landscape areas, over 90 acres of natural turf and approximately 40,000 trees in city parks, around city facilities, and along roadways and roundabouts that is highly visible to the community. Most of these areas were originally constructed with the associated improvement meaning that the vegetation has met or exceeded its lifespan. Based on the Department's 2023 Conditions Assessment, over 60% of all landscape areas and 90% of natural turf areas are in fair to poor conditions. Due to the age of these areas, they are aesthetically unappealing, and carry a significant maintenance burden.</p> <p>In addition to landscaping enhancements, the Department is seeking to implement additional tree care measures. Upon completion of the Urban Forestry Management Plan in 2025, this additional funding will provide an opportunity to begin implementation measures including proactive tree care, routine pruning, removal of hazardous trees, and additional tree planting at priority opportunity sites. Many of the landscape areas in poor condition are also identified as priority planting locations and potential projects sites would include both additional plantings and landscape improvements.</p> <p>These improvements directly align with numerous council focus areas, including improving Parks &</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Community Spaces by revitalizing landscape areas in poor condition. Improve Road & Traffic Safety by addressing overly mature right-of-way landscapes, and addressing Climate Action by planting new trees and landscaping to improve air quality, reduce stormwater runoff, and increase carbon sequestration.

The department anticipates focusing on these improvements with the goal of revitalizing parks and community spaces:

1. Enhances turf maintenance, including top dressing and overseeding supporting significant improvements to the turf. The current cost of these improvements is about \$6,000 per acre and we anticipate performing this work on an estimated 10-20 acres each year.
2. Retrofit turf areas and landscape areas that currently inefficient antiquated spray irrigation. This will include removing turf and landscape areas with spray irrigation, installing drip irrigation, sheet mulching and planting trees to provide natural shade. We anticipate completing work at 3-5 parks annually.
3. Landscape replacement projects for landscape areas that are in very poor condition. This will include the development of plans aimed at replacing landscape areas in poor condition. This work may include new irrigation, groundcover, new plants and trees. This work will assist the department in the development of landscape standards. Improvement in rights-of-way will provide aesthetic improvements to the city's gateways and heavily traveled corridors. Work will target approximately 3-8 landscape areas each year scalable to the size of the landscape areas targeted.

What are the consequences of not funding this request?

The department does not currently have funding available in the operational budget to support the rehabilitation of landscape areas in poor condition and is required to spend a significant amount of staff resources on these overly mature weedy landscape areas. Without additional funding these areas would continue to be a significant maintenance burden on staff, thus reducing the ability to direct efforts in other areas.

What alternatives were considered when creating this request?

Through the support from donations and volunteer efforts the department has upgraded a few landscapes over the last few years. This effort has demonstrated how impactful revitalizing landscape areas and improving tree care be. Volunteer work and donations, however, will not be reliable to address the over 200 landscape areas throughout the park system. We will continue to solicit the support of volunteers to maintain and improve these landscape areas, but the efforts have been marginally successful. The nature of tree maintenance and enhanced turf repairs activities do not lend themselves to volunteer work. Furthermore, most of the maintenance and improvement activities around these two assets require specialty tools that are generally only available by contractors.

How will you measure success?

There are several goals for the use of these funds that will allow the department to measure its success. These include:

- Reducing the overall maintenance burden of these areas by installing more low maintenance plants and reducing weed growth.
- Reducing the amount of herbicide needed through more efficient use of irrigation and improved



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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weed free landscapes.

- Utilize Landscape areas to enhance the city's urban forest by planting more trees.
- Support higher level of tree care to reduce work load and tree related risk issues to the City.
- Support the development of park landscape standards.
- Greatly improve the ascetics of public spaces.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050205	53210	\$250,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$250,000	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Parks & Recreation Community Engagement	Priority: 1
Department/Division: Parks and Recreation Services	Budget Year: FY 2025/26
Department Contact: Ali Koenig	GL Org: 10150100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>This project entails the design, distribution, and management of a comprehensive community-wide survey aimed at gathering resident input on desired enhancements to local parks and recreational programming. In collaboration with a qualified consultant, the survey process will include strategies for outreach to ensure diverse participation across Napa's demographics. Following data collection, the results will be analyzed and presented to help guide future planning and investment in community recreation initiatives. The survey and survey results would be offered in both English and Spanish to ensure that a large majority of Napa residents can engage and provide input. Any additional tasks would support specific community engagement needs for Measure G park projects.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Per City Council direction on April 28, 2025, there is a desire to gather valuable input from the community on park improvement and expansion projects, and recreational program needs. This aligns with the City of Napa's four values of integrity, service, inclusion and collaboration and the City Council's focus area of both Community Engagement and Parks & Community Spaces.</p> <p>What are the consequences of not funding this request?</p> <p>Not funding this request would create a gap in critical qualitative data that supports decision-making. This survey data would directly support the Council's understanding of the community's interest in City investments.</p> <p>What alternatives were considered when creating this request?</p> <p>The alternative considered would be to proceed with park development, park infrastructure investments, and recreational programming based upon known community needs and the existing master plans without this additional layer of community engagement.</p>



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How will you measure success?

Success will be measured by survey results that are statistically significant and are well as data that is representative of Napa's demographics.

Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10150100	53210	\$100,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$100,000	

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



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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Recreation & Public Art Division Staff Realignment	Priority: 1
Department/Division: Parks & Recreation Dept / Recreation & Public Art Division	Budget Year: FY 2025/26
Department Contact: Katrina Gregory	GL Org: 10050300, 10050301, 10050303, 10050307, 10050501, 10050500, 10050400, 10050407, 30030210 (Public Art Fund CIP Projects)
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: The current Recreation Supervisor is quitting in June 2025 and has notified the Recreation Manager via formal letter. The Recreation & Public Art Division has completed an analysis of the department's/city's priorities and the resources needed to provide programs and services to the community and determined that it would be more advantageous to have two more Recreation Coordinators on the team to assist with the day to day operations and implementation of programs. This request would be replacing the Recreation Supervisor position with some of the part-time staff expenses to create two Recreation Coordinator positions. The two positions would include one Coordinator focused on Community Events, Special Event Permits and Marketing and the other Coordinator would focus on Public Art programs and events which would include temporary art projects as well as permanent public art projects that are currently in the pipeline or that are anticipated in the upcoming years. This position would also assist the Division Manager with the Public Art Steering Committee and other community engagement efforts with Public Art.

Why is this needed, and how does it align with Council and/or Department priorities? This request is to enhance the Napa resident's quality of life and community events play a critical role and are important for creating vibrancy, a sense of community & pride and often has an economic impact for the community. For example, the Napa Lighted Art Festival is estimated to provide an economic impact of \$3.5M during January and February which is the slowest time of the year for TOT and Sales Tax. In addition, whether city-provided events or providing permits for 3rd party events, most of these events help activate and showcase our public spaces, parks and trails. Community events are some of the most visible and assessable services the City of Napa provides and the goal with this dedicated position would allow the opportunity to expand these offerings and have an even broader reach, enhance our community engagement, and ensure the large-scale existing events are executed well. Similarly, Public Art programs and projects are



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more than improving the aesthetics of a community. Often, Public Art programs help create a sense of place and are proven to have an economic impact for communities. In addition, by establishing Napa as a world-class art community, it will help with the diversification of the local economy and tourism. Lastly, there are several public art projects that will help road and traffic safety and provide traffic calming (e.g. pavement art bulb-outs along 2nd Street). This position will work closely with Public Works staff to ensure effective collaboration on all projects that incorporate public art either as a requirement for the project or could be used as a more affordable, creative solution.

What are the consequences of not funding this request? **It would continue to lack adequate resources with full-time staff to support these functions within the Division. The burden of the demanding, complex projects would continue to fall on the Division Manager to absorb as well as a heavy reliance on part-time staff.**

What alternatives were considered when creating this request? **The other consideration would be to stay with the current configuration.**

How will you measure success? **We will measure success with the expansion of additional community events, improved turn-around on special event permits, and completion of successful public art projects in a timely fashion.**

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050100	51110	\$ 46,067	Regular Employees
10050100	51152	\$ 1,660	Specialty Pay Non-PERS
10050100	51161	\$ (50)	AMP Apparel
10050100	51912	\$ (36,682)	Interdept Credit-Labor
10050100	52110	\$ 44,664	Health Insurance
10050100	52120	\$ 2,217	Dental
10050100	52130	\$ 152	Life Insurance
10050100	52140	\$ 46	Employee Asst Prog Exp
10050100	52150	\$ 667	Medicare
10050100	52210	\$ 3,207	Rtrmt-PERS Normal Cost
10050100	52410	\$ 17	Deferred Compensation
10050100	52510	\$ (5,401)	Workers Compensation



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10050100	52512	\$ 31	Unemployment Compensation
10050100	52520	\$ 737	Retiree Health (GASB 75)
10050100	52912	\$ (17,952)	Interdept Credit-Benefits
30030210	51910	\$ 36,682	Interdept Charge-Labor
30030210	51912	\$ 17,952	Interdept Charge-Benefits
Total Expenditures		\$94,015	GF Cost \$39,381.58

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

The general fund will be minimally impacted by this request because of the Recreation Coordinator position (40%) will be focused on Public Art Fund projects and their time would be charged to CIP projects and funded with the Public Art Fund. If down the road, the CIP projects slow down or not support 40% of the position, we could adjust with decreasing part-time staff expenses as needed and/or having this position assist with special events or other similar Recreation Division programs to support the necessary decrease in part-time staff expenses.

The other Recreation Supervisor will be assuming supervision of the Youth & Adult Sports Coordinator and the Recreation Manager will directly supervise these two new positions.

Salary Allocations % for New Recreation Coordinators:

#1 Coordinator:

Public Art 40%
Public Art NLAF 20%
Public Art CIP projects 40%

#2 Coordinator:

Community Events 50%
July 4th 10%
Special Event Permits 25%
Marketing 15%



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: July 4 th Celebration with Drone Show	Priority: 1
Department/Division: Parks & Recreation	Budget Year: FY 2025/26
Department Contact: Katrina Gregory	GL Org: 10050303
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

City Council provided direction to staff in 2023 and 2024 regarding the preferred activities for the Fourth of July event. The direction included: 1) the discontinuation of fireworks and to replace them with a more environmentally friendly drone show; 2) continuation of the City's support of the Sunrise Rotary July 4th Parade with co-sponsorship of city staff costs to help with street closures and parade safety; 3) continuation of patriotic décor in downtown; and 4) retain the Community Celebration at Oxbow Commons which includes daytime family-friendly activities. Staff successfully implemented this direction on July 4, 2024 and received support from City Council to continue these activities moving forward. To implement this direction, additional funds were required from the City Manager's contingency fund. This request will sufficiently establish an increased baseline budget for the annual July 4th event to implement the direction of City Council.

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

The 2024 Fourth of July event hosted approximately 35,000 attendees. This is an important annual community gathering and is a part of the City's front-line activities for community engagement. In addition to residents enjoying the festivities, the drone show attracted visitors to Napa for the July 4th holiday weekend and many of them visited restaurants, stayed in hotels and shopped with local merchants. These types of events create economic vibrancy and resilience as well as demonstrate leadership within the event / tourism segment, especially for this specific holiday when there are many options to choose from in the Bay Area. This event was significantly impacted during COVID, this request would continue to provide the necessary funding needed to sustain as well as expand the event which support the revitalization of our parks and recreation programs for the local community. Lastly, by switching from fireworks to the drone show demonstrated environmental stewardship and leadership with climate action and is aligned with



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<p>the City Council's priorities. In addition, the transition to drones also supports the City's commitment to public safety and reducing the potential fire danger for the community.</p>
<p>What are the consequences of not funding this request?</p> <p>Community activities would need to be scaled back for the Fourth of July Celebration, and the drone show would need to be discontinued.</p>
<p>What alternatives were considered when creating this request?</p> <p>Event alternatives were discussed and ultimately not supported by City Council.</p>
<p>How will you measure success?</p> <p>Success is measured with monitoring and maintaining attendance levels at the event and a high-level of satisfaction with the event activities and drone show.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050303	53201	\$140,000	Drone show, additional sound, downtown décor, and additional funding for kids zone
10050303	51210	\$7,000	Part-time staff support
10050303	51310	\$3,000	Overtime for PD and Parks & Rec Staff
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	



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		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$150,000	

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



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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Restoration Recreation Division	Priority: 1
Department/Division: Parks & Recreation	Budget Year: FY 2025/26
Department Contact: Katrina Gregory	GL Org: Varies
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Recreation Division experienced significant budget reductions during COVID. The Division has been slowly and strategically worked to restore priority programs and services for the community. These efforts have also been aligned with our Department's Financial Sustainability Policy to help maintain long-term sustainability. Across the board, and in all of the areas within the Recreation Division, programs have been steadily growing and expanding during these past few years since COVID. The previous two-year Rec Restoration budget package focused on restoring programs that had the most opportunity to generate revenue which helped offset the associated increase in expenses. Therefore, the previous budget package only requested a modest increase to the General Fund. This is the second wave of restoration for the Recreation Division. The focus of this request is to continue to support and maintain the core functions of the Recreation Division and allow the opportunity to expand access to the two recreation facilities (Las Flores and Senior Center) by adding funding for part-time staff expenses and front desk staff. The request also includes returning our marketing efforts. Previously, the Department had a 64-page Recreation Guide which was mailed to all 25,000 households in Napa. This request includes funding for a modified 8-page mailer which provides important information and engagement with the Napa residents about the Parks & Recreation Department [community engagement]. The request will also include sustaining and creating more community events. Finally, the request includes expanding youth sports especially our mini-sports programs which are a critical pipeline for youth sports in Napa.

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

This request will support and maintain the existing recreation facilities, parks and community spaces. The goal is to fully utilize these important community resources by ensuring adequate



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staffing levels as well as allowing for expanded programs and services. This request includes expanding and supporting more community events. Events enhance the quality of life for residents and community events also play a critical role in creating vibrancy, a sense of community & pride and often have a direct economic impact for the community. Community events are some of the most visible and assessable services the City of Napa provides and the goal with this request and additional funding would allow staff the opportunity to expand these offerings and have an even broader reach, enhance our community engagement, and ensure the events are executed well.

What are the consequences of not funding this request?

The two recreation facilities would continue to struggle to expand hours of operation without this funding and would hinder staff ability to expand or enhance programs. Recreation programs would need to stay at the current levels and not expand despite the growing demands for services.

What alternatives were considered when creating this request?

Staff were both strategic and conservative with this request and are only requesting to restore and expand programs and services where there is staff capacity and where it makes the most sense to meet the growing demands of the community.

How will you measure success?

Success will be measured by executing the following programs and services with high customer satisfaction and high participation:

Youth Sports – expand preschool and mini-sports, youth & middle school clinics, and expand Jr. Warriors basketball league

Senior Services – additional programs, evening and weekend offerings, additional monthly events, and allow for new contract instructors

Special Needs – Support the expansion at current events which has seen participation grow by 5 times and adding one special needs program event per month

Adult Sports – Resuming priority evening leagues including a 3v3 basketball league

Community Events – Support current Dia de los Muertos event and add new events such as the First Thursdays monthly event (with NDA at Oxbow Commons) and adding 2 smaller events during the year

Las Flores – Open front desk open 7 days week including evenings to serve community

Pelusi – Increase part-time staff and PW facilities staff due to increased rentals, including internal rentals



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Community Engagement / Marketing – Create and mail a 8-page mini-guide to 25,000 households; return marketing photography, mini videos, social media ads, and direct mailers for specific programs



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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
10050407	43442	\$25,000	Expansion of youth sports with mini-sports programs
		\$0	
Total Revenue		\$25,000	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050300	51210	\$15,000	Additional Front Desk support for Dept-wide customer service
10050300	53530	\$23,000	Department Mailer to all households 3x/yr
10050300	55110	\$2,500	O&M of Rec Van
10050300	53630	\$3,000	Staff training
10050301	51310	\$3,000	Co-sponsorship for new NDA event
10050301	53332	\$10,000	Portable restrooms rentals for events (reimbursed by event organizer)
10050307	53201	\$30,000	Maintain DDLM event funding and expansion of other community events
10050307	53332	\$10,000	Portable restrooms for city events
10050307	56114	\$8,000	Event supplies
10050307	51210	\$3,000	Part-staff support for events
10050307	51310	\$4,000	OT for Parks & Rec Staff for events
10050308	51210	\$35,000	Part-staff for front desk, evenings and weekends at Las Flores
10050308	56110	\$2,000	Copier expenses at LF
10050309	51210	\$10,000	Part-staff increase for more rentals both internal and external at Pelusi
10050309	51310	\$4,000	Additional OT for cleaning facility by PW at Pelusi
10050405	51210	\$25,000	Part-staff for front desk, evenings and weekends at Senior Center
10050405	52510	\$5,000	Increases with Worker Comp
10050405	53201	\$10,000	More contract instructors at Senior Center
10050406	51210	\$8,000	Part-staff for additional special needs events and support increase participation at current events
10050406	56114	\$3,000	Increase supplies for additional special needs events and support increase participation at current events
10050407	51210	\$45,000	Part-staff for additional youth sports programs like mini-sports



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10050407	56114	\$6,500	Addl supplies for youth sports expansion
Total Expenditures		\$265,000	Net \$240,000 with revenue offset of \$25,000

Please provide any additional financial information that will be useful in reviewing this Budget Package:
Additional revenue increases for Las Flores (10050308) and Senior Center (10050405) have already been included in FY26 & FY27 revenue projections.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Management Analyst II (PRS Admn) - Limited Term	Priority: 1
Department/Division: Parks and Recreation Services	Budget Year: FY 2025/26
Department Contact: Breyana Brandt	GL Org: 10150100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The PRS Admin Division currently oversees all park project management. There is currently 1 FTE (Management Analyst II) who receives support from outside consultants, and limited support from the Parks and Recreation Director. The budget request is for a new limited-term position to provide additional capacity to increase the delivery of Park Capital Improvement Program projects in the upcoming budget cycle.

With the passage of Measure G, and the Council's new focus area in Parks & Community Spaces, there will be high expectations from the community and the Council to see an increase in the number of infrastructure projects completed in City parks. There will also be expectations that the projects are completed in an ambitious timeframe to demonstrate the City's ability to make park infrastructure improvements in alignment with the committed Measure G priorities.

In FY2025/26 there are over \$11m in park capital projects in progress. This includes construction on several high priority projects that have been in motion and are now scheduled to enter the construction phase (Fuller Park Playable Art Project, Las Flores Community Center Renovation, Alston Park Restroom, and Park Playground and Amenity Improvement Project – Phase II) and a host of new capital projects to meet the growing community demand (including but not limited to a community splashpad, three additional park restrooms, shade canopies, and enhanced park and community space landscaping).

In FY2026/27 there are an additional \$6.6m of park projects that will commence. These project totals do not include any momentum that may come for the current negotiations with NVUSD regarding the Harvest Middle School Property.

The ability of 1 FTE to successfully manage all the City's park projects is stretched. With the number of



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>parks projects increasing, we need to appropriately resource this division to deliver the volume of park projects requested by the Council.</p>
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The proposed CIP program for FY2025/26 and 2026/27 includes a drastic increase in the delivery of park projects and was stretching the Department's ability to deliver on these projects effectively. In addition to the proposed CIP program, the City Council has requested additional park projects including a community splash pad, continued negotiations for the potential acquisition of the Harvest Middle School property, additional community engagement (survey) on recreation amenities, programs and services, and initial planning for the future development of the So. Jefferson Property. Parks and Community Spaces is a focus area of the Council in the upcoming year.</p>
<p>What are the consequences of not funding this request?</p> <p>Community expectations for the City to deliver on the promises made with Measure G increases the pressure and importance of successful completion of several high-profile park projects. If the Parks and Recreation Department is to accomplish the full spectrum of scheduled projects on-time additional staffing resources will be necessary. Without additional staffing resources, there will not be sufficient capacity to complete all of the park projects planned or desired by Council. The number of scheduled park projects may need to be reduced or pushed out to future years.</p>
<p>What alternatives were considered when creating this request?</p> <p>Outside resources have also been considered to meet this need. The Parks and Recreation Department already relies heavily on the work of consultants and contractors to complete nearly all park capital projects. Increased staff capacity will be necessary to effectively manage and oversee the work completed by outside consultants and contractors, and to effectively manage the increase in contracts and agreements to complete the additional workload.</p> <p>Other alternatives include reducing the number of park projects scheduled in FY26 and FY26 or pushing scheduled projects out to future years.</p>
<p>How will you measure success? The Department will develop additional S.M.A.R.T. goals in alignment with the Council focus area of Parks and Community Spaces.</p> <ul style="list-style-type: none"> • Progress towards and completion of projects in the upcoming budget cycle • Increase in the number of consultants, contractors, and agreements managed by 40% • Increased community engagement highlighting completed projects and increased communication regarding construction schedules and scheduled (and/or delayed) impacts to parks and community spaces during construction



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10150100	51110	\$137,513	Regular Employees
10150100	51161	\$50	Specialty Pay
10150100	51152	\$1,420	Specialty Pay Non-PERS
10150100	52110	\$32,820	Health Insurance
10150100	52120	\$1,648	Dental
10150100	52140	\$46	Employee Asst Prog Exp
10150100	52150	\$1,995	Medicare
10150100	52210	\$9,588	Rtrmt-PERS Normal Cost
10150100	52430	\$2,063	Management Leave Payout
10150100	52510	\$853	Workers Compensation
10150100	52512	\$92	Unemployment Compensation
10150100	52520	\$2,262	Retiree Health (GASB 75)
10150100	56140	\$2,500	WFA Setup
10150100	55210	\$650	IT Replacement
10150100	51912	\$(69,491)	Interdept Credit-Labor
10150100	52912	\$(25,684)	Interdept Credit-Benefits
Total Expenditures		\$98,325	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FD- One Battalion Chief Reclass to Deputy Chief	Priority: 1
Department/Division: Fire/Operations	Budget Year: FY 2025/26
Department Contact: Zach Curren	GL Org: 10022300
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: The Department is requesting a reclassification of one Battalion Chief (40 Hour) position to a Deputy Chief position. The purpose of the reclass is to have one deputy that focuses on deploying personnel and managing field resources effectively while the other can focus on administrative functions and support services.

Why is this needed, and how does it align with Council and/or Department priorities? Currently, the Department has one Deputy Chief that is responsible for managing the operations of assigned programs through subordinate supervisors. Responsibilities include developing and implementing comprehensive department programs, direct and indirect supervision of management, technical and support personnel. The Deputy Chief is also responsible for assisting in the development and control of department and division budgets and may act for the Fire Chief in his absence.

The Department would like to restructure and reclass the Admin Battalion Chief to a second Deputy Chief. Having two deputy chiefs, one focusing on operations and the other on administration, can provide several strategic and operational benefits. The goal is that the Operations Deputy Chief can focus on the operational aspects such as emergency response, field operations, personnel management, and tactical strategies while the Admin Deputy Chief can dedicate their efforts to administrative functions like budgeting, software management, resource allocation, policy development, training, and compliance. Reclassing the current Admin Battalion ensures that each area receives focused attention, resulting in higher efficiency and expertise. This ensures that leadership oversight is balanced across critical areas. Operations and administration have different challenges, and having dedicated leaders and decision makers allows for thorough management. It provides the department with leaders who are specialized and more responsive to issues as well as providing backup when needed.

Collaborative decision-making between the two deputies ensures that both operational and administrative



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<p>impacts are considered, leading to well-rounded strategies. In times of crisis or organizational change, having two deputies allows one to focus on the immediate challenges (e.g., operations during emergencies) while the other ensures administrative stability (e.g., maintaining budgets and ensuring regulatory compliance).</p> <p>It also creates a broader pool of leadership talent. Each deputy gains experience in their role and responsibilities, which can prepare them for future leadership roles as a succession plan for the Fire Chief position.</p>
<p>What are the consequences of not funding this request? By having two deputy chiefs, the department can achieve a better balance of decision-making authority between immediate operational effectiveness and long-term administrative stability, fostering a more resilient and effective leadership structure. Not funding this request can result in several challenges like leadership overload, reduced focus on specific areas, decline in efficiency and employee burnout. This would also result in a missed opportunity for strategic growth and increase the risk of errors and oversight. Having two deputies provides a broader pool of experienced leaders who can step into higher roles when needed. A lack of planning for succession can leave our department vulnerable to leadership gaps. Reactive management becomes the norm rather than proactive planning, which can hinder the Department's ability to meet future challenges.</p>
<p>What alternatives were considered when creating this request? The Department has explored alternative options; however, none have effectively met the department's needs.</p>
<p>How will you measure success? We will be able to measure success by experiencing less overburdened leadership, improved efficiency, and diminished vulnerabilities in both short-term operations and long-term strategy. We will have overall organizational effectiveness and the ability to meet mission-critical objectives. Additionally, this change in department structure prepares multiple employees for enhanced leadership positions including the Deputy and Fire Chief position.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
Total Revenue			
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10022300	51110	\$32,540	Regular Employees



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10022300	51150	(\$21,694)	BC 40 HR Admin 10%
10022300	51120	\$1,877	Holiday Pay
10022300	51130	(\$585)	Edu/Cert Pay
10022300	51140	-	Uniform Pay
10022300	51150	\$1,627	Specialty Pay
10022300	51152	-	Specialty Pay Non-PERS
10022300	52110	-	Health Insurance
10022300	52120	-	Dental
10022300	52130	-	Life Insurance
10022300	52140	-	Employee Asst Prog Exp
10022300	52150	\$514	Medicare
10022300	52210	\$5,418	Rtrmt-PERS Normal Cost
10022300	52310	\$515	FD-HRA Contributions
10022300	52311	-	FD-RMT Contributions
10022300	52410	\$515	Deferred Compensation
10022300	52430	\$488	Management Leave Payout
10022300	52510	\$4,656	Workers Compensation
10022300	52512	\$24	Unemployment Compensation
10022300	52520	\$568	Retiree Health (GASB 75)
Total Expenditures		\$26,463	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Budget Analyst I/II	Priority: 1
Department/Division: Finance - Administration	Budget Year: FY 2025/26
Department Contact: Seth Anderson	GL Org: 10013100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The Budget Team within Finance Administration recently went from 3 FTEs to 2 FTEs with the Budget Analyst being reallocated as a Management Analyst that supports the whole department and focuses on Purchasing. The Budget Analyst position is an essential role within the Budget Team as it allows an initial point of contact for Departments with routine and non-urgent questions, collects and analyzes data to facilitate larger reporting and reconciliations, thus freeing up much needed time for the Senior Budget Analyst and Budget Officer to focus on more complex processes. Additionally, the Budget team recently implemented two additional software programs that will require constant maintenance and reconciliations to ensure its usefulness. Reinstating the Budget Analyst also establishes an entry point for folks who wish to work within Budget, and the team of three sets up a succession plan for those who desire to become a Budget Officer or beyond.

Why is this needed, and how does it align with Council and/or Department priorities? With the passing of Measure G, reconciling and reporting out accurate and timely data will increase the workload of the already strained Budget team. The implementation of OpenGov's transparency portal will allow for live reporting to be published which allows the City to increase community engagement. This requires time and effort, however, to create and maintain these datasets. Having the Budget Analyst will also increase the ability to analyze and reconcile data and further support Departments on process and procedures, ultimately leading to accuracy. The freeing up of time for the Budget Officer and Senior Budget Analyst will allow for the refinement of processes and procedures, additional analyzing of economic conditions, and financial strategic planning, and more transparency - thus securing economic resilience.

What are the consequences of not funding this request? In the current state, the budget team moves as quickly as possible to complete all the expected and required reporting, and the budget adoption and maintenance processes. There is little capacity for process improvement, citywide training/alignment of best budget practices, and budget team and City financial strategic planning. The budget team will have to continue to work beyond normal working hours, while absorbing the additional workload related to Measure G reporting and the maintenance and expectations of two new software programs.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What alternatives were considered when creating this request? A part-time or retired annuitant has been discussed, especially during seasons of increased activity. It is extremely difficult to find individuals with experience in the budget process within the part-time workforce.

How will you measure success? Increased community engagement through live and useful financial reporting that reaches the community. Successful succession planning that grows talent within the field from Budget Analyst to Budget Officer. Economic resilience through the creation of best practices, accurate data, sound analytics, and transparency that guides the community and decision makers to financial health.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10013100	51110	125,014	Salary & Benefits
10013100	51161	50	Salary & Benefits
10013100	51152	1,420	Salary & Benefits
10013100	52110	32,820	Salary & Benefits
10013100	52120	1,648	Salary & Benefits
10013100	52140	46	Salary & Benefits
10013100	52150	1,995	Salary & Benefits
10013100	52210	9,065	Salary & Benefits
10013100	52430	1,875	Salary & Benefits
10013100	52510	807	Salary & Benefits
10013100	52512	84	Salary & Benefits
10013100	52520	2,139	Salary & Benefits
10013100	56140	2,500	WFA Setup
10013100	55210	650	IT Replacement
Total Expenditures		180,113	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package:
The City has had significant turnover within all Departments for their administrative support positions. It would serve the City greatly if the Budget team had time to organize and align the City on budget process and procedures, as well as more frequent trainings on best practices and how to navigate and utilize our software programs. This is not currently possible given the two person team.



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Community Relations Augmentation	Priority: 1
Department/Division: CMO/Community Relations	Budget Year: FY 2026/27
Department Contact: Liz Habkirk	GL Org: 10012103
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Community Relations Division of the City Manager is currently staffed by 1 FTE (Community Relations and Media Manager) with support from the Assistant City Manager and outside consultants. The budget request is to add an FTE at a Management Analyst II (or preferably, an equivalent new classification that has specific communications experience/requirements) to the Division.

With the passage of Measure G more support will be necessary to transparently communicate on the projects and programs supported by the new revenue. Bringing some of the support services in-house, rather than contracted, will allow the Community Relations and Media Manager more control over areas of effort, increase efficiency by having in-depth knowledge of City operations (rather than communicating to consultants), and increase efficiency in connecting staff/departments. The use of consultants has been helpful during the past five years to build out an organized communications effort, but adding this FTE will bring us more ability to push areas we need to quickly and to allow the Manager to focus on long-term, strategic efforts for communications campaigns, rather than day-to-day. Department-level connections to the communications program will improve with the addition of an FTE in this role, allowing for more opportunities for department and project-specific support, as well as improving engagement with the community on these topics.

This will also allow some needed improved redundancy for Emergency/Disaster communications not currently available, including improved responsiveness within the PIO function (initial response, EOC activation, PIO call center, Joint Information Center (JIC))



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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activation, etc). Having these tasks in house will allow the use of contract dollars to be spent in a more targeted way to further Council's specific requests and information campaigns.

Additionally, the need for regular, organized internal communications has increased and the Division is also a critical component of Employee Recognition efforts, generally organizing and executing events, maintaining the Core Value Compass awards, etc. The Division is also critical to city-wide organizational culture commitments such as mid-manager retreats/meetings, Collaborators efforts, etc. The ability of 1 FTE to successfully manage the internal and external communication demands is stretched. With growing requests, we need to appropriately resource the function or look to reduce the efforts we are making, which is counter to what employees and Council are requesting.

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

The Council has included Community Engagement as a focus area for the upcoming budget cycle and has specified that communication efforts should be increased to include more real time interaction with residents, active outreach on issues of misinformation, outreach to our Spanish-speaking population, and more event opportunities/outreach such as last year's Open House to inform the public of our activities and services. This position will directly expand the Division's ability to add to its work plan in line with the Council's requests, and augment and enhance the current communications program. Additional innovations within the existing communications program, such as videos, visual project overviews, data collection and targeted information gathering through increased social media engagement, would be possible.

What are the consequences of not funding this request?

The Communications and Outreach Division will only be able to incrementally increase communications efforts and will fall short of Council's expectations as outlined during their Workshop when they named Community Engagement as a focus area. We would likely need to rely heavily on one-way communication and not increase the engagement efforts. This would mean that additional events, open houses, town halls and other two-way communication strategies would be possible. We may not be able to adequately describe or communicate the Measure G funding efforts leading to community dissatisfaction or misunderstandings about how the new revenue has met the goals outlined within the ballot initiative.

What alternatives were considered when creating this request?

Considered increasing outside Consultant service budget or leaving status quo. Increasing the work by consultants would not achieve the consistency and efficiency of having in-house expertise and awareness to lead campaigns. Leaving the status quo would mean we are not responding to the many Council and internal requests for increased communication efforts.

How will you measure success? Our Community Relations and Outreach Manager has developed S.M.A.R.T goals for the upcoming year that this position would work in support of. These will include



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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items such as:

Increase public awareness and attendance by sharing City Council meeting information before each meeting.

Increase the average open rate of e-newsletters and as well as increase average views per video within six months.

Increase total views per quarter across all platforms.

Reduce misinformation-related complaints by 30% within one year.

Increase social media engagement (likes, shares, comments) within six months.

Establish active ambassadors covering key neighborhoods on Next Door within the first year.

Increase frequency of Open House/Town Hall events to two per fiscal year.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:

GL Org	GL Object	Amount	Comments
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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012103	51110	\$141,479	
10012103	51161	\$50	
10012103	51152	\$1,420	
10012103	52110	\$32,820	
10012103	52120	\$1,648	
10012103	52140	\$46	
10012103	52150	\$2,052	
10012103	52210	\$9,865	
10012103	52430	\$2,122	
10012103	52510	\$878	
10012103	52512	\$95	
10012103	52520	\$2,328	
10012103	56150	\$	Furniture/Fixtures under \$5,000; one-time New FTE set-up
10012103		\$0	
Total Expenditures		\$194,802	

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

It would be our recommendation that Measure G pay for this position as the new services that could be accommodated in the Division would be directly related to Measure G.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Technology Enhancements and Digital Record Management	Priority: 1
Department/Division: Human Resources	Budget Year: FY 2026/27
Department Contact: Heather Ruiz	GL Org: 10115100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Human Resources Department can significantly reduce paper usage and lower their environmental impact by completing two projects:

1. **Digitizing employee files:** To achieve this, we are requesting to hire a part-time Office Assistant I or may consider contracting out the task to an external service provider to scan and digitize the current employee files.
2. **Implementing 10 electronic tablets for in-person interviews:** This will streamline the interview process and reduce the reliance on paper documentation.

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

The City of Napa hires approximately 80 new employees each year, and every employee's file includes at least 15 paper documents at the start of their employment. After their first day of employment, employees can accumulate hundreds of pages of records. Currently, these paper files are manually organized and stored by HR staff, which is both time-consuming and inefficient, and requires massive amounts of paper printing. Almost all of the documents are originated digitally and then printed and placed in the employee's file.

To improve operational efficiency and reduce the environmental impact, the Human Resources Department would like to hire a part-time Office Assistant I or work with an external vendor to digitize our employee files. This initiative will require collaboration with external vendors and coordination with the City Clerk's Office and IT. Digitizing these files will significantly streamline record-keeping processes,



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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reduce paper usage, and save valuable staff time. Moving forward, we would also be able to save all onboarding documents and employee records digitally, as they are processed through NeoGov, further reducing our reliance on paper files.

In addition to the digitization effort, the department also proposes the acquisition of 10 electronic tablets (with stylus pens) to modernize the recruitment process. Currently, recruitment materials are required in paper and digital formats, making it difficult to quickly retrieve confidential information when needed. HR would like to make our interview guides available to panel members via electronic tablets where the information could be continually auto-saved digitally throughout the recruitment. These electronic files could all be attached to the cloud-based platform provided by NeoGov, the City's Applicant Tracking System, which currently retains other digital documentation for the recruitment process. This will help the in-person interview phase go from hundreds of pages of interview and application materials to one tablet per interview panel member.

By investing in these initiatives, the Human Resources Department will save time, reduce costs, and improve recruitment and record-keeping processes, benefiting the entire City workforce. This request also supports the Council Focus Area of "Climate Action."

What are the consequences of not funding this request?

If this request is not funded, the Human Resources Department will continue relying on manual, paper-based processes. This approach not only consumes a significant amount of staff time but will continually increase the department's paper storage and paper printing costs. Tasks that could be automated or streamlined would remain cumbersome, preventing the team from focusing on more strategic initiatives and potentially affecting overall productivity.

What alternatives were considered when creating this request?

A potential alternative would be to approve one of these projects now and the other could be proposed in FY26/27.

How will you measure success?

Fully digitized employee files that no longer require paper printing, and transitioning to paperless in-person interview processes by end of the fiscal year.

Financial Information:

This data will be entered into your Munis Budget Package

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10115100	53210	\$43,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$43,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Assistant Human Resources Director	Priority: 1
Department/Division: Human Resources	Budget Year: FY 27
Department Contact: Heather Ruiz	GL Org: 10015100
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

We are requesting funding for an Assistant Human Resources Director position to oversee Citywide recruitment, classification and compensation and labor relations. In conjunction with this request, we are proposing the deletion of one Human Resources Manager position within the department.

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

The Human Resources Department currently has two Human Resources Manager positions to support the department. One oversees Recruitment and Labor Relations, while the other handles Workers Compensation and Leaves Administration. Both Managers also provide support in Employee Relations.

As HR responsibilities continue to grow, particularly with Labor and Benefits now falling under the HR umbrella, the scope of the Human Resources Manager's role has significantly increased. This shift has highlighted the need for greater oversight and strategic management within the department, making the addition of an Assistant Director position crucial.

In addition, this new position will create a clear career path within the department, from Management Analyst to Human Resources Manager, Assistant Human Resources Director, and ultimately to the Human Resources Director role. Having this progression is essential for retention and career development, particularly in a small department where it is vital to retain top talent in a competitive job market.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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This position will also serve as part of a long-term succession plan, ensuring that there is a designated second-in-command to step into the Director role in the event of an absence. As part of this plan, one of the existing Human Resources Managers will have the opportunity to transition into this role through a promotional recruitment, offering a pathway for professional growth and leadership within the department.

Ultimately, maintaining structural consistency across departments is crucial, and the majority of departments have a Deputy or Assistant Director in place to provide leadership and support. Aligning the Human Resources Department with this practice will not only enhance internal operations but also underscore the department's commitment to a strong organizational structure, succession plan and effective leadership.

What are the consequences of not funding this request?

If this request is not funded, the Human Resources Department will continue to operate without the added leadership and oversight necessary to manage the growing complexities within the department. Without the Assistant Human Resources Director position, succession planning within the department will be unclear, and there will be no designated second-in-command to step into the Director role during absences. Additionally, the lack of a clear career progression could impact employee retention, particularly as top talent may seek opportunities elsewhere for advancement and professional development.

What alternatives were considered when creating this request?

If this request is not funded, we would remain with the current structure of two Human Resources Managers, which would not provide the necessary leadership and strategic oversight required for the department's continued growth and success. Ultimately, the proposed solution to adding an Assistant Director position and deleting one Human Resources Manager was deemed to be the most effective way to address the department's needs while also providing a clear career path and aligning with organizational best practices.

How will you measure success?

Success will be measured by the development of a second-in-command within the department, ensuring leadership continuity in the absence of the Human Resources Director. Additionally, the introduction of a clear career progression, from Management Analyst to Human Resources Manager, Assistant Human Resources Director, and ultimately to Human Resources Director, is expected to lead to higher morale, increased job satisfaction, and long-term retention. This will be evaluated through performance evaluations.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10015100	51110	\$215,134	Add - Assistant HR Director
10015100	51152	\$1,562	Add - Assistant HR Director
10015100	51161	\$50	Add - Assistant HR Director
10015100	52110	\$27,897	Add - Assistant HR Director
10015100	52120	\$1,648	Add - Assistant HR Director
10015100	52140	\$46	Add - Assistant HR Director
10015100	52150	\$2,950	Add - Assistant HR Director
10015100	52210	\$14,496	Add - Assistant HR Director
10015100	52430	\$3,227	Add - Assistant HR Director
10015100	52510	\$740	Add - Assistant HR Director
10015100	52512	\$149	Add - Assistant HR Director
10015100	52520	\$3,586	Add - Assistant HR Director
10015100	51110	(\$195,576)	Delete – HR Manager
10015100	51152	(\$1,420)	Delete – HR Manager
10015100	51161	(\$50)	Delete – HR Manager
10015100	52110	(\$27,897)	Delete – HR Manager
10015100	52120	(\$1,648)	Delete – HR Manager
10015100	52140	(\$46)	Delete – HR Manager
10015100	52150	(\$2,950)	Delete – HR Manager
10015100	52210	(\$13,179)	Delete – HR Manager
10015100	52430	(\$2,934)	Delete – HR Manager
10015100	52510	(\$673)	Delete – HR Manager
10015100	52512	(\$136)	Delete – HR Manager
10015100	52520	(\$3,260)	Delete – HR Manager
Net Savings		\$21,716	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Human Resources Manager (Limited-Term)	Priority: 2
Department/Division: Human Resources	Budget Year: FY 2026/27
Department Contact: Heather Ruiz	GL Org: 10115100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 10px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request:

We are requesting funding for a Limited-Term Human Resources Manager position focused on training and development initiatives. This role will support the design, coordination, and delivery of agency-wide training programs to enhance staff development and organizational effectiveness.

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

The Human Resources Department currently has two Human Resources Manager positions to support the Human Resources Director. One oversees Recruitment and Labor Relations, the other oversees Workers Compensation and Leaves Administration. Both Human Resources Managers also support Employee Relations. However, there is currently not a Human Resources Manager that oversees training and development. With a Human Resources Manager (Training & Development) in place, the organization will have a leader responsible for overseeing the planning, execution, and continuous improvement of training programs that are aligned with the mission & values of the organization. This position will drive measurable improvements in employee performance, satisfaction, and retention, directly contributing to the success of the organization. The Human Resources Manager will ensure design and implementation of professional development programs within the city as well as perform organizational development functions such as mediating, coaching and advising.

What are the consequences of not funding this request?

Without this role, there would be a lack of centralized oversight for training efforts across all departments, leading to inconsistent development opportunities. Employees may not receive the proper training needed to excel in their roles which could ultimately affect productivity and morale. Additionally, without a



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dedicated HR professional, the agency may struggle to align training programs with organizational goals, leading to inefficiencies and missed opportunities for growth. The absence of this position also increases the risk of non-compliance with regulations and could hinder the agency's ability to foster a culture of continuous improvement.

What alternatives were considered when creating this request?

When creating this budget request, alternatives such as outsourcing training services to third-party vendors were considered. However, this option was deemed costly and less effective in aligning with the specific needs of the organization. Given these challenges, creating a dedicated Human Resources Manager - Training and Development position was determined to be the most sustainable and cost-efficient solution.

How will you measure success?

Success will be measured by tracking key performance indicators such as improved employee performance, high training completion rates, and positive feedback from staff regarding the relevance and impact of the training programs. Additionally, success will be evaluated based on the overall increase in employee engagement and the enhanced effectiveness of the organization, driven by the impact of targeted training initiatives.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10115100	51110	\$195,576	
10115100	51152	\$1,420	
10115100	51161	\$50	
10115100	52110	\$27,897	
10115100	52120	\$1,648	
10115100	52140	\$46	
10115100	52150	\$2,950	
10115100	52210	\$13,179	
10115100	52430	\$2,934	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10115100	52510	\$673	
10115100	52512	\$136	
10115100	52520	\$3,260	
Total Expenditures		\$249,768	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Cyber security enhancements	Priority: 1
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Cyber security enhancements include adding a new connection license for Fire Stations two and three, increasing bandwidth at downtown facilities, and the addition of Cato RBI (Remote Browser Isolation). Cato's Remote Browser Isolation (RBI) protects users from falling victim to web and browser-based threats like ransomware, malware, phishing, malicious ads, or cross-site scripting by letting them access websites in an isolated and safe environment.	
Why is this needed, and how does it align with Council and/or Department priorities? Cyber security enhancements.	
What are the consequences of not funding this request? The current level of cyber security is maintained.	
What alternatives were considered when creating this request? The current level of cyber security is maintained.	
How will you measure success? Cyber security is enhanced.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53250	\$50,000	
Total Expenditures		\$50,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Sugarloaf Radio Site Lease	Priority: 2
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: The Communications building leased from the Tuteur Family Trust is currently budgeted in IT Communications at \$30,000 per year. The lease payment for FY25 is \$39,500. Move the \$30,000 budget from IT Communications to Dispatch and add \$10,000 to FY26 and \$10,500 to FY27.	
Why is this needed, and how does it align with Council and/or Department priorities? The current budget is insufficient to cover the lease payment, and this is a critical public safety communication resource.	
What are the consequences of not funding this request? Budget deficiency in IT communications and loss of Dispatch Partner Agencies contribution.	
What alternatives were considered when creating this request? Continued lease payment from IT Communications.	
How will you measure success? Move of the budget and continued use of the facility.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012201	53330	\$(30,000)	
10021400	53330	\$40,500	
Total Expenditures		\$10,500	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Managed Print Services Contract	Priority: 4
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Budget for Managed Print Services City-wide. Service was not budgeted in previous years in the Copy Center and was absorbed by the IT Admin budget when Finance rolled the Copy Center up.	
Why is this needed, and how does it align with Council and/or Department priorities? Current non budgeted ongoing service	
What are the consequences of not funding this request? IT Admin budget will continue to absorb.	
What alternatives were considered when creating this request? none	
How will you measure success? Managed Print Services is budgeted in IT Admin	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53210	\$25,000	
Total Expenditures		\$25,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Microsoft Azure Local for Central Square CAD	Priority: 5
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input checked="" type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Central Square CAD requires an Azure Local Server operating system subscription to operate. The cost of the Microsoft subscriptions is estimated to be \$30,000 annually.	
Why is this needed, and how does it align with Council and/or Department priorities? Central Square CAD requires an Azure Local Server operating system subscription to operate. The cost of the Microsoft subscriptions is estimated to be \$30,000 annually.	
What are the consequences of not funding this request? Central Square CAD requires an Azure Local Server operating system subscription to operate. Without the software the CAD system will not operate.	
What alternatives were considered when creating this request? none	
How will you measure success? Central Square CAD goes live in July 2025.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$30,000	
Total Expenditures		\$30,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Granicus OneView Software Maintenance	Priority: 6
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input checked="" type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Granicus OneView Software has been purchased and installed and is soon to be operational. The budget request is for ongoing software maintenance.	
Why is this needed, and how does it align with Council and/or Department priorities? Granicus OneView Software has been purchased and installed and is soon to be operational. The budget request is for ongoing software maintenance	
What are the consequences of not funding this request? Granicus OneView Software stops working	
What alternatives were considered when creating this request? None	
How will you measure success? Granicus OneView Software is operational in FY26 & FY27	



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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53250	\$50,000	Software Maintenance
Total Expenditures		\$50,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: CalOES ESINet Network	Priority: 7
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: The computer room at FS3 is too small to add the CalOES-mandated ESINet Network Rack for 911 voice and data. In anticipation of the eventual relocation of the Backup Dispatch Center to 770 Jackson, the CalOES ESINet Network rack was installed in the Microwave hut at the corporation yard. Until that relocation is completed, additional leased network lines are required to connect ESINet at 770 Jackson to 2000 Trower. The cost of the connection is \$3,000 per month.	
Why is this needed, and how does it align with Council and/or Department priorities? New network path for 911 voice and Data.	
What are the consequences of not funding this request? Budget shortfall in Dispatch.	
What alternatives were considered when creating this request? None	
How will you measure success? Continued network connection form 770 Jackson to 2000 Trower.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53520	\$36,000	TPX service
Total Expenditures		\$36,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Dispatch Avtec Radio Consol Software Maintenance	Priority: 8
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The budget for the Avtec Radio Consol software maintenance is \$30,000. The software maintenance cost is currently \$61,000 in FY25. The budget has not increased in the past four years despite increased vendor costs and the addition of technology within the primary and backup dispatch centers.

Why is this needed, and how does it align with Council and/or Department priorities? The budget has not increased in the past four years despite increased vendor costs and the addition of technology within the primary and backup dispatch centers

What are the consequences of not funding this request? Budget short fall in Dispatch Budget.

What alternatives were considered when creating this request? None

How will you measure success? No short fall in Dispatch Budget



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$37,000	Avtec Software Maintenance
Total Expenditures		\$37,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: GIS, Lucity, and Granicus OneView support	Priority: 12
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: IT support contract for 1800 hours to accomplish GIS Infrastructure Setup and GIS Map, App, and Data Development, citywide administrative support for the Lucity Enterprise Asset Management (EAM), and continued administration of Granicus OneView CRM.	
Why is this needed, and how does it align with Council and/or Department priorities? Since deployment, contract IT has supported Systems Administration for Lucity EAM, Granicus Oneview, and ESRI applications. With the addition of \$500,000 in ARPA funds over the past two years, the use and reach of these systems have expanded to serve more departments and functions.	
What are the consequences of not funding this request? Administration of Lucity EAM, Granicus Oneview, and ESRI applications would be the responsibility of existing IT staff, requiring a prioritization of IT staff duties that would negatively impact Technology support citywide.	
What alternatives were considered when creating this request? Administration of Lucity EAM, Granicus Oneview, and ESRI applications would be the responsibility of existing IT staff, requiring a prioritization of IT staff duties that would negatively impact Technology support citywide.	
How will you measure success? Continued system support.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53210	\$75,000	
Total Expenditures		\$75,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: EPL & Munis Contract Support	Priority: 13
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Five hundred hours of contract consultant support for EP&L Implementation and Post-Go-Live Support for Workflow development and Training. Additional Tyler EERP Support Analyst on Demand service for SSRS report development, Interface support, and Workflow configuration.	
Why is this needed, and how does it align with Council and/or Department priorities? Improve data retrieval user experience and efficiency of Tyler ERP and EPL systems.	
What are the consequences of not funding this request? Report and workflow improvements would be the responsibility of existing IT staff, requiring prioritization of IT staff duties that may negatively impact Technology support citywide.	
What alternatives were considered when creating this request? Report and workflow improvements would be the responsibility of existing IT staff, requiring prioritization of IT staff duties that may negatively impact Technology support citywide.	
How will you measure success? Continued improvement of user experience of Tyler ERP and EPL.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	53210	\$60,000	
Total Expenditures		\$60,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: GIS Coordinator	Priority: 20
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	
Description of Budget Request: Relocate the GIS Coordinator position and the current staff member from Public Work Engineering to City Manager, Information Technology Administration.	
Why is this needed, and how does it align with Council and/or Department priorities? The GIS Coordinator serves all City Departments and is best positioned within the Information Technology Division to accomplish this internal service function.	
What are the consequences of not funding this request? The GIS coordinator will continue to be budgeted in Public Works.	
What alternatives were considered when creating this request? None	
How will you measure success? The current dedicated staff members continued outstanding support of Citywide GIS needs.	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	Various	\$213,009	Salary & Benefits
10030400	Various	\$(213,009)	Salary & Benefits
Total Expenditures		\$0	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: MANAGEMENT ANALYST II	Priority: 14
Department/Division: City Manager/Information Technology	Budget Year: FY 2026/27
Department Contact: Scott Nielsen	GL Org: 10012200
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	
Description of Budget Request: Add one Management Analyst II position allocation to the City Manager IT Division.	
Why is this needed, and how does it align with Council and/or Department priorities? The IT Division has a complex budget, significant contract management responsibilities, a backlog of policy development, City Council exposure, and ongoing needs for experienced administrative support. Currently, the IT manager is responsible for this.	
What are the consequences of not funding this request? The IT manager will continue to be responsible for complex administrative support.	
What alternatives were considered when creating this request? None	
How will you measure success? Management Analyst Hired.	



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Financial Information:

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10012200	51110	\$141,479	Regular Employees
10012200	51161	50	Specialty Pay
10012200	51152	1,420	Specialty Pay Non-PERS
10012200	52110	32,820	Health Insurance
10012200	52120	1,648	Dental
10012200	52140	46	Employee Asst Prog Exp
10012200	52150	2,052	Medicare
10012200	52210	9,865	Rtrmt-PERS Normal Cost
10012200	52430	2,122	Management Leave Payout
10012200	52510	878	Workers Compensation
10012200	52512	95	Unemployment Compensation
10012200	52520	2,328	Retiree Health (GASB 75)
10012200	53630	3,000	Training
10012200	55210	700	IT Replacement
Total Expenditures		\$198,502	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Traffic Safety Implementation & Community Traffic Requests	Priority: 1
Department/Division: Public Works/ Operations - Sign Shop	Budget Year: FY 2026/27
Department Contact: Heather Maloney/Dominic Digloria	GL Org: 10030803
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

<p>Description of Budget Request:</p> <p>This request seeks an additional \$100,000 in funding for the Sign Shop's Construction Services budget to support Traffic Safety Implementation through Traffic Change Orders (TCOs). TCO's are modifications to the City's street network to improve traffic safety and/or operations. These are often initiated by requests from community members, analyzed by Traffic Engineering, and approved by the City Engineer. This include minor projects such as installation of new stop signs, traffic delineators, red curbs, and waring signs. This funding will provide flexibility in addressing evolving roadway striping and signage needs, allowing work to be completed by contractor based on workforce capacity and project urgency. Given the rising volume of TCOs and the increased availability of contractor support through recently awarded striping contracts, this funding will help ensure timely implementation of roadway safety improvements.</p> <p>As with many of the operating costs carried by the city, the Signs and Markings program budget has suffered from the increasing cost of materials and supplies due to inflation. With the exception of an increase in 2023, funding for this team has not seen increase in last six years.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Traffic Safety has been a designated Council priority for the past two years. Additionally, streets and traffic safety were recurring themes supported in the Measure G related community engagement. Additional funding for TCOs directly supports this initiative by ensuring roadway markings and signage are updated to enhance visibility, improve traffic flow, increase safety for all road users and be responsive to community concerns for improvements that are found warranted through the traffic engineering analysis.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>Multiple community groups have been vocal about the need for enhanced roadway markings, particularly for bicycle lanes and crossings. Expanding our capacity to complete these projects demonstrates responsiveness to community concerns and fosters greater public trust in city infrastructure investments.</p>
<p>What are the consequences of not funding this request?</p> <p>If this request is not funded, the City will face several operational and safety-related challenges, including:</p> <p>Delayed Traffic Safety Improvements – Without additional funding, the backlog of 15 Traffic Change Orders (TCOs) will continue to grow, delaying critical roadway safety enhancements such as updated signage, lane markings, and pedestrian crossings. These delays could increase the risk of traffic incidents in high-need areas.</p> <p>Reduced Flexibility in Addressing TCOs – With limited resources, staff will be forced to prioritize only the most urgent TCOs, leaving lower-priority but still necessary improvements unaddressed. This reactive approach may result in longer wait times for requested traffic control measures.</p> <p>Missed Opportunities to Utilize Contractors – The City’s newly established striping contracts provide an efficient way to complete projects beyond in-house capabilities. Without funding, the ability to use contractors for larger-scale projects—such as long-line striping on arterials and collectors—will be severely limited, placing a greater burden on in-house crews who may not have the capacity or equipment to complete the work efficiently.</p> <p>Impact on Council Priorities and Community Expectations – Traffic safety has been a Council priority for the past two years, and the community has expressed strong support for improved roadway visibility that this funding will help provide.</p> <p>Higher Long-Term Costs – Delaying maintenance and roadway striping projects often leads to more costly repairs in the future. Faded or missing markings can contribute to increased wear on roadways and higher accident rates, which may result in additional claims.</p> <p>By approving this request, the City will be able to more proactively address traffic safety needs, improve roadway visibility, and efficiently allocate resources between in-house staff and contractors.</p>
<p>What alternatives were considered when creating this request?</p> <p>Status Quo (No Additional Funding): Without additional funding, TCOs will continue to be completed on a case-by-case basis, limited by existing resources. This would result in delays and potentially reduce our ability to address critical safety concerns. Beyond the need to enhance safety, many traffic change order requests also have a timeline for enforcement that can or may be delayed given our limited capital outlay. Due to increasing costs of materials and increased need for other Sign Shop work such as striping maintenance, school zone crosswalk maintenance and street/regulatory sign maintenance, these existing activities are estimated to fully utilize the program’s existing budget, leaving no remaining funding to address traffic safety change orders. Funding traffic safety change orders with existing budget would result in a significant reduction in service to existing programmed work,</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Shifting Funds from Existing Budgets: The Sign Shop's current \$155,500 budget covers essential materials for daily operations. Redirecting funds from this allocation would impact routine maintenance and reduce the City's ability to meet ongoing traffic safety needs such as striping maintenance, school zone crosswalk maintenance, and street/regulatory sign maintenance.

The funding request of \$100,000 is based on recent cost data from completed Traffic Change Orders (TCOs) and the increasing volume of requests received by the City. Since 2014, the annual number of TCO requests has fluctuated, but 2024 saw a significant increase to 46 requests—more than double the average of the previous five years. This upward trend indicates a growing need for resources to address traffic safety and roadway visibility concerns. The department expects this trend to continue due to the addition of the new Senior Traffic Engineer position and community demand for traffic safety improvements.

By increasing the Sign Shop's Construction Services budget from \$0 to \$100,000, this request ensures that TCOs can be implemented in a timely and efficient manner. It also allows for a more strategic approach to resource allocation, balancing in-house labor with contracted services based on workforce availability and project complexity.

Completing All Work In-House: While in-house crews can perform some striping and signage updates, workforce availability and equipment constraints limit their ability to take on larger or time-sensitive projects. The proposed funding will allow for a balanced approach, utilizing both in-house resources and contracted services as needed.

How will you measure success?

Completion Rate of TCOs: Increased funding should result in a higher percentage of requested TCOs being completed within the fiscal year.

Reduction in Backlogged Traffic Safety Requests: A decrease in outstanding TCOs will indicate improved responsiveness to community needs.

Enhanced Roadway Visibility and Safety Metrics: Measurable improvements in roadway visibility, including school zones, bike lanes, and high-traffic areas, will contribute to safer road conditions.

Public and Stakeholder Feedback: Positive feedback from residents and local advocacy groups will help demonstrate the program's effectiveness.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030803	53270	\$100,000	This will be for contracted services.
		\$0	*Create new PL for 30TRAFFICTCO
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$100,000	

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

This request would provide \$100,000 annually from Measure G and create a new Management PL 30TRAFFICTCO coded to 10030803.

Recent project cost data highlights the financial challenge:

- TCO 2024-33 (Redwood at Dry Creek): This work accomplished the addition of stop signs and associated striping and was completed for \$23,357.77 through contract, with signage updates completed in-house.
- Bicycle Path Markings (Ash Street): A small-scale striping project to add bike sharrows for the Class III bicycle designation per the bike plan cost over \$5,000.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Stormdrain Management/ Cleaning and Assessments	Priority: 2
Department/Division: Public Works/Development Engineering	Budget Year: FY 2026/27
Department Contact: Heather Maloney/Tim Wood	GL Org: 10030403
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input checked="" type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request:

Requesting funding to continue storm drain cleaning and inspection. This request would make this an annually funded program so we can (eventually) get 100% of the system cleaned and inspected. Once 100% of the system is completed, the program would reinspect pipes on a 10 year basis starting with the pipes that had high debris and roots.

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

The City's aging storm drain system needs to be cleaned and inspected. Since 2020, the City has been conducting video inspections, with approximately 40% of the system completed to date. Completion of the system is needed to prevent the risk of storm pipes and structures failures. Additionally, the City's new Water Quality permit (NPDES Phase II) will require a more robust asset management program, including a structured repair and replacement program. Cleaning and inspecting the system will enable the City to prioritize pipe repairs and replacements based on condition – something that cannot be effectively done without a comprehensive assessment.

Cleaning, inspecting and maintaining the City's storm drain system aligns with the Roads and Safety Council and Climate Action Focus Areas. Additionally, this work aligns with the Measure G focus areas of "Streets and Sidewalks" and "Water Quality." Storm drains are essential to road infrastructure, capturing and diverting water away from streets. If water remains on the pavement for extended periods, it can penetrate the asphalt and base layers, causing significant damage. A well-maintained drainage system prevents such deterioration by effectively conveying water away from the road. Storm



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>drain cleaning prevents materials in the pipes from entering local waterways and helps storm flows to flow through the pipes by removing obstacles.</p> <p>Additionally, a couple of years ago, the failure of a storm drain failure on Oak Street caused a sink hole, leading to road closures and emergency repairs exceeding \$1 million for a three-block section. Investing in cleaning and inspections will allow the City to plan maintenance and repairs in a timely manner – reducing the likelihood of costly emergency interventions.</p>
<p>What are the consequences of not funding this request?</p> <p>The City will not be in compliance with the upcoming Phase II NPDES permit requirements for asset management, system assessment, and development of a maintenance, repair, and replacement program.</p> <p>Unknown conditions of the storm drain system and insufficient maintenance increase the risk of pipe failures and road sinkholes.</p>
<p>What alternatives were considered when creating this request?</p> <p>Staff evaluated the feasibility of Public Works Operations performing these tasks. This would require purchasing new equipment (video equipment truck, a larger vacuum truck, and a pipe flusher), hiring additional staff, and providing specialized training. The operations crews routinely work to clear storm drains and address drainage concerns but do not have the capacity nor the large-scale equipment required to complete inspections citywide.</p> <p>To avoid these added costs and ensure efficiency, contracting this service is recommended. This approach allows the work to be completed without diverting Public Works Operations crews from other priority work, such as paving.</p>
<p>How will you measure success?</p> <p>Completing the cleaning and assessment of approximately 10% of the pipe and structure network annually. This will allow the City to complete inspections of the remaining storm system within approximately 5-6 years while ensuring compliance with the City's Water Quality permit. After the network is fully inspected, staff will reevaluate program costs.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030403	53210	\$250,000	ongoing funding
		\$0	*Create new PL 30SDCLEANING



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Total Expenditures	\$250,000	
Please provide any additional financial information that will be useful in reviewing this Budget Package: This request would provide \$250,000 if recurring Measure G and establish a new PL Create new PL 30SDCLEANING coded to 10030403-53210		



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Public Works Communications & Community Engagement	Priority: 1
Department/Division: Public Works/Administration	Budget Year: FY 2026/27
Department Contact: Heather Maloney	GL Org: 10030100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>An annual allocation of \$35,000 is being requested to fund Public Works department-related community engagement and internal and external communications. This work will align with Citywide communications strategies, strengthening the Department's outreach efforts while ensuring consistency in messaging and branding. The Department is planning to utilize the same communications firm as the City-wide communications team.</p> <p>For internal communications, consulting services will support employee engagement and departmental messaging in alignment with City Council Focus Areas and the Department's 2025 Strategic Plan priorities. Key activities will include developing and implementing an internal communication plan, updating ICON, and standardizing messaging across the department.</p> <p>External communication and engagement efforts will include the development of a communications plan, web site review and updates, increased social media presence, and more frequent project updates. Additionally, funds will support branding, graphic design for programs and projects, and expanded outreach for community updates and engagement related to upcoming projects and services.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Community Engagement was identified as a Council Focus Area. In addition, the Department's 2025 Strategic Plan identified communications as a key priority with specific action items focused on improving employee engagement, community outreach, and overall department-wide communication enhancements.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not finding this request?

It is challenging to increase the messaging and reach of department work without additional focused resources. Without this funding, both employees and the public will have more limited awareness of the Department's key projects and priorities, leading to missed opportunities for meaningful public engagement and highlighting department accomplishments.

What alternatives were considered when creating this request?

Re-prioritizing existing department's staff was considered, however, there is no recommended option to backfill their existing responsibilities. While City staff will continue to support communication efforts, additional assistance from the City's contracted communications consultants has been identified as the most efficient and effective approach to achieving the desired level of enhanced communication and community engagement.

How will you measure success?

Success will be measured through increased employee engagement, improved internal communication, increased community awareness of the Department's work, and improved community sentiment regarding the Public Works Department's work in the climate surveys.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030100	53210	\$35,000	Professional Services – Communications Consultant
		\$0	*Create new PL 30PWCOMMS
Total Expenditures		\$35,000	

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

This request would provide \$35,000 recurring Measure G funding and create a new PL 30PWCOMMS coded to 10030100.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Facility Program Additional Part-time Funding	Priority: Medium
Department/Division: Public Works - General Services: Facilities	Budget Year: FY2026/27
Department Contact: Heather Maloney / Matthew Price	GL Org: 10030704 PW Building & Facilities Maintenance
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

<p>Description of Budget Request:</p> <p>This budget request is to secure an additional \$30,000 in funding for part-time help within the Facilities Program. This increase is essential to maintain operational efficiency, address increased workload demands, and ensure the continued upkeep of our aging City facilities. This additional funding will add approximately 1000 hours of custodial help.</p>
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Keeping the appropriate amount of part-time help ensures that restrooms, common areas, and high-traffic zones receive the attention they require to provide safe, clean facilities for our staff and community members. The part-time help also allows for more thorough deep-cleaning efforts, which are essential for prolonging the lifespan of our facilities and preventing minor maintenance issues from escalating into costly repairs. Given the high level of wear and tear on our buildings, it is imperative that we invest in the necessary custodial support to maintain a clean and functional environment for employees and visitors alike.</p> <p>Furthermore, this request presents a cost-effective solution compared to hiring additional full-time employees. Part-time staffing provides the flexibility needed to address peak usage periods and high-demand areas while minimizing long-term financial commitments. By investing in this additional support, we can uphold cleanliness and safety standards, ensuring that our facilities remain in the best possible condition.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not funding this request?

Failing to provide the appropriate level of custodial services can have far-reaching consequences. Without sufficient staffing, restrooms and shared spaces will not receive the necessary attention, leading to unsanitary conditions that can contribute to the spread of illness and lower overall employee morale. Accumulated dust, debris, and neglected maintenance will accelerate the deterioration of our aging facilities, ultimately leading to higher long-term repair costs.

Moreover, a lack of custodial coverage means that spills, leaks, and other hazards may not be addressed promptly, increasing the risk of workplace accidents. A visibly unkempt environment can also impact the public's perception of our facilities, reducing confidence in our ability to maintain a safe and welcoming space. Ensuring the proper level of custodial staffing is not just a matter of cleanliness, it is essential for health, safety, and the long-term sustainability of our buildings.

At times when we have had custodial staff out on unplanned leave, the facilities supervisor and building facility crafts workers have had to fill in for custodial duties, taking them away from their workload to repair and maintain facility systems.

What alternatives were considered when creating this request?

A reduction in the level of service was considered, however, this is not recommended due to the essential nature of the buildings' operations which include maintaining a safe and sanitary work environment for City employees and community members. Over the next budget cycle staff will evaluate the option of contracting for additional part-time service needs compared to city-staff.

How will you measure success?

Funding to match projected increasing costs and ability to maintain existing level of service.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030704	51210	\$30,000	Part-Time Employees
Total Expenditures		\$30,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Fleet Maintenance Mechanic	Priority: 1
Department/Division: Public Works / Fleet	Budget Year: FY2026/27
Department Contact: Heather Maloney/Matthew Price	GL Org: 61030900
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Addition of one FTE Equipment Mechanic Flex
Why is this needed, and how does it align with Council and/or Department priorities? <p>The City's fleet shop plays a critical role in maintaining the reliability, safety, and efficiency of the municipal vehicle and equipment fleet. Currently, the shop is operating at maximum capacity with existing staff, making it increasingly difficult to meet the demands of a growing fleet and ensure timely repairs and preventive maintenance. As the City continues to expand services and add vehicles to its inventory, the workload for fleet mechanics has significantly increased, resulting in longer turnaround times, deferred maintenance, and increased risk of unexpected equipment failures.</p> <p>To address these challenges and maintain service levels, the addition of one full-time mechanic is necessary. The extra personnel will improve response times for repairs, reduce vehicle downtime, and enhance preventive maintenance efforts, ultimately prolonging the lifespan of the City's assets. This position will also help alleviate the strain on current staff, reducing the risk of burnout and ensuring that the fleet shop can continue to operate efficiently without compromising safety or performance standards.</p> <p>In 2019, a comprehensive study of fleet operations recommended adding an additional fleet mechanic, increasing the City's number of equipment mechanics from four to five full-time equivalents (FTEs). This recommendation was based on a total fleet size of 324 units, which included sedans, pickups, vans, SUVs, medium- and heavy-duty trucks, construction equipment, law enforcement vehicles, fire apparatus, and non-self-propelled small equipment.</p> <p>As of 2025, the number of FTEs assigned to the equipment mechanic classification remains at four, despite an increase in the City's fleet to 344 units. Additionally, fleet management is aware of 11 new</p>



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<p>vehicle requests for the upcoming budget cycle. Given the current staffing levels, the department is unable to effectively meet the maintenance, and repair demands of the growing fleet.</p>
<p>What are the consequences of not funding this request?</p> <p>Failure to fund this additional full-time mechanic position could result in increased vehicle downtime, delayed repairs, and higher long-term maintenance costs due to deferred service. As the fleet continues to grow, the current staff will struggle to keep up with demand, leading to inefficiencies, overworked employees, and potential safety risks from inadequate maintenance.</p> <p>Without adequate staffing, the City will be forced to rely more heavily on outsourcing repairs, which is often more expensive and less efficient than in-house service. Additionally, departments that depend on fleet vehicles—such as public safety, public works, and parks and recreation—may experience operational disruptions, negatively impacting emergency response times and essential services provided to the community.</p> <p>Investing in this position now is crucial to maintaining a reliable, cost-effective fleet and ensuring the City's ability to meet its service commitments.</p>
<p>What alternatives were considered when creating this request?</p> <p>Additional Part-time staff, contracting some of the services currently performed by fleet staff. These alternatives are not preferred as part time staff does not have the requisite experience to perform the full range of mechanical duties. Part time staff have been utilized for less complex tasks and do provide important support to operations; however, this does not address the need for an additional experienced full-time mechanic. Additionally, when using vendors to perform maintenance we have no control over timelines and space is generally limited. Our experience is that vendors also have a high workload and the schedule for our repairs is unsatisfactory for our needs.</p>
<p>How will you measure success?</p> <p>If the additional equipment mechanic position is authorized, fleet success will be measured by improved vehicle and equipment availability, ensuring a higher percentage of operational readiness across all departments. Additionally, key performance indicators such as reduced turnaround time for repairs and preventive maintenance compliance rates will be tracked to assess efficiency and service reliability.</p>



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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
61030900	51110	112,035.30	Regular Employees
61030900	51150	-	Specialty Pay
61030900	51152	1,950.00	Specialty Pay Non-PERS
61030900	51160	600.00	Tool/Pant Allowance
61030900	52110	32,819.52	Health Insurance
61030900	52120	1,648.44	Dental
61030900	52130	76.20	Life Insurance
61030900	52140	46.28	Employee Asst Prog Exp
61030900	52150	1,690.07	Medicare
61030900	52210	8,082.17	Rtrmt-PERS Normal Cost
61030900	52410	999.96	Deferred Compensation
61030900	52510	14,577.14	Workers Compensation
61030900	52512	77.86	Unemployment Compensation
61030900	52520	1,857.86	Retiree Health (GASB 75)
61030900	53520	500.00	Ipad Air Card
61030900	53630	4,000.00	Training / Travel
61030900	53620	500.00	Dues
Total Expenditures		\$181,460.80	

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

Fleet I/S rates will be revised to reflect the additional mechanic needs.

Ongoing costs = Training/Travel = \$4,000; Licenses = \$1,000; Dues = \$500; Communication card = \$500 (Ipad air card); uniform; \$150 safety gear, cell phone allowance



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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Public Works Staffing Plan Update	Priority: 1
Department/Division: Public Works/Engineering, Development Engineering, Admin, Operations	Budget Year: FY 2026/27
Department Contact: Heather Maloney	GL Org: various 10030xxx
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement	
<input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Public Works department is requesting the following Staffing Plan changes to reflect operating needs and reporting structure. There is no general fund impact for these requests; all positions listed below are fully funded. The below listed changes will not change any of the positions' duties or assignments. The changes simply update the supervisor and the specific division the position is assigned to.

100000600	MANAGEMENT ANALYST I/II (Real Property)	Division is PW10 Admin in Munis (Staffing Plan shows this FTE in Development Engineering). Allocation & home Org needs to change to new Real Property Org
100000385	SENIOR ENGINEERING AIDE FLEX	Move to PW80 and update supervisor to Ops Manager. Keep current salary allocation of 100136
100000336	ASSOCIATE CIVIL ENGINEER	Move to PW35 and update supervisor to Sr. Civil Engineer. Keep current salary allocation of (100% 10030200)

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

Each position directly supports the department's work related to Roads and Traffic Safety, supporting both capital projects and operations crews' work.

The MA coordinates ROW agreements, property transactions such as sales, easements and leases, and rights of entry agreements necessary to deliver projects. This position is listed in the Staffing Plan under the Development Engineering Division; however due to the position's assistance to various divisions within the department and several other departments, it is beneficial for this position to be relocated to a



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<p>new Real Property Org and report directly to the Deputy Director of Public Works.</p> <p>The Associate Engineer, is tasked primarily with project scoping and bid preparations related to paving and road maintenance projects. This position was previously working from the Operations Division. However, the position is currently underfilled as an Assistant Engineer (a classification that is not licensed) and determined beneficial for this position to work from the Engineering Division where they can receive direct supervision from a licensed Senior Civil engineer.</p> <p>To provide direct operational support, relocating a Senior Engineering Aide from Engineering to Operations is recommended. This position will continue to support the Sidewalk Cost-share program, paving and maintenance engineering support needs. Working from the Operations division is beneficial as it directly connects this position with the work groups delivering the programs their work supports. This position is recommended to report to the Operations Manager.</p>
<p>What are the consequences of not funding this request?</p> <p>There is no fiscal impact to the general fund for this decision. The requested action moves existing budget within the department to optimize existing staffing resources.</p>
<p>What alternatives were considered when creating this request?</p> <p>The department has piloted these changes over the past several months and experienced enhanced operational efficiencies and increased mentorship opportunities. Not approving this request would result in the pilot being canceled and positions returning to their original locations and supervision.</p>
<p>How will you measure success?</p> <p>Revision of the Staffing Plan to reflect the department's operational needs.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030400	53210	(5,000)	Real Property - professional services
10030400	53630	(2,000)	Real Property - training
10030101	53210	5,000	Real Property - professional services
10030101	53630	2,000	Real Property - training



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10030400	51110	(128,619.16)	Regular Employees
10030400	51152	(1,420.00)	Specialty Pay Non-PERS
10030400	51161	(50.00)	Peer Support Program
10030400	52112	(6,000.00)	Health In Lieu
10030400	52120	(1,648.44)	Dental
10030400	52140	(46.28)	Employee Asst Prog Exp
10030400	52150	(1,865.70)	Medicare
10030400	52210	(8,968.24)	Rtrmt-PERS Normal Cost
10030400	52430	(1,929.29)	Management Leave Payout
10030400	52510	(425.38)	Workers Compensation
10030400	52512	(85.95)	Unemployment Compensation
10030400	52520	(2,061.54)	Retiree Health (GASB 75)
10030101	51110	128,619.16	Regular Employees
10030101	51152	1,420.00	Specialty Pay Non-PERS
10030101	51161	50.00	Peer Support Program
10030101	52112	6,000.00	Health In Lieu
10030101	52120	1,648.44	Dental
10030101	52140	46.28	Employee Asst Prog Exp
10030101	52150	1,865.70	Medicare
10030101	52210	8,968.24	Rtrmt-PERS Normal Cost
10030101	52430	1,929.29	Management Leave Payout
10030101	52510	425.38	Workers Compensation
10030101	52512	85.95	Unemployment Compensation
10030101	52520	2,061.54	Retiree Health (GASB 75)
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$0	

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

No new funding is being requested as part of this package.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Traffic Calming Program Budget	Priority: 1
Department/Division: Public Works/Transportation Engineering	Budget Year: FY 2026/27
Department Contact: Heather Maloney	GL Org: Move funds to 10130452
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement	
<input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>Beginning in FY24, \$100,000 ongoing annual funding was approved for traffic calming. This annual funding supports Neighborhood Traffic Calming Program (NTCP) applications' evaluation, data collection, and traffic studies. Additionally, funds can be used to implement measures validated through the NTCP process. Implementation measures include a combination of services, public engagement, and capital costs.</p> <p>Moving forward, since implementation will include a mix of services and capital costs, and may overlap fiscal years, the department is requesting this existing recurring funding allocation be allocated to 10130452 instead of 10030452 and set up a new PL 30TRFCCALM coded to 10130452. Moving the funding to the non-recurring fund will improve financial tracking and ensure both studies and implementation projects are effectively managed and easily reported on.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>In May 2024, City Council approved the implementation of the City's updated Neighborhood Traffic Calming Program (NTCP). The overarching goals of the NTCP are in alignment with the City Council Focus Area of "Roads & Traffic Safety" and will serve to lower traffic volumes, reduce vehicular speeding on neighborhood streets, and enhance safety for all roadway users.</p> <p>What are the consequences of not funding this request?</p> <p>Existing funding and related capital expenditures will be implemented through operating budgets which creates challenges when a project crosses over the start of the fiscal year. Projects can take months to complete from application review through construction.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What alternatives were considered when creating this request? The department considered the status quo, however this is not recommended since expenditures will include some capital-related costs.

How will you measure success? Creation of a separate fund for the Traffic Calming program.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10030452	53210	(\$100,000)	Moving existing funds from Operating Org
10130452	53210	\$50,000	Professional Services – Traffic Calming Studies
10130452	53270	\$50,000	Construction Services – Traffic Calming Implementation
		\$0	*Create new PL 30TRFCCALM coded to 10130452
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$0	

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

No net funding request. Moving \$100,000 of existing recurring GF Operating funds from 10030452 to 10130452 and create a new PL 30TRFCCALM coded to 10030452. The intended use of these funds will remain the same.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Increased Paving Operations/Paving Program	Priority: 1
Department/Division: Public Works/Operations	Budget Year: FY 2026/27
Department Contact: Heather Maloney	GL Org: 30230810
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>\$1.5M of ongoing Measure G funds are requested to increase the City Paving Program budget. This additional funding will directly result in an increased number of streets that can be paved by City paving crew. The requested funding will be used for construction materials (ex. asphalt and tack oil) and services (ex. trucking) to fully program out projects to utilize our City paving crew for the entire paving season.</p> <p>For years, the need for street repair and maintenance has exceeded available resources, creating a backlog of construction and maintenance projects. In addition to continued demand for additional paving repair and maintenance, costs to maintain the existing level of paving continue to increase due to construction cost escalation. Construction costs have risen by about 30% over the past two years, significantly affecting project budgets. For example, FY24 trucking and asphalt unit prices are 30.3% and 27.40% higher compared to just two years prior.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The City Council identified Roads & Traffic Safety as a Council Focus Area. Additionally, Streets and Sidewalks was identified as a Measure G focus area in response to the Measure's public engagement feedback. Streets are critical components of the City's infrastructure, essential for travel, safety, emergency services, economic development, and overall quality of life. Community surveys consistently rank street condition as a major concern.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

What are the consequences of not funding this request?

Our City paving crew will only have sufficient funding to purchase construction materials and services to perform paving for a portion of the paving season. Over the last two years, the paving crew has increased paving operations and has now depleted the reserve fund balance for the paving program. Our paving crew will need to be assigned to other duties without the additional funds for materials and services. Pavement conditions will become increasingly harder to maintain with existing funding levels, resulting in reduced pavement conditions. Lower pavement conditions lead to higher long-term maintenance and repair costs and more claims from community members related to vehicle damage.

What alternatives were considered when creating this request?

Status quo funding was considered, however, due to the significant cost increases, the amount of paving completed would continue to decrease without offsetting current market increases. The paving program funding reserve has been depleted. Additionally, community demand for increased paving and repairs would not be addressed.

Funding is recommended for the Paving Program. This work is traditionally completed by City paving crews because the in-house paving operations are very cost effective as compared to being completed by outside contractors. While each project will continue to be offered for competitive bidding, City crews have a proven track record of delivering high-value, cost effective prices for the work. The Capital Improvement Program projects will continue to be completed by contractors that can provide larger crews and more equipment for greater efficiency on the more complex and larger projects.

How will you measure success?

Increasing investment in the street and sidewalk networks will directly lead to improved pavement conditions for the community.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
30230810	81102	\$1,500,000	Transfer in from Measure G to Paving Program
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10219100	82302	\$1,500,000	Transfer out from Measure G to Paving Program
30230810	53270	\$250,000	Paving Program Construction Services
30230810	56120	\$1,250,000	Paving Program Street Materials
Total Expenditures		\$1,500,000	
Please provide any additional financial information that will be useful in reviewing this Budget Package: Example Construction Services: trucking services, traffic control, and equipment rental/operation.			



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FY27 Code Discretionary	Priority: 1
Department/Division: CDD/Code Enforcement	Budget Year: FY 2026/27
Department Contact:	GL Org:
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Code is seeking an additional \$25,000 to cover the cost of CLEAR services to efficiently manage and analyze cases. In addition, Communications, Dues, and Office Supplies are under-funded.

Why is this needed, and how does it align with Council and/or Department priorities? This aligns with Council priorities by enhancing Code Enforcement's efficiency, ensuring compliance, improving safety, and supporting neighborhood quality through better investigations, communication, professional development, and operational resources.

What are the consequences of not funding this request? Without additional funding, Code Enforcement efficiency declines, delaying investigations, reducing compliance, hindering communication, and weakening neighborhood safety, impacting the City's ability to uphold community standards and Council priorities.

What alternatives were considered when creating this request? We explored reducing services, reallocating funds, and limiting resources, but these options would hinder efficiency, delay enforcement, and compromise compliance, safety, and neighborhood quality.

How will you measure success? Success is measured by faster response times, higher compliance rates, improved communication, timely case resolutions, and maintaining professional standards, ensuring alignment with Council priorities for safety, enforcement, and neighborhood quality.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
1040403	53210	\$21,000	Professional Services-Advanced Clear Services
10040403	53520	\$1,000	Communications is under funded
10040403	53620	\$500	Dues are required for Code certification
10040403	56110	\$2,500	Office Supplies is underfunded
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$25,000	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

THOMSON REUTERS

CLEAR PROPOSAL:

SUBMITTED: 02/14/2025

SUBMITTED TO:

Napa Code Enforcement

Attn: Anthony Howard

SUBMITTED BY:

Thomson Reuters

Nick Hamilton

Phone: (651)-274-1183

Email: Nick.hamilton@thomsonreuters.com

Confidentiality Statement: This proposal includes pricing and confidential corporate information that may not be duplicated, used, or disclosed—in whole or in part—for any purpose other than evaluating this proposal.

Sensitivity: Confidential



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Content and Proposal:

CLEAR Code Enforcement Access

Proposed Content:

CLEAR for Law Enforcement access (3 users):

- CLEAR access - Public records searching
- Risk Assessment screening
- ID verification
- Criminal history insights (Nationwide)
- Locate information (phone, email and address)
- Family Findings and Associate analytics
- Social media and web posts
- Property Records
- Real Time incarceration and arrests access / Jail bed access
- Monitoring and alerting (people)

Pricing total: \$900/month

Onboarding & Training included

24/7 Technical/CLEAR Support

CLEAR Code Enforcement Access with LPR

Proposed Content:

CLEAR for Law Enforcement access (3 users):

- CLEAR access - Public records searching
- Risk Assessment screening
- ID verification
- Criminal history insights (Nationwide)
- Locate information (phone, email and address)
- Family Findings and Associate analytics
- Social media and web posts
- Property Records
- License plate recognition
- Real Time incarceration and arrests access / Jail bed access
- Monitoring and alerting (people)

Pricing total: \$1,670/month

Onboarding & Training included

24/7 Technical/CLEAR Support

All access to and usage of CLEAR is governed by the then-current Thomson Reuters General Terms and Conditions, and applicable Order Form. These documents will be incorporated by reference into and made part of any contract awarded to West pursuant to this proposal.

CONTRACTING WITH WEST

Any contract resulting from this proposal will be with West Publishing Corporation. CLEAR service will begin 1-2 weeks following receipt of a fully executed, clean, and process-able Order Form, and after any necessary credentialing has been completed.

OFFER ACCEPTANCE PERIOD

The terms of this price proposal are valid through July 31, 2025.

Any contract resulting from this proposal will be with:

Legal Contracting Entity West Publishing Corporation	Corporate Address 610 Opperman Drive, Eagan, MN 55123	Federal Tax ID #: 41-1426973
Doing Business As (DBA) West, a Thomson Reuters business	Remittance Address P.O. Box 6292, Carol Stream, IL 60197-6292	DUNS #: 14-850-8286
		Cage Code: 89101

Thomson Reuters CLEAR

DETAILED CLEAR CONTENT

CLEAR provides access to a comprehensive collection of public records information, including the following:

PERSON SEARCH

- Address Compilation
- Arrest Records
- Canadian Phones
- Criminal Records
- Driver License
- Experian
- Equifax
- Global Sanctions
- Historical Credit Bureau
- Hunting and Fishing Licenses/Permits
- Household Listings
- New Movers
- Obituary Records
- OFAC
- Phone Records
- SSA Death
- State Death
- TransUnion
- Voter Registration Records
- Work Affiliations

BUSINESS SEARCH

- Business Phones
- Business Profile Records
- Canadian Business Phones
- Corporations
- Dun & Bradstreet
- Executive Affiliation Records
- Executive Bios
- Executive Profile Records
- Federal Employer Identification Number (FEIN)
- Fictitious Business Names (FBN)
- Global Sanctions
- OFAC
- Phone Records
- Worldbase

LICENSE SEARCH

- Driver License
- Healthcare Licenses
- Professional and Commercial Licenses
- NPI

PHONE SEARCH

- Reverse Phone Number Lookup
- Business Phones
- Canadian Business Phones
- Canadian Phones
- Experian
- Dun & Bradstreet
- Household Listings
- Phone Records
- TransUnion
- Worldbase

VEHICLES SEARCH

- Vehicles
- Real-Time Motor Vehicle Gateway

PROPERTY SEARCH

- Real Property

WATERCRAFT SEARCH

- State Watercraft
- U.S. Coast Guard Watercraft

COURT SEARCH

- Bankruptcy
- Arrest Records
- Criminal
- Fugitives
- Infractions
- Warrants
- Global Sanctions
- Lawsuits
- Liens and Judgments
- State and Federal Sanctions
- Uniform Commercial Code

INTELLECTUAL PROPERTY

- U.S. Copyrights
- State Trademarks
- U.S. Federal Trademarks
- International Trademarks
- U.S. Patents and Applications
- International Patent Records

DATA HIGHLIGHTS

- Real-Time Gateways
- Locator Data
- Global Business Information

INCLUDED PREMIUM CONTENT

- License Plate Recognition (LPR)
- Coplink X
- Real-Time Incarceration and Arrest Records

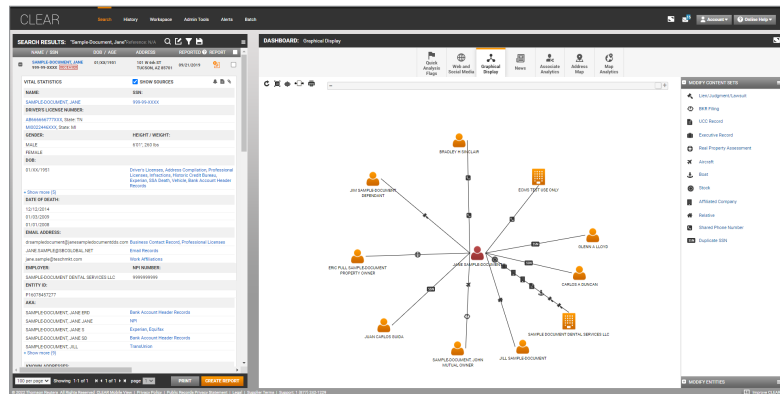
OPTIONAL PREMIUM CONTENT

- CLEAR ID Confirm
- Delaware Corporate Gateway Search/ Detail
- Healthcare-Provider Data
- World-Check Risk Intelligence Data

Thomson Reuters CLEAR Code Enforcement

The easier way to get better investigative results

Thomson Reuters® CLEAR for Government Fraud is the premier public records product, designed to meet the wide needs of government investigators. Whether you're charged with locating non-custodial parents, identifying unknown assets, or connecting individuals and businesses, CLEAR for Government Fraud delivers unique and exclusive capabilities to simplify your investigation.



Connect disparate data and bring details forward using exclusive CLEAR Dashboard Tools



Quick Analysis Flags – Quickly identify potentially adverse information to evaluate risk and further enhance your investigation



Graphical Display – Visualize a person or business with up to 10 levels of connection with ties through shared phone numbers, addresses, Social Security numbers, and more



Address Map – See all known addresses for a subject plotted across the globe, including the ability to zoom into street-level views



Relatives and Associate Analytics – Assess known and unknown relative and associate connections with potential areas of risk like sanctions, arrest history, or bankruptcy



Web and Social Media – View web results from more than 20 billion traditional and one trillion deep web sources to quickly find, categorize, and organize sourced information on an investigative subject



Map Analytics – View relevant businesses and business contact details surrounding your subject within 25 miles of the search address



News – Access robust news articles from the Reuters® newswire and a variety of regional and local publications, including the ability to filter for negative news or create custom search criteria



Company Family Tree – Available within business search, uncover the corporate structure of a business to find relevant relationships, affiliates, and subsidiaries

See reverse side



THOMSON REUTERS®

Trust real-time comprehensive data

- **Phone data** – Over one billion cell phone, VoIP (Voice over Internet Protocol), landline, and pager records covering all 50 states, Puerto Rico, select territories, and Canada
 - Reverse phone gateway access and locally loaded contacts
 - Caller ID names
 - Carrier contact information
 - Notification of ported number
- **Credit header information** – Key identifying information such as name, addresses, date of birth, and SSN from two credit bureaus
 - Live gateway data from two of the three credit bureaus
 - Monthly data refreshes of the third credit bureau
- **Motor vehicle registration records** – Real-time coverage includes 45 states, Washington D.C., and Puerto Rico

Access additional data sets

- **DMV records** – Driver's licenses, vehicle, and watercraft registrations
- **Real property data** – Nationwide owner, new movers, and household listings data
- **Records of persons** – Addresses, death records, professional licenses, and more
- **Criminal and court records** – Corrections department data, arrest and prosecution records, liens, and other court judgments
- **Business data** – Company names, industry directories, affiliations, assets, and UCC filings

Expand your investigations with CLEAR premium add-on content

Alerts

Customizable alerts notify you when any key information changes on your person of interest, including real-time arrest details and batch volume search alerting.

Batch Searching

Volume batch capabilities allow you to quickly submit and search thousands of records at once to locate current addresses and phone data, accessing high-quality CLEAR data.

CLEAR ID Confirm

Verify identities and identify potential risk flags using International ID and Passport checker, a fully customizable solution with access to comprehensive, transparent data.

CLEAR Real-Time Incarceration Arrest Records

Access more than 180 million booking records and over 40 million images from over 2800 jails and DOC's, including the ability to create photo lineups within CLEAR.

CLEAR Adverse Media With Sanctions

Access live adverse media and news content along with Sanction, PEP, and SOEs data. Be alerted to any new adverse media results on your customer or vendor lists.

Real Property Reports

Gain asset transparency with market analysis information like transaction history, tax assessments, comparable sales, and pre-foreclosure notices.

Business Credit Reports

Integrate credit data from 18 million company records, including revenue, mergers and acquisitions, and sales volume to strengthen business assessments.

SEC Business Filings

Review filing forms and documents submitted to the U.S. Securities and Exchange Commission, including 10-K, 10-Q, 8-K, 20-F, and 40-F reports.

CLEAR Risk Inform

CLEAR Risk Inform helps protect organizations against risk with deep investigative insights based on the most up-to-date criminal and public records gathered from across all state and federal criminal jurisdictions.

CLEAR Global Beneficial Ownership

Understand the ownership and control of international corporate entities. Access international business data, business owner names, percentage of shares owned, titles, relationships, and much more.

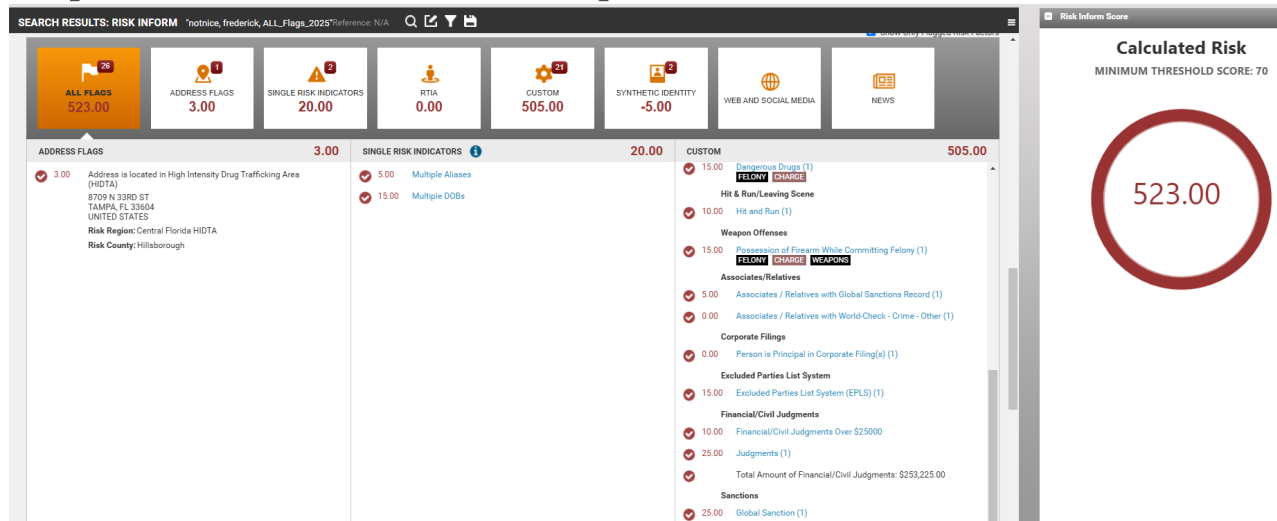
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For more information, contact your representative or visit tr.com/clear



THOMSON REUTERS CLEAR

CLEAR Risk Screening. Confidently identify risks and potential threats of a person or business.



CLEAR' "Risk inform" is a powerful investigative platform that delivers a vast collection of RISK BASED content together streamlining your due diligence process.

Risk screening advantages:



Data — Leverage transparent data by comparing your information against a comprehensive, continuously updated public and private data to identify overall risk



Time — Spend less time on low-risk subjects while quickly detecting and flagging high-risk subjects for deeper investigations



Versatile — Completely customizable scoring and reports – you pick what is important to you and your department

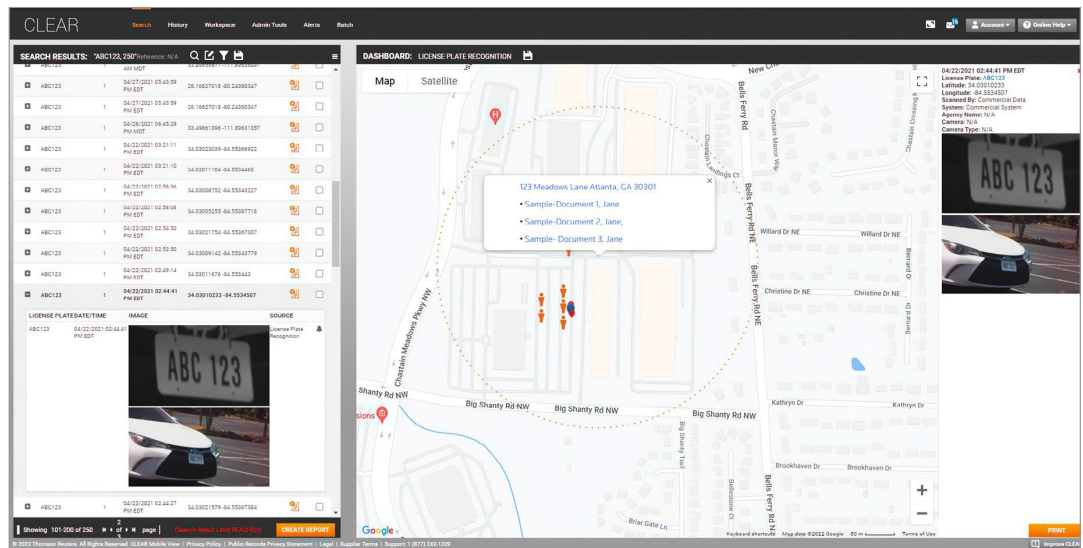
Licenses Plate Recognition - Access over 23 billion local and nationwide scans.


Support your public safety mission with integrated tools and add-ons that provide robust, powerful investigative capabilities and address challenges across your workflow.

License Plate Recognition

Transform your license plate data into actionable insights or information with License Plate Recognition.

- Thomson Reuters CLEAR combines comprehensive public and proprietary data with nationwide license plate data from Motorola
- Solutions' secure shared data network to help take vehicle-involved investigations to a more precise level.
- Seamlessly connect nationwide location information with ownership and vehicle details. Plus, radius search capabilities allow you to expand your search and access valuable commercial LPR data along with local person and business information to identify potential connections within one-quarter mile of the reported vehicle location.





Why License Plate Recognition?

- Create a force multiplier effect for your agency by combining your own internal LPR data with a broader network of LPR data.
- Focus your investigation with the ability to search by full or partial license plate, landmark, business, or street.
- Dive deeper on a single record or uncover connections by leveraging radius and linked search capabilities.
- Receive a holistic view of your entire LPR alert list and easily view, manage, and edit alerts through a comprehensive dashboard
- Enhance your investigation by accessing additional analytics from Motorola Solutions' Vigilant VehicleManager.



Further strengthen your investigative capabilities with Mobile Companion

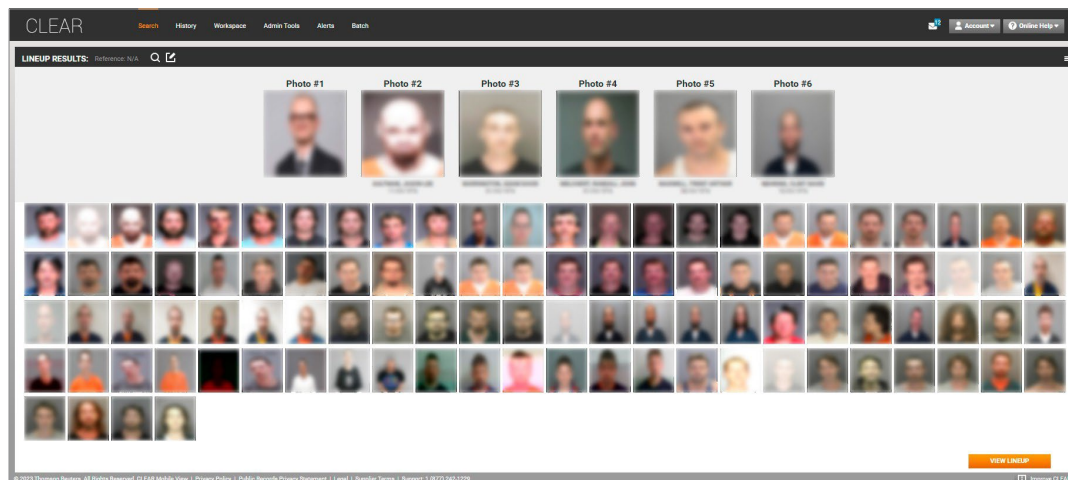
Transform your mobile device into a powerful, secure license plate recognition, analysis, and alerting tool — anywhere you go.

Real-Time Arrest Records. Direct jail bed access to 87% of correctional facilities national.

Real-Time Incarceration and Arrest Records

Strengthen your investigative capabilities with Real-Time Incarceration and Arrest Records.

CLEAR, combined with real-time incarceration and arrest records, delivers up-to-date information for your most critical investigations within a single platform. Law enforcement agencies need solutions that enable them to stay on top of safety threats and investigations, quickly locate persons of interest, and improve officer safety and community well-being. Third-party data sources on CLEAR obtain records directly from local jails and Departments of Corrections as soon as the data is available so you can be confident in the information you receive.



*Booking image subject to vary by agency or jurisdiction



Why Real-Time Incarceration and Arrest Records?

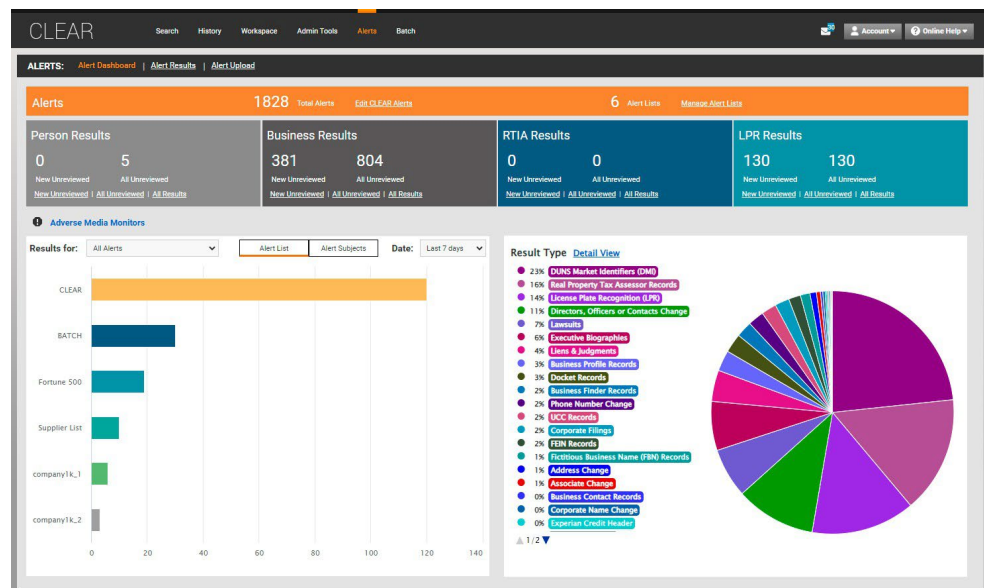
- Gain crucial insights to help improve community safety and close gaps in investigations with access to expansive real-time booking records and images.
- Quickly see if your subject of interest is incarcerated with up-to-date information.
- Manage your workload more effectively by creating alerts to notify you when a witness, person of interest, or subject is arrested or released.
- Streamline alert management with a holistic view of your entire alert list and enable collaboration to reduce manual or duplicative work for your team.
- Save time with seamless integration and lineup, booking, and alerting capabilities.

Alerting and Monitoring. Track individuals for any changes to public records and contact information.

Alert Center

Manage alerts with greater simplicity

- Streamline alert management with display of active alerts and total alerts for your agency.
- Receive a holistic view of your entire alert list and easily view, manage, and edit alerts through a comprehensive dashboard.
- Enable teams to collaborate on alerts and reduce rework among teams and investigators with review status functionality.



Batch

Search thousands of people or businesses at once with Batch Services.



- Save time by running one search on a large number of people to locate current addresses and phone numbers for finding persons of interest, witnesses, or due diligence.
- Gain critical insights with data such as deceased indicators, driver's license records for warrants, or to enhance internal data records.

Get training and support whenever you need it.

Flexible and free training:

- Online help, instructor-led e-classes, and self-paced tutorials
- User guides, manuals, and other product support materials
- Personalized training via phone
- Classes at your workplace presented by local Thomson Reuters representatives and account managers
- Live seminars
- Toll-free customer technical assistance (877-242-1229)

 Thomson Reuters™	<h2 style="margin: 0;">Order Form</h2> <h2 style="margin: 0;">Order ID: Q-09486178</h2> <p>Contact your representative nick.hamilton@thomsonreuters.com with any questions. Thank you.</p>
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Sold To Account Address Account #: 1000360839 NAPA CODE ENFORCEMENT CITY OF NAPA 1600 1ST ST NAPA CA 94559-2430 US “Customer”	Shipping Address Account #: 1000360839 NAPA CODE ENFORCEMENT CITY OF NAPA 1600 1ST ST NAPA CA 94559-2430 US	Billing Address Account #: 1000360839 NAPA CODE ENFORCEMENT CITY OF NAPA 1600 1ST ST NAPA, CA 94559-2430 US

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- B. Thomson Reuters Enterprise Centre GmbH to the extent that products or services will be provided by Thomson Reuters Enterprise Centre GmbH.

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ProFlex Products See Attachment for details			
Material #	Product	Monthly Charges	Minimum Terms (Months)
41308780	CLEAR Proflex	\$1,670.00	36

Minimum Terms

Your subscription is effective upon the date we process your order (“Effective Date”) and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above plus any Bridge Term that may be outlined above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form.

Post Minimum Terms

Your subscription will automatically renew at the end of the Minimum Term. Each Automatic Renewal Term will be 12 months in length (“Automatic Renewal Term”), and we will notify you of any change in the Monthly Charges at least 60 days before each Automatic Renewal Term starts. You are also responsible for all Excluded Charges.

Federal government subscribers that chose a multi-year Minimum Term, those additional years will be implemented at your option pursuant to federal law. Either of us may cancel the Automatic Renewal Term by sending notice in writing at least 30 days before an Automatic Renewal Term begins. Send your notice of cancellation to Customer Service, 610 Opperman Drive., P.O. Box 64833, Eagan, MN 55123-1803.

Miscellaneous
Page 1 of 4

The Federal Product Specific Terms can be found here: <http://tr.com/federal-product-specific-terms>

Applicable Law. If you are a state or local governmental entity, your state's law will apply, and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form shall be interpreted under Minnesota state law and any claim by one of us shall exclusively be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply, and any claim may be brought in any federal court.

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

eBilling Contact. All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

Cancellation Notification Address. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803

Confidentiality of Ordering Document. You understand that disclosure of the terms contained in this ordering document would cause competitive harm to us, and you agree not to disclose these terms to any third person.

Regulated Data. Due to the regulated or private nature of some data in our information products such as credit header data, motor vehicle data, driver license data and voter registration data, you may need to complete a credentialing process which will include certifying what your legally permissible use of the data will be. You agree to immediately notify us if any of the information you provided in your ordering document or during the credentialing process changes. You agree to and warrant that you are the end user of this data and that you will only use it for your own internal business purposes. You also warrant that you will strictly limit the access, use and distribution of this data to user permitted under applicable laws, rules and regulations and as permitted by the third party additional terms. You will keep the data confidential. You will use industry standard administrative, physical and technical safeguards to protect the data. You will not disclose it to anyone except as necessary to carry out your permissible use. You will immediately report any misuse, abuse or compromise of the data. You agree to cooperate with any resulting inquiry. If we reasonably believe that the data has been misused, abused or compromised, we may block access without additional notice. You are responsible for all damages caused by misuse, abuse or compromise of the data by you, your employees and any person or entity with whom you shared the data. We will be responsible for damages caused by us. We are not a consumer reporting agency. You may use information product data to support your own processes and decisions but you may not deny any service or access to a service to a consumer based solely upon the information product data. Examples of types of service include eligibility for credit or insurance, employment decisions and any other purpose described in the Fair Credit Reporting Act (15 U.S.C.A. 1681b). If the Financial Industry Regulatory Authority regulations apply to you, you may use our information products to verify the accuracy and completeness of information submitted to you by each applicant for registration on Form U4 or Form U5 in compliance with the requirements of FINRA Rule 3110. You may use the information products in this manner only in furtherance of written policies and procedures that are designed to achieve your compliance with FINRA Rule 3110 or as otherwise allowed by the General Terms and Conditions.

Excluded Charges And Schedule A Rates. If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located <http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-clear.pdf> and Excluded Charges change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 10 of the General Terms and Conditions.

CLEAR Fixed Rate Usage :If the transactional value of your CLEAR fixed rate usage exceeds your then-current Monthly Charges by more than 10 times in any month (or by 20 times in any month for Enterprise Law Enforcement subscribers), we may limit access to live gateways and request that the parties enter into good faith renegotiation or terminate upon 10 days written notice. Transactional value of your CLEAR usage is calculated based upon our then-current Schedule A rate. Schedule A rates may change upon at least 30 days written or online notice.

Batch Usage :If you have a fixed rate batch and/or batch alerts subscription and the total of your batch inputs or batch alerts exceeds your annual fixed rate batch or total batch alerts allotment, we may: 1) request the parties enter into good faith negotiations regarding a superseding agreement, 2) terminate your subscription upon 10 days written notice or 3) limit your access to your fixed rate batch subscription for the remainder of the then-current 12 month period, during which time you will continue to be billed your Monthly Charges. If your access to your fixed rate batch subscription has been limited, your access will be reinstated on the first day of the following 12 month period.

If the trial includes Batch Services, you may submit up to 1,000 input lines at no cost. We reserve the right to invoice you for input lines in excess of 1,000. You will pay our then current Schedule A rate. Schedule A rates are located at <http://legalsolutions.com/schedule-a-clear>.

Existing Vigilant Subscribers: We may terminate your License Plate Recognition (LPR) subscription if you are an existing Vigilant LEARN subscriber whose LPR pricing is based upon your existing Vigilant LEARN agreement, and you cancel your Vigilant LEARN agreement.

Enterprise Law Enforcement Subscribers: You certify that you have up to the number of Sworn Officers in your employ at this location identified in the QTY Column above. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater, we reserve the right to increase your charges as applicable.

CLEAR Subscribers via an Alliance Partner. In limited circumstances we may allow you to access CLEAR through a third party's ("Service Provider") software or service (together with CLEAR, the "Integrated System"). In the event that you enter into a license agreement to access an Integrated System, you agree as follows:

We have no obligation to Service Provider with regard to the functionality or non-functionality of CLEAR during or after the integration. Service Provider will have access to CLEAR on your behalf and you will ensure Service Provider's compliance with the terms and conditions of the Thomson Reuters General Terms and Conditions located in the General Terms and Conditions paragraph above. Except as otherwise provided in your agreement with us, Data may not (i) be distributed or transferred in whole or in part via the Integrated System or otherwise to any third party, (ii) be stored in bulk or in a searchable database, and (iii) not be used in any way to replace or to substitute for CLEAR or as a component of any material offered for sale, license or distribution to third parties. No party will use any means to discern the source code of our products and product data. You are responsible for Service Provider's access to CLEAR on your behalf. You are responsible for all damages caused by misuse, abuse or compromise of the data by Service Provider, you, your employees and any person or entity with which you shared the data. We will be responsible for damages caused by us.

For Law Enforcement Agencies and Correctional Facilities Only – No Inmate Westlaw or CLEAR Access (direct or indirect)

I certify, on behalf of Subscriber, that I understand and accept the security limits of Westlaw or CLEAR ; Subscriber's responsibility for controlling Westlaw, CLEAR, internet and network access; and, how Subscriber will be using Westlaw or CLEAR. I acknowledge Subscriber's responsibility for providing West with prompt written notice if Subscriber's type of use changes.

Only non-inmates/administrative staff will access Westlaw or CLEAR with no direct Westlaw research results provided to inmates (including work product created as part of inmates' legal representation). In no event shall anyone other than Subscriber's approved employees be provided access to or control of any terminal with access to Westlaw or Westlaw Data.

Functionality of Westlaw or CLEAR cannot and does not limit access to non-West internet sites. It is Subscriber's responsibility to control access to the internet.

Subscriber will provide its own firewall, proxy servers or other security technologies as well as desktop security to limit access to the Westlaw or CLEAR URL and West software (including CD-ROM orders). Subscriber will design, configure and implement its own security configuration.

Subscriber will not use any data nor distribute any data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation or in any manner inconsistent with the General Terms and Conditions.

Subscriber will maintain the most current version of the West software to access CD-ROM Products for security purposes.

Signature for Order ID: Q-09486178

ACKNOWLEDGEMENT Q-09486178

I have read all pages and attachments to this Order Form and I accept the terms on behalf of Subscriber. I warrant that I am authorized to sign this Order Form on behalf of the Subscriber.

X		X	
	Signature of Authorized Representative for order		Title
X		X	
	Printed Name		Date

This Order Form will expire and will not be accepted after 6/14/2025 CT.



Thomson Reuters™

Attachment**Order ID:Q-09486178**Contact your representative nick.hamilton@thomsonreuters.com with any questions. Thank you.

Order ID: Q-09486178

Payment, Shipping and Contact Information**Payment Method:**

Payment Method: Bill to Account

Account Number: 1000360839

This order is made pursuant to:

Order Confirmation Contact (#28)

Contact Name:Valadez, Tony

Email:tvaladez@cityofnapa.org

ProFlex Multiple Location Details			
Account Number	Account Name	Account Address	Action
1000360839	NAPA CODE ENFORCEMENT	1600 1ST ST NAPA CA 94559-2430 US	New

ProFlex Product Details			
Quantity	Unit	Service Material #	Description
1	Each	41308780	CLEAR Proflex
3	Seats	41448992	CLEAR for Government Fraud
3	Seats	41913616	CLEAR Criminal Justice Arrest Gateway PRO Add Seat
3	Seats	42559626	CLEAR GOVERNMENT RISK INFORM PREMIUM PLUS ADD SEAT BUNDLE
25	Alerts	42019395	ENCLR PRO ALERT PREMIUM BAND ADD
3	Seats	41951227	CLEAR Real Property Reports Pro Addon
3	Seats	42692768	CLEAR LICENSE PLATE RECOGNITION FOR NON-LAW ENFORCEMENT TIER 4

Account Contacts			
Contact Name		Email Address	Customer Type Description
Tony	Valadez	tvaladez@cityofnapa.org	CLEAR PRIMARY CONT
Tony	Valadez	tvaladez@cityofnapa.org	EML PSWD CONTACT

IP Address Information					
From IP Address	To IP Address	From IP Address	To IP Address	From IP Address	To IP Address
111.111.111.111					

Sub Material	Quantity	Active Subscription to be Lapsed
41308780	1	CLEAR Proflex
41859364	3	CLEAR Government Investigations Advanced
41951227	3	CLEAR Real Property Reports Pro Addon
41343547	1	CLEAR Alerting Pro Addon

Charges During Minimum Term										
Material #	Product Name	Monthly Year 1 Charges	% incr Yr 1-2*	Monthly Year 2 Charges	% incr Yr 2-3*	Monthly Year 3 Charges	% incr Yr 3 4*	Monthly Year 4 Charges	% incr Yr 4-5*	Monthly Year 5 Charges
41308780	CLEAR Proflex	\$1,670.00	5.00	\$1753.50	5.00	\$1841.18	N/A	\$N/A	N/A	\$N/A

Charges During Minimum Term

Pricing is displayed only for the years included in the Minimum Term. Years without pricing in above grid are not included in the Minimum Term. Refer to your Order Form for the Post Minimum Term pricing



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: FY26 Parking Enforcement Vehicle & LPR	Priority: 1
Department/Division: CDD Parking Security	Budget Year: FY 2026/27
Department Contact: Tony Valadez	GL Org: 23640750
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input checked="" type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: This request is for a new Parking Enforcement vehicle to support a new Measure G-funded Parking Enforcement Officer position. We anticipate using MTC Grant funds for half of the vehicle purchase. The vehicle will require License Plate Reading technology equipment installed similar to current vehicles.

Why is this needed, and how does it align with Council and/or Department priorities? At one point, the Parking Enforcement team comprised 2 FTEs and 1 Limited-Term Employee (LTE) with only 2 vehicles. This necessitated frequent borrowing of a vehicle from Code Enforcement, which proved insufficient for 3 officers. Parking Enforcement directly addresses road and traffic safety issues.

What are the consequences of not funding this request? The Parking Enforcement team relies heavily on vehicles to efficiently cover a wide area in a short amount of time. If the city does not provide the team with an enforcement vehicle equipped with a LPR system, they will be forced to share 2 vehicles among 3 employees who require mobility throughout the city.

What alternatives were considered when creating this request? Parking Enforcement has previously attempted to operate with 3 officers and only 2 vehicles. This arrangement frequently required borrowing vehicles from other divisions. Additionally, Parking Enforcement has explored the option of smaller 3-wheel vehicles equipped with LPR systems. While this may be a viable alternative, it could prove to be just as expensive as the safer and more reliable Rav4 SUVs currently in use by the team.

How will you measure success? The volume of vehicle scans conducted with the LPR system serves as the most effective measure of success. A high number of scans indicates that a significant area has been covered by the parking enforcement officer.

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
23640750	55110	\$2,340	O&M- recurring
23640750	55112	\$11,400	Replacement- recurring
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$13,740	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: FY27 Limited Term Parking Enforcement Officer	Priority: 1
Department/Division: CDD Parking Securities	Budget Year: FY 2026/27
Department Contact: Tony Valadez	GL Org: 23640750
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Climate Action</div> <div><input type="checkbox"/> Economic Resilience</div> <div><input type="checkbox"/> Community Engagement</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div><input checked="" type="checkbox"/> Roads & Traffic Safety</div> <div><input type="checkbox"/> Parks & Community Spaces</div> <div><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: The request is to add one limited-term Parking Enforcement Officer to the Compliance Programs team. This position would enable the addition of a weekend shift, allowing dedicated enforcement of abandoned and oversized vehicles citywide.

Why is this needed, and how does it align with Council and/or Department priorities? Why is this needed, and how does it align with Council and/or Department priorities? The need for this position is driven by ongoing community concerns about abandoned and oversized vehicles that are negatively impacting neighborhoods across Napa. These issues directly align with the public safety and quality-of-life priorities outlined in Measure G. In response to resident input and Council direction, the City has recently adopted three new parking regulations:

1. A revised 72-hour parking ordinance.
2. Restrictions on oversized vehicle parking in residential areas.
3. Implementation of the daylighting traffic law from the California Vehicle Code to improve visibility and pedestrian safety.

To effectively enforce these new rules and existing parking codes, Limited Term position is proposed. This role will help ensure consistent enforcement, improve neighborhood livability, and support the City's commitment to cleaner, safer streets—core goals reflected in Measure G.

What are the consequences of not funding this request? Prior to the adoption of the new parking codes, the number of open cases for abandoned vehicle and oversized vehicle complaints hovered around 150. With the implementation of the new parking codes, these complaints have increased to approximately 230 open cases. This number is expected to continue rising, resulting in longer response times and increased frustration among citizens.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

What alternatives were considered when creating this request? We hired a limited-term Parking Enforcement Officer for a three-year period. At the end of the second year, one FTE Parking Enforcement Officer retired, and the limited-term employee was subsequently promoted to full-time. During the two years when we had three officers, there was a significant increase in the number of citations issued, which had a positive impact on the City's budget when all vehicles were in operation. Additionally, we explored improved efficiencies through technology. However, the Parking Enforcement team is already equipped with License Plate Recognition (LPR) systems, citation handhelds, on-board vehicle computers, body-worn cameras, and other tools to enhance their efficiency. To effectively address the community's parking concerns, adding a Limited Term position is necessary.

How will you measure success? Success will be measured by an increase in the number of citations issued, an improved balance in the parking enforcement budget, and a reduction in the number of open parking enforcement complaints.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
23640750	43712	\$86,000	Fines
		\$0	
		\$0	
Total Revenue		\$86,000	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
23640750	51110	\$82,047	Regular Employees
23640750	51140	\$475	Uniform Pay
23640750	52110	\$32,820	Health Insurance
23640750	52120	\$1,648	Dental
23640750	52130	\$76	Life Insurance
23640750	52140	\$46	Employee Asst Prog Exp
23640750	52150	\$1,197	Medicare
23640750	52210	\$5,752	Rtrmt-PERS Normal Cost
23640750	52410	\$1,000	Deferred Compensation
23640750	52510	\$3,615	Workers Compensation
23640750	52512	\$55	Unemployment Compensation
23640750	52520	\$1,357	Retiree Health (GASB 75)
		\$0	
		\$0	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

Total Expenditures	\$130,088	
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Please provide any additional financial information that will be useful in reviewing this Budget Package:



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FY27 Parking Assessment-5th Street Garage	Priority: 1
Department/Division: SB PBIA-Parking Assessment	Budget Year: FY 2026/27
Department Contact: Tony Valadez	GL Org: 23640870
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: General fund support of \$150,700 is needed for the City's 37.28% operating obligation of the 5th Street garage, increasing by approximately \$20K annually. The City agreed to participate in the construction and the maintenance of the 5th Street Garage which is managed by the County. The garage offers free limited and all-day parking. The Parking Fund has historically paid this cost, but the fund is running at an annual deficit of \$50,000-\$70,000 annually.

Why is this needed, and how does it align with Council and/or Department priorities? Funding supports the 5th Street garage's operation, ensuring accessibility and infrastructure maintenance, aligning with Council priorities for economic development, transportation, and public facility sustainability. The City committed to be part of this venture but is very rapidly decreasing the available fund balance in the Parking Assessment fund.

What are the consequences of not funding this request? Without funding, the 5th Street garage may face maintenance issues, reduced accessibility, and financial strain, impacting transportation, economic development, and public infrastructure sustainability. In addition to breaching our County agreement. The City will likely need to contribute more to parking in future years if we don't attempt to stabilize our expenditures.

What alternatives were considered when creating this request? Alternatives included reducing maintenance, increasing parking fees, or reallocating funds, but these options risk service quality, financial strain, or public impact, making general fund support the most viable solution. The City has not control over these items, as the parking garage is managed by the County of Napa.

How will you measure success? Success will be measured by sustained garage operations, financial stability, maintenance quality, user accessibility, and alignment with Council priorities for transportation and economic development.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
23640870	53210	\$150,700	Professional Services- 5th Street parking +\$20K added each FY.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$150,700	

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

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: NFECT Detective Position	Priority: 1
Department/Division: Police Department	Budget Year: FY 2026/27
Department Contact: Captain Christopher Pacheco	GL Org: 10021201-51110
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Police Department is requesting to add one new detective position specifically dedicated to the Napa Forensic Electronic Crime Team (NFECT). As technological advances continue to evolve, so do the methods used by criminals. A dedicated NFECT detective is vital to keep up with these changes to ensure timely processing of digital evidence to assist in criminal and traffic collision investigations.

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

The Napa Forensic Electronic Crime Team (NFECT) Detective will be focused and dedicated to forensic analysis and investigative support for a wide range of cases including but not limited to homicide, assaults, attempted homicides, major injury and fatal traffic collisions, domestic violence, arson, gang crimes, human trafficking, drug sales, and possession of images depicting the sexual exploitation of children.

This specialty position will carry a dedicated case load related to NFECT investigations and analysis of digital evidence, as well as the lead for Internet Crimes Against Children cases. Currently, NPD's NFECT is comprised of four NPD detectives (analysts) who complete tedious, lengthy, and technical investigations in a part-time capacity. The addition of an NFECT Detective to the current roster of Napa Police Department Detectives will provide dedicated support to rapid, thorough, and accurate digital evidence processing for all major crimes that occur in the City of Napa as well as assisting our neighboring allied agencies, including the Napa County District Attorney's Office.

The NFECT Detective will additionally help alleviate the pressure (second caseloads) of the existing Napa Police Detectives and will be responsible for responding to major crime/major traffic incident callouts to focus on processing digital evidence, ultimately freeing up NPD investigators to assist with other areas of investigation related to these critical incidents.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not funding this request?

Digital evidence processing is a critical component of modern law enforcement. When a crime, incident, or accident occurs, often it's the victim's or suspect's digital devices that contain the most useful and key information. Requests for processing digital evidence for crimes continue to accelerate, especially with technology and AI continuing to evolve. NPD receives on-going requests from Napa County District's Attorney Office and other agencies to assist with processing digital evidence ahead of prosecuting criminal cases. Often the District Attorney cannot move forward with filing criminal charges, schedule court appearances, or proceed with a jury trial until critical digital evidence related to the case is analyzed and processed.

If the request for a dedicated NFECT Detective is not granted it will affect efficiencies in digital evidence analysis and investigations related to major crimes and major/fatal traffic incidents that occur in the City of Napa. Implementing the NFECT Detective position will help to ensure the Napa Police Department, and the City of Napa are staying current with technological advances and modern investigative work enhancing community services and trust.

What alternatives were considered when creating this request?

The Northern CA Cyber Crimes Task Force (NC3TF) located in Napa County could possibly be subcontracted to conduct digital forensic tasks, but this service would not be economically and time efficient. Currently, NC3TF has been challenged with increased staff turnover and restrictive policies that created a significant backlog. It would also require Napa Police Detectives to drive cell phone devices to San Jose each time NPD needed forensic analysis.

How will you measure success?

In April 2024, Napa experienced its first double homicide in almost twenty years. Detectives had little evidence to go on until the two victims' phones were processed by NFECT detectives. The NFECT detectives were able to process digital evidence found on the phones that led to the suspects quickly being identified within 2 days of the homicides. The timely processing of digital forensic evidence is vital in solving major crimes and traffic collision scenes. The NFECT Detective will continue to collect stats that track the impacts of rapid digital evidence processing and the increased demand for processing digital evidence, like the current stats below:

- FY 2021-2022, the team processed 129 devices across 86 cases.
- FY 2022-2023, the team processed 152 devices across 116 cases. (YoY increase of 15%).
- FY 2023-2024, the team processed 221 devices across 114 cases. (YoY increase of 45%).
- FY 2022-2023, the team processed 17.19 Terabytes of data.
- FY 2023-2024, the team processed 21.007 Terabytes of data. (YoY increase of 22%).

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:

GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021201	51110	\$153,025	Regular Employees
10021201	51120	\$8,828	Holiday Pay
10021201	51130	\$10,009	Edu/Cert Pay
10021201	51140	\$1,200	Uniform Pay
10021201	51150	\$21,423	Specialty Pay
10021201	52110	\$27,897	Health Insurance
10021201	52120	\$1,648	Dental
10021201	52130	\$76	Life Insurance
10021201	52140	\$173	Employee Asst Program Exp.
10021201	52150	\$2,986	Medicare
10021201	52210	\$31,471	Rtrmt-PERS Normal Cost
10021201	52320	\$1,800	PD-RMT Contributions
10021201	52510	\$29,948	Workers Compensation
10021201	52512	\$138	Unemployment Compensation
10021201	52520	\$3,300	Retiree Health (GASB 75)
Total Expenditures		293,922	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: (2) Lead Officer Positions	Priority: 1
Department/Division: Police Department	Budget Year: FY 2026/27
Department Contact: Captain Fabio Rodriguez Captain Christopher Pacheco	GL Org: 10021306-51110
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The Police Department requests to delete the 2 existing Police Officer Trainee positions and create 2 Police Officer (with lead officer pay) positions allocated to the Youth Services Bureau and the Traffic Division Unit.

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

The Napa Police Department strives to always provide adequate and competent supervision (Policy 1032). The goals for the requested lead officer positions are to assist and provide in the absence of a Sergeant adequate and competent supervision. Additionally, the position offers a career development tool for police officers interested in promoting to Sergeant by giving them supervisory experience, opportunity and training. Based on the lead officer responsibilities established in NPD General order 1032.6.1, all units / teams which are supervised by a Sergeant should also have a lead officer to act in a supervisor capacity when the Sergeant is unable to.

Background:

Currently, the Napa Police Department is structured as follows:

1 Lead Officer for Investigations.

6 Lead Officers are divided among the established Patrol Teams.

1 Lead officer assigned to share the responsibilities between Special Enforcement Unit (SEU) and the Youth Services Bureau (YSB).

The Traffic unit is not assigned a Lead Officer.

Police supervision within units is important to ensure that officers follow department policy, meet community needs, and are held accountable. Without adequate supervision, police officers may



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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not perform their duties effectively, which can lead to mistrust and reduced public safety. Supervisors ensure accountability, community engagement, performance standards and help set and create a healthy culture. Supervision within specialty units is important to address specific community needs as well as setting performance metrics and establishing specific policies and practices. Supervisors with specific knowledge in specialty units is paramount as they have a specific mission with unique parameters.

Historically, the "Special Operations Lead Officer" has been assigned to SEU but would vacate their regular investigative position to supervise the Youth Services Bureau (YSB) when needed. At times this has been for extended periods and causes a void within SEU as the supervisory duties in YSB are extensive. Additionally, while the two units are both within Special Operations, their supervisory missions and duties could not be more different. Therefore, there is a steep learning curve when transitioning back and forth.

The Traffic Unit has historically not had a lead officer assigned. However, the traffic unit has grown to encompass grant acquisitions related to traffic, managing community focused traffic-oriented training, and accident incident reconstruction. The traffic supervisor position has become increasingly administrative based and requires attention in other areas which take time away from street supervision and community engagement. A lead officer within the unit would fill the void as well as provide relief to the traffic supervisor while enhancing traffic safety operations.

What are the consequences of not funding this request?

If this request is not funded the Police Department will have an increasing supervisory and support gap in the Youth Service Bureau and Traffic Division Unit.

What alternatives were considered when creating this request?

The Police Department considered creating 2 lead officer positions from existing police officer positions.

How will you measure success?

- Focused Community Engagement: A Lead Officer will be a dedicated position within the Police Department that focuses on community relations to help strengthen partnerships and community trust.
- Better Coordination and Communication between the different Police Department Units with the Lead Officers acting as the liaisons between different units enhancing incident coordination and effective responses.
- Improved Training and Mentorship: Lead Officers will take on mentoring roles, providing training and guidance to junior officers.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments – INCLUDES 2 LEAD OFFICERS
10021306	51110	258,802	Full-Time Salaries
10021306	51150	10,352	Police Lead Officer
10021306	52210	55,918	CALPERS
10021306	52110	46,144	Health Insurance
10021306	52510	49,346	Workers Comp
10021306	51120	14,932	Holiday Pay
10021306	52530	4,424	GASB 45
10021306	52150	4,004	Medicare
10021306	52320	3,600	Police RMT Porac
10021306	51140	2,400	Uniform Allowance
10021306	52120	2,160	Dental Insurance
10021306	52140	346	EAP
10021306	52512	178	Unemployment
10021306	52130	134	Life
10021306	52210	120	PERS Survivor
10021306	52130	18	AD&D
Total Expenditures		\$452,878	
			DEDUCTION
10021306	51110	-162,696	Full-Time Salaries
10021306	52210	-10,542	CALPERS
10021306	52110	-46,144	Health Insurance
10021306	52510	-29,074	Workers Comp



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10021306	52530	-2,606	GASB 45
10021306	52150	-2,360	Medicare
10021306	52120	-2,160	Dental Insurance
10021306	52140	-92	EAP
10021306	52410	-2000	Deferred Comp
10021306	52512	-104	Unemployment
10021306	52130	-134	Life
10021306	52210	-120	PERS Survivor
10021306	52130	-18	AD&D
Total Expenditures		-258,050	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: 9-1-1 System Support and Maintenance	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2026/27
Department Contact: Gus Ulloth, Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Climate Action</div> <div style="width: 33%;"><input type="checkbox"/> Economic Resilience</div> <div style="width: 33%;"><input type="checkbox"/> Community Engagement</div> <div style="width: 33%;"><input type="checkbox"/> Roads & Traffic Safety</div> <div style="width: 33%;"><input type="checkbox"/> Parks & Community Spaces</div> <div style="width: 33%;"><input type="checkbox"/> Housing</div> </div>	

Description of Budget Request: Funding to maintain the 911 phone system of the dispatch center. Prior years were budgeted in a project and this request funds the on going support and maintenance of the system.

Why is this needed, and how does it align with Council and/or Department priorities? This support is needed to properly maintain a functioning 911 phone system for the dispatch center.

What are the consequences of not funding this request?

What alternatives were considered when creating this request?

How will you measure success?



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$157,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$157,000	

Please provide any additional financial information that will be useful in reviewing this Budget Package:
Approximately 50% of the cost is recovered via dispatch services agreements with member agencies.'



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: TabletCommand Dispatch System Subscription	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2026/27
Department Contact: Gus Ulloth, 9-1-1 Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The TabletCommand system was implemented for Fire and EMS agencies (Napa/American Canyon Fire and American Medical Response (AMR)) served by Dispatch in FY 24/25. This system was funded by and with agreement with AMR as part of AMR agreement with Napa County EMS Agency. The TabletCommand system is a software subscription-based incident management service. Currently, AMR is required to fund the subscription for this system for the dispatch center.

Why is this needed, and how does it align with Council and/or Department priorities? This system is for Fire and EMS agencies to access and manage the emergency incidents dispatched by the dispatch center. This system replaced the "MDC" (mobile data computer) application these agencies used in the current dispatch computer system. It allows each agency to receive vital information for each emergency response and provides additional incident management tools for large scale incidents, including those on the roadways and therefore helping to improve and maintain traffic safety for the public.

What are the consequences of not funding this request? The Dispatch Center will not be able to dispatch Fire and EMS emergency resources effectively. AMR will not be able to meet the requirements in their agreement with Napa County EMS.

What alternatives were considered when creating this request? Use of the current and new Computer Aided Dispatch system mobile application would provide basic dispatch functionality. That application however would not satisfy the AMR contractual agreement with Napa County to provide this system via the Dispatch Center.

How will you measure success? Continued efficient and effective management of Fire and EMS emergency responses.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400		\$65,000	TabletCommand annual subscription reimbursed from AMR
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$65,000	Annual subscription for TabletCommand System
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$65,000	

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

This request is a net new budget fund request with net new equally offsetting revenue that is expected from AMR. This is the on-going cost of Tablet Command post its implementation and first year subscription which was cover in the original project budget of \$125,000.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Community Services Officer Truck O&M	Priority: 1
Department/Division: Police Department/Patrol	Budget Year: FY 2026/27
Department Contact: Lt. Keri Sedgley Captain Christopher Pacheco	GL Org: 10021306
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input checked="" type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Ford Ranger Truck – O&M
Why is this needed, and how does it align with Council and/or Department priorities? Currently the police department has only 2 Community Service Officer (CSO) trucks for the 4 Community Service Officers assigned to the Patrol Division. All CSO's work on Thursdays so it creates a vehicle shortage. The CSO's play a vital role supporting police officer's and engaging with community members. The CSO's need to have the ability to transport barricades, cones, bicycles and other equipment to carry out their patrol and other police department duties.
What are the consequences of not funding this request? The consequence of not having enough vehicles for the CSO's is it creates operational inefficiencies. Having a shortage of vehicles for the CSO's to have access to creates longer response times for community calls of service and the inability to perform CSO's duties at their highest capacity.
What alternatives were considered when creating this request? Multiple vehicles were considered. The CSO's need a truck type vehicle due equipment transportation needs. The Ford Ranger Truck meets the needs for the tasks assigned to the Police Department's CSO's at the best economic efficient price.
How will you measure success? The Police Department will measure success by: <ul style="list-style-type: none"> • For every CSO to have a vehicle available to them when a call for service is received.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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- Response times for internal and community support are improved.
- CSO's are able to assist with DUI check-point set-up, traffic collision scene management, calls for service, assistance with traffic control without any delays related to a shortage of vehicles.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021306	55112	\$6,720	Monthly Replacement Cost
10021306	55110	\$3,360	Recurring O&M
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$10,080	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Criticall NeoGov Subscription Dispatch	Priority: 1
Department/Division: Police / Dispatch	Budget Year: FY 2026/27
Department Contact: Gus Ulloth, Comm Manager	GL Org: 10021400
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The Criticall system is the testing system used to conducting pre-employment testing for Call Taker and Dispatcher recruitments. The NeoGov system is utilized by Human Resources (HR) to manage employee records. To aid in the hiring process, HR implemented an integration with the two systems a few years ago. The Dispatch budget allocated the portion of the subscription attributed to Dispatch. Dispatch has been able to absorb the cost without seeking budget till now. With increases in costs everywhere, additional funding is now needed to maintain the testing system and integration to HR systems.

Why is this needed, and how does it align with Council and/or Department priorities? Increased budget is needed to continue the integration in order to maintain the most effectiveness of the testing and hiring process.

What are the consequences of not funding this request? The testing and hiring process workload and timeline would increase on Dispatch and HR staff.

What alternatives were considered when creating this request? All of the cost could be budgeted in Human Resources budget.

How will you measure success? Continue efficient and effective testing and hiring of Dispatch staff.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10021400	53250	\$12,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$12,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Risk Office Assistant	Priority: 1
Department/Division: City Manager's Office - Risk Management	Budget Year: FY 2026/27
Department Contact: Erika Leahy	64012100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: Addition of one Office Assistant I/II to support the Risk Management team and other divisions of the City Manager's Office.

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

COUNCIL PRIORITIES:

Economic Resilience

- By pursuing reimbursement from third parties that damage city property, the Office Assistant I/II helps recover costs that would otherwise burden the city's budget. This ensures financial sustainability and allows city resources to be allocated more effectively. The Office Assistant position brings in funding through the restitution process that offsets the cost of the position. For fiscal year 23/24 the position recovered \$50,101 in City damages. In fiscal year 24/25 the Office Assistant has recovered \$27,582 to date.
- Supporting administrative functions allows other city staff to focus on high-priority projects, improving overall efficiency and service delivery.
- Reducing financial losses and streamlining processes contribute to long-term economic stability.

Roads & Traffic Safety

- Efficiently processing claims and recovering funds from at-fault parties, insurance companies, or court ordered restitution, the Office Assistant helps ensure that damaged city property—such as traffic signals, street signs, guardrails, and roadways—is repaired quickly. This minimizes hazards that could contribute to further accidents or unsafe conditions.
- Successful subrogation recovery ensures that taxpayer dollars are not unnecessarily spent on repairs caused by negligent drivers.
- Working with the District Attorney's office on restitution cases and insurance providers for claims, fostering collaboration between city departments, law enforcement, and legal entities.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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- Ensuring that damaged infrastructure is repaired using recovered funds, the Office Assistant helps the city maintain compliance with traffic safety regulations and standards set by state or federal transportation agencies.

Community Engagement

- The Office Assistant I/II will serve as a key point of contact for the City Manager's Office for community members, ensuring that their concerns and inquiries are addressed in a timely and professional manner.
- Responsive customer service fosters transparency and trust between the city and its residents, strengthening civic engagement.
- By handling inquiries, the Office Assistant I/II helps ensure that residents can easily navigate city services, reinforcing a sense of connection and involvement in local governance.

Overall, this position directly supports the city's financial health while improving community interactions, aligning with both economic resilience and community engagement goals.

DEPARTMENT PRIORITIES

Financial Recovery & Cost Mitigation

- Recovering Funds for Damaged City Property: The assistant will help track and pursue claims against third parties responsible for damaging city assets (e.g., street signs, light poles, and other infrastructure). This helps the city recover costs that would otherwise be paid by taxpayers or insurance.
- Reducing Liability Exposure: Ensuring proper documentation and follow-ups on claims strengthens the city's ability to recover losses efficiently.

Administrative & Operational Support

- Improved Claims Processing: Assisting with paperwork, record-keeping, and coordination with insurance providers, legal teams, and responsible parties enhances the department's efficiency.
- Data Entry & Documentation: Accurate tracking of incidents and claims ensures the department has the necessary records for reporting, analysis, and risk assessment.

Community & Employee Engagement

- Responding to Public Inquiries: The assistant will help answer questions from residents and businesses improving transparency and trust.
- Supporting Safety Initiatives: By handling administrative tasks, the Risk Management team can focus more on proactive risk reduction strategies, such as safety programs and training.

The position directly contributes to cost recovery, efficiency, and public communication, reinforcing the Risk Management Department's core objectives.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What are the consequences of not funding this request?

Decreased Financial Recovery

- Missed Opportunities to Recover Funds: Without someone dedicated to pursuing claims and recovering funds from third parties who damage city property, the city may lose out on significant reimbursements. This could lead to unnecessary financial burden on the city's budget, which could have been alleviated through these recoveries.

Increased Administrative Burden on Other Staff

- Staff Overload: Other individuals would have to absorb the Office Assistant I/II's responsibilities, pulling them away from their primary duties and potentially reducing overall efficiency. Staff members may be stretched thin, leading to delays or mistakes.
- Poor Documentation & Record-Keeping: Without dedicated administrative support, essential records may not be maintained properly, making it harder to track incidents, manage claims, or demonstrate due diligence in risk management efforts.

Strain on Public Relations & Community Engagement

- Delayed Responses to Public Inquiries: With no one specifically designated to handle community calls and questions in the office, response times could increase, leading to frustrated residents and potentially diminished public trust in city services.
- Lack of Communication: Without a dedicated person answering calls and addressing concerns, there may be a breakdown in communication between the city and its community, undermining engagement and transparency.

Risk Liabilities

- Unresolved Claims: Failure to follow up on claims or damages promptly may leave the city unable to recover losses.
- Inadequate Risk Mitigation: Without support for administrative tasks, the Risk Management Department may be less effective at tracking risk trends or identifying areas needing attention, leaving the city vulnerable to unforeseen financial or operational risks.

Reduced Efficiency in Risk Management Processes

- Slower Response to Risk Events: With fewer administrative resources, the department's ability to respond quickly to other risk tasks.
- Less Focus on Proactive Strategies: Staff may be too preoccupied with handling basic administrative tasks to focus on more strategic, proactive risk management measures, such as safety programs, risk assessments, or training.

In short, not funding the position would likely result in higher costs, reduced efficiency, weakened community relations, and increased legal and financial risks for the city.

What alternatives were considered when creating this request?

Maintaining the Position as Part-Time

- Initially, the position was filled on a part-time basis. However, after careful evaluation, it became clear that the responsibilities and workload require **full-time attention** to achieve the desired outcomes.



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Reallocating Tasks to Existing Staff

- Another option considered was redistributing the Office Assistant I/II's duties among existing staff members. However, this would have resulted in **overloading the other two Risk staff** and would have taken away from their primary roles and responsibilities, ultimately reducing overall efficiency and focus on high-priority tasks.

Outsourcing or Contracting the Position

- Outsourcing or contracting the administrative support was also considered, but this would have likely led to **higher costs** due to contract fees and the need for more oversight, without the same level of **institutional knowledge** or consistency as a full-time internal position would provide.

Automating Administrative Tasks

- While some administrative functions could be automated with software or digital systems, this alternative was deemed insufficient.

How will you measure success? Measuring the success of the Office Assistant I/II position can be done by reviewing the effectiveness of reaching the city's goals and the priorities of the Risk Management Department. Here are several ways to assess its effectiveness:

Financial Impact Metrics

- **Amount of Funds Recovered:** Track the total amount of money recovered from third parties for damages to city property. A direct financial metric like this can show the position's contribution to the city's revenue and cost recovery.
- **Reduction in Liability Costs:** Measure any reductions in out-of-pocket expenses as a result of successfully recovering funds and efficiently managing claims.

Efficiency Metrics

- **Claims Processed & Resolved:** Track the number of claims processed and resolved within a given time frame (e.g., monthly or quarterly).
- **Time to Respond to Public Inquiries:** Measure the average response time to community inquiries or phone calls.

Administrative Effectiveness

- **Accuracy of Documentation:** Assess the quality of the records, such as the accuracy and completeness of claim reports, damage documentation, and other administrative tasks. The fewer errors or omissions, the more successful the assistant is at maintaining thorough records.
- **Reduction in Administrative Backlog:** Track whether the assistant helps reduce the backlog of paperwork, claims, or other administrative tasks. A decrease would indicate effective support for the department.

Community Engagement Metrics

- **Complaints or Compliments:** Track the number of complaints or compliments received about the Office Assistant I/II. A high number of positive interactions would suggest success.

Team Support & Collaboration

- **Feedback from Risk Management Team:** Regularly solicit feedback from colleagues in the Department regarding how the Office Assistant I/II is supporting their work. If the department feels more supported and able to focus on high-priority tasks, it suggests the assistant is fulfilling their role effectively.
- **Reduction in Staff Overload:** Track whether other staff in the department are less burdened by



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administrative tasks, allowing them to focus on strategic risk management efforts.

Long-Term Outcomes

- **Sustained Cost Savings or Revenue Generation:** Monitor whether the financial benefits (such as recovered funds) continue to grow over time, indicating that the position's impact is lasting.
- **Improved Risk Metrics:** If the assistant contributes to better record-keeping, there will be long-term benefits for the entire Department.

By using a combination of these measurable indicators, the success of the Office Assistant I/II position can be effectively evaluated over time.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
Total Revenue			
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
64012100	51110	\$67,575	
64012100	52110	\$32,820	
64012100	52120	\$1,648	
64012100	52130	\$76	
64012100	52140	\$46	
64012100	52150	\$980	
64012100	52210	\$4,710	
64012100	52410	\$1,000	
64012100	52510	\$419	
64012100	52512	\$45	
64012100	52520	\$1,111	
Total Expenditures		\$110,431	The total expenditure for this position will be reduced in the first year, as funds from the unfilled management fellow role will be reallocated to support it. Additionally, the Risk division has budgeted for a part-time employee, and those funds will also contribute to the overall cost.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package: The Risk Division currently has a budgeted part-time Office Assistant position, and funding for this role will be redirected to the new position if approved. Additionally, there is an unfilled Management Fellow position, and the funding allocated for that role will be used to support the new position. The Management Fellow position is funded through October 2025.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Wellness Program	Priority: 1
Department/Division: HR/Risk	Budget Year: FY 2026/27
Department Contact: Joanne Fabia	GL Org: 64112100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: HR is requesting a budget to support the City's Wellness Program. The Wellness Committee currently relies on health events sponsored by the different health plans. The Wellness Committee is requesting for funding to develop health and wellness initiatives that will apply to all employees versus benefiting only those in specific health plans. Investing City Wellness initiatives for the whole organization benefits:

1. Improves Employee Health – Of our adult Kaiser subscribers and dependents (excluding PD) had the following lifestyle risks: 85% are obese, 63% are not meeting exercise minimums, 22% are pre-diabetic, 37% have high cholesterol, and 14% have high blood pressure. Investing in the Wellness Program can support lowering these lifestyle risks by funding programs such as fitness challenges, meditation, and yoga. Reducing these lifestyle risks can help reduce chronic diseases. Additionally, healthier employees may reduce on the job injuries and illnesses.
2. Increases Productivity and Performance – Healthier employees tend to be more engaged and productive. Investing in the program can boost energy levels and overall job performance.
3. Supports Employee Satisfaction and Retention – Supporting the Wellness Program can improve employee satisfaction and work-life balance, which in turn can help retain our employees.
4. Reduces Absenteeism – Improving physical and mental health, leads to reducing lifestyle risks that can result in acute and chronic illnesses, thus reducing missed days at work.
5. Supports Mental Health – Supporting mental wellness can reduce, stress, anxiety, which can create a more supportive work environment.
6. Attributes to Long-Term Cost Savings – Improving health and reducing lifestyle risks can lessen the chances of chronic illnesses and frequent medical issues. In the long run, this can result in substantial savings for the City's contributions to health premiums.
7. Enhances the City's Culture – Enhancing our Wellness Program can foster teamwork, communication, and overall morale, leading to a positive and collaborative workplace culture.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>This aligns with Council Focus Area – Economic Resilience by strengthening our internal workforce with the reasons indicated above.</p>
<p>What are the consequences of not funding this request?</p> <p>The consequence of not funding this request is the potential increase of lifestyle risks that result in chronic conditions. People with chronic conditions account for 86% of health care costs, specifically from heart attack, stroke, and diabetes. According to the CDC, 40% of American adults have 2 or more chronic conditions that cost employers \$36 billion a year in lost productivity. Of these adults, 46% are more likely to miss work.</p>
<p>What alternatives were considered when creating this request?</p> <p>The City received a grant from Cities for Workforce Health in 2022 which funded consulting and fitness challenges. Since then, the Wellness Committee has limited resources, all from our health plan providers.</p>
<p>How will you measure success?</p> <p>Success would be measured on employee survey results as well as metrics from Kaiser's annual clinical report (this may take a couple years to see the impacts).</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
64112100	53210	\$10,000	We would need to create a separate object code.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$10,000	

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



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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Housing Staff Time	Priority: 1
Department/Division: City Manager-Housing	Budget Year: FY 2026/27
Department Contact: Molly Rattigan	GL Org: 10112500
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>The City of Napa used to contribute approximately \$350,000 annually from the General Fund to support affordable housing services. This went away with COVID reductions and has not been requested to be returned until this Fiscal Year.</p> <p>The Housing Division has many small grant programs that have limited administrative time allocated to them. It has become a fiscal and reporting challenge to maintain these valuable housing programs with limited staffing or by trying to creatively finance staffing with impact funds intended for affordable housing development. Specifically, the transition to the Munis Payroll system has created time entry and tracking programs that require a tremendous amount of reconciliation work for housing and Finance staff to ensure grant reporting aligns. Often, the time spent reconciling exceeds the benefit from the funds received.</p> <p>This request is to provide General Fund support that will place all grant funds into valuable affordable housing programs that support the community by supporting the staff time associated with these programs. This will make both funding and staff time available to focus on the provision of affordable housing programs.</p> <p>The programs the General Fund contribution will support staff time for the following programs, freeing up funds to increase the support to the community:</p> <ul style="list-style-type: none"> Rehabilitation Program for Low Income Households- This program provides funding to assist low-income households stay in their homes by completing life safety repairs in replacements. Examples include roof repairs, water heater repairs and replacements, heater repairs and replacements, addition of needed ADA upgrades, etc. Community Development Community Supports: Staff time to process applications for community



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<p>support programs that provide support to local non-profits that provide community services to low-income households. This includes Fair Housing, homeless support programs, and community programs like neighborhood resource centers.</p> <ul style="list-style-type: none"> • Pre-Development and Development of ADUs- The City of Napa provides loans and support through Federal, State and Local Funding to help property owners explore, plan, and build ADUs that are deed restricted for low income households to rent. This service includes managing the bidding and construction process.
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Housing is one of the six focus areas identified by City Council and these funds will continue to increase the support of the community to develop and maintain affordable housing. Nationwide studies indicate that only one in four households that need access to affordable housing and related supports actually receive rental assistance and the necessary support. Additionally, the City of Napa has a Regional Housing Needs Obligation to build and preserve over 1,500 affordable housing units through 2030. This support will assist in compliance with RHNA goals.</p> <p>This request aligns with Measure G priorities by supporting low income households either obtaining or maintaining housing. Measure G included an emphasis on supporting unhoused populations with their transition to housing—which also supports overall public safety of the community. The majority of the households supported by these funds are low income senior households struggling to maintain their existing housing on a fixed income. By participating in programs like the rehabilitation program or the ADU development program, seniors have the opportunity to remain housed without the fear of losing their housing.</p>
<p>What are the consequences of not funding this request?</p> <p>From an internal perspective, this will be a more efficient use of time for administering programs by focusing grant or allocated funding on the provision of direct support to the community. Without this support, the difficult decision to end some of these programs may need to be considered.</p>
<p>What alternatives were considered when creating this request?</p> <p>At some point the efficiency of administering these programs may be challenged, resulting in cancelling these programs as a community benefit.</p>
<p>How will you measure success?</p> <p>Success is measured in loans issued, funds expended on direct housing programs, and on performance measures that are established within all of our programs to measure the success of providing housing interventions and services.</p>

Financial Information:



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10112500	51910	\$400,000	City staff time for affordable housing programs
10112500	51912	\$100,000	Related benefits for staff time for affordable housing programs.
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$500,000	

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



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Homeless/Nuisance Abatement	Priority: 1
Department/Division: City Manager-Homeless	Budget Year: FY2026-27
Department Contact: Molly Rattigan	GL Org: 10019104
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

Description of Budget Request:

This request is for ongoing support to maintain the work completed to date to better manage homeless encampment and nuisances that occur in public spaces as a result of homelessness. This also includes abatement of issues that are perceived to be blight issues and caused by homelessness.

The past four years, we have funded abatement services with one-time requests based on available fund balance at the close of the year. This request is to create an on-going budget request to continue to maintain the process and work completed to date.

This request will fund several contracts: removal and cleaning of encampments on public spaces, shopping cart removal, litter and graffiti removal, and towing costs for oversized and abandoned vehicles. City staff schedules contractors on an as needed basis based on issues logged in the service center by members of the community. This work occurs on City sidewalks, streets, trails, parks, parking garages, and vacant land owned by the City. Contracts are estimated to be \$450,000 in Fiscal Year 2025-26.

There is \$50,000 request to support staff overtime when it is needed for coordinated efforts to address significant issues. This includes overtime to parking enforcement, parks staff, police officers, or other staff that facilitate clean-up. There is limited to no ability to recoup costs incurred because it is difficult to identify the responsible party, but even when possible, individuals usually have significantly low or no income that would make seeking recouperation worthwhile.



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

This request aligns with several of the Measure G priorities: Parks and Recreation, Public Safety, Water Quality and programs for the unhoused.

The City has made a conscience effort to increase resources to mitigate the impact of homelessness on the community, but also to stay on top of managing the unsheltered population and encouraging transition to shelter or other housing program. The City has removed a significant number of large homeless encampments over the past four years and has begun restoring parks, like Kennedy Park, back to their intended use. The requested resources will allow staff to clean and maintain public areas before encampments are built back up to unmanageable levels again in the future. Removing trash and debris quickly prevents items from entering storm drains and waterways and helps preserve public areas for their intended public uses. Additionally, this program addresses blight issues that members of the community report to the service center daily---particularly graffiti and shopping carts on public spaces/amenities.

This request also aligns with City Council priorities as follows:

- Roads and Traffic Safety-removes items from roadways, sidewalks, and other public spaces
- Parks and Community Spaces-maintains parks for their intended purposes
- Community Engagement- responds to requests in the service center
- Housing- encourages those unhoused to engage in shelter or housing programs by staying on top of managing encampments from building up

What are the consequences of not funding this request?

If this is not approved, there will likely be increased community complaints and extended timelines for responding to complaints in the service center. Encampments or debris may build up to previous levels and make it more costly to abate.

What alternatives were considered when creating this request?

We considered adding positions, but these services are specialized and are not full time in nature, so it's difficult to create a staffing plan to cover the various needs.

How will you measure success?

The Service Center is the key measure of success. We can measure the response time to complete requests, and also hope for a reduction in requests by staying proactive.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:

GL Org	GL Object	Amount	Comments
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City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10019104	53260	\$400,000	Various abatement contracts.
10019104	51310	\$50,000	Overtime to police, parking, and park staff for coordinated efforts
Total Expenditures		\$450,000	

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

A new bill was introduced in the State legislature this year that would allow City's to recoup the costs of shopping cart removal and return without significant documentation. If passed, this would allow us to bill for shopping cart retrieval.



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Homeless Outreach and Tenancy Care	Priority: 1
Department/Division: City Manager-Homeless	Budget Year: FY 2026/27
Department Contact: Molly Rattigan	GL Org: 10019104
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input checked="" type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement	
<input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input checked="" type="checkbox"/> Housing	

Description of Budget Request: When the Whole Person Care Pilot ended, the City of Napa took on Homeless Outreach Services from the County of Napa and was able to do so with various State and Federal homeless services grants. Unfortunately, Federal and State grants have either been halted or scaled back. This request would retain homeless street outreach services currently provided and provide support for Tenancy Care at various permanent supportive housing sites so that high risk clients do not risk returning to homelessness.

The community indicated services to the unsheltered population as a priority for Measure G funds, particularly for mental health services. The Outreach Team is crucial to support those experiencing unsheltered homelessness with accessing services and supporting the process to transition to permanent housing. The Outreach Team includes Outreach Workers and a Mental Health Outreach Worker that meet with clients in the community with a focus on transitioning to shelter and housing services.

Tenancy Care is also critically important once a client exits homelessness into housing. Tenancy Care services support clients with continuing to address their needs while housed to maintain housing and continue to obtain services needed to maintain stability.

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

The City has made significant progress reducing homelessness, particularly unsheltered homelessness and has done so with many grants that have been scaled back or are no longer available. If services don't continue, we risk undoing the progress we have made. The Street Outreach team is made up of workers that assist with street intervention and have a mental health worker that provides services to clients in the homeless services system. Additionally, the outreach team manages storage and placement in temporary



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<p>and housing programs for the City of Napa so that City staff can focus on intervention and enforcement.</p> <p>These activities directly align with Measure G community feedback on continuing to provide support to those experiencing homelessness, particularly mental health support services.</p>
<p>What are the consequences of not funding this request?</p> <p>The progress the City has made in reducing homelessness and creating a system that supports permanent supportive housing as the primary goal could be in jeopardy. If the data reverts, there may be additional issues or calls for service to the City.</p>
<p>What alternatives were considered when creating this request? Adding positions, but this is not our expertise nor is this the most fiscally responsible way to achieve this task.</p>
<p>How will you measure success?</p> <p>The City of Napa participates in the Homeless Management Information System data system. The State requires a significant annual report that tracks progress throughout the homeless services system. Data measures include new clients, clients existed to homelessness and a series of financial, social, and service based measures.</p>

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10019104	53210	\$550,000	\$450,000 for Outreach Contract, \$100,000 for Tenancy Care Contract
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	



**City of Napa Budget Process FY 2025/26 & 2026/27
Budget Package Information**

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		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$550,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Parks & Community Space Landscaping	Priority: 1
Department/Division: Parks	Budget Year: FY 2026/27
Department Contact: Jeff Gittings	GL Org: 10050205
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>This funding will allow for the replacement and enhancement of visible landscape areas across the community and commence initial work in alignment with the City's Urban Forestry Management Plan. The replacement of aging landscape areas will improve aesthetics for the community by revitalizing community spaces and reducing long term maintenance burden for staff. In addition these improvements will help to improve public safety for motorists and pedestrians along right-of-ways by reducing vegetation visibility conflicts.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The department maintains 215 distinct landscape areas, over 90 acres of natural turf and approximately 40,000 trees in city parks, around city facilities, and along roadways and roundabouts that is highly visible to the community. Most of these areas were originally constructed with the associated improvement meaning that the vegetation has met or exceeded its lifespan. Based on the Department's 2023 Conditions Assessment, over 60% of all landscape areas and 90% of natural turf areas are in fair to poor conditions. Due to the age of these areas, they are aesthetically unappealing, and carry a significant maintenance burden.</p> <p>In addition to landscaping enhancements, the Department is seeking to implement additional tree care measures. Upon completion of the Urban Forestry Management Plan in 2025, this additional funding will provide an opportunity to begin implementation measures including proactive tree care, routine pruning, removal of hazardous trees, and additional tree planting at priority opportunity sites. Many of the landscape areas in poor condition are also identified as priority planting locations and potential projects sites would include both additional plantings and landscape improvements.</p> <p>These improvements directly align with numerous council focus areas, including improving Parks &</p>



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Community Spaces by revitalizing landscape areas in poor condition. Improve Road & Traffic Safety by addressing overly mature right-of-way landscapes, and addressing Climate Action by planting new trees and landscaping to improve air quality, reduce stormwater runoff, and increase carbon sequestration.

The department anticipates focusing on these improvements with the goal of revitalizing parks and community spaces:

1. Enhances turf maintenance, including top dressing and overseeding supporting significant improvements to the turf. The current cost of these improvements is about \$6,000 per acre and we anticipate performing this work on an estimated 10-20 acres each year.
2. Retrofit turf areas and landscape areas that currently inefficient antiquated spray irrigation. This will include removing turf and landscape areas with spray irrigation, installing drip irrigation, sheet mulching and planting trees to provide natural shade. We anticipate completing work at 3-5 parks annually.
3. Landscape replacement projects for landscape areas that are in very poor condition. This will include the development of plans aimed at replacing landscape areas in poor condition. This work may include new irrigation, groundcover, new plants and trees. This work will assist the department in the development of landscape standards. Improvement in rights-of-way will provide aesthetic improvements to the city's gateways and heavily traveled corridors. Work will target approximately 3-8 landscape areas each year scalable to the size of the landscape areas targeted.

What are the consequences of not funding this request?

The department does not currently have funding available in the operational budget to support the rehabilitation of landscape areas in poor condition and is required to spend a significant amount of staff resources on these overly mature weedy landscape areas. Without additional funding these areas would continue to be a significant maintenance burden on staff, thus reducing the ability to direct efforts in other areas.

What alternatives were considered when creating this request?

Through the support from donations and volunteer efforts the department has upgraded a few landscapes over the last few years. This effort has demonstrated how impactful revitalizing landscape areas and improving tree care be. Volunteer work and donations, however, will not be reliable to address the over 200 landscape areas throughout the park system. We will continue to solicit the support of volunteers to maintain and improve these landscape areas, but the efforts have been marginally successful. The nature of tree maintenance and enhanced turf repairs activities do not lend themselves to volunteer work. Furthermore, most of the maintenance and improvement activities around these two assets require specialty tools that are generally only available by contractors.

How will you measure success?

There are several goals for the use of these funds that will allow the department to measure its success. These include:

- Reducing the overall maintenance burden of these areas by installing more low maintenance plants and reducing weed growth.
- Reducing the amount of herbicide needed through more efficient use of irrigation and improved



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weed free landscapes.

- Utilize Landscape areas to enhance the city's urban forest by planting more trees.
- Support higher level of tree care to reduce work load and tree related risk issues to the City.
- Support the development of park landscape standards.
- Greatly improve the ascetics of public spaces.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050205	53210	\$250,000	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$250,000	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☒ Other Fund

Package Title: Recreation & Public Art Division Staff Realignment	Priority: 1
Department/Division: Parks & Recreation Dept / Recreation & Public Art Division	Budget Year: FY 2026/27
Department Contact: Katrina Gregory	GL Org: 10050300, 10050301, 10050303, 10050307, 10050501, 10050500, 10050400, 10050407, 30030210 (Public Art Fund CIP Projects)
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: **The current Recreation Supervisor is quitting in June 2025 and has notified the Recreation Manager via formal letter. The Recreation & Public Art Division has completed an analysis of the department's/city's priorities and the resources needed to provide programs and services to the community and determined that it would be more advantageous to have two more Recreation Coordinators on the team to assist with the day to day operations and implementation of programs. This request would be replacing the Recreation Supervisor position with some of the part-time staff expenses to create two Recreation Coordinator positions. The two positions would include one Coordinator focused on Community Events, Special Event Permits and Marketing and the other Coordinator would focus on Public Art programs and events which would include temporary art projects as well as permanent public art projects that are currently in the pipeline or that are anticipated in the upcoming years. This position would also assist the Division Manager with the Public Art Steering Committee and other community engagement efforts with Public Art.**

Why is this needed, and how does it align with Council and/or Department priorities? **This request is to enhance the Napa resident's quality of life and community events play a critical role and are important for creating vibrancy, a sense of community & pride and often has an economic impact for the community. For example, the Napa Lighted Art Festival is estimated to provide an economic impact of \$3.5M during January and February which is the slowest time of the year for TOT and Sales Tax. In addition, whether city-provided events or providing permits for 3rd party events, most of these events help activate and showcase our public spaces, parks and trails. Community events are some of the most visible and assessable services the City of Napa provides and the goal with this dedicated position would allow the opportunity to expand these offerings and have an even broader reach, enhance our community engagement, and ensure the large-scale existing events are executed well. Similarly, Public Art programs and projects are**



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more than improving the aesthetics of a community. Often, Public Art programs help create a sense of place and are proven to have an economic impact for communities. In addition, by establishing Napa as a world-class art community, it will help with the diversification of the local economy and tourism. Lastly, there are several public art projects that will help road and traffic safety and provide traffic calming (e.g. pavement art bulb-outs along 2nd Street). This position will work closely with Public Works staff to ensure effective collaboration on all projects that incorporate public art either as a requirement for the project or could be used as a more affordable, creative solution.

What are the consequences of not funding this request? **It would continue to lack adequate resources with full-time staff to support these functions within the Division. The burden of the demanding, complex projects would continue to fall on the Division Manager to absorb as well as a heavy reliance on part-time staff.**

What alternatives were considered when creating this request? **The other consideration would be to stay with the current configuration.**

How will you measure success? **We will measure success with the expansion of additional community events, improved turn-around on special event permits, and completion of successful public art projects in a timely fashion.**

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050100	51110	\$43,499	Regular Employees
10050100	51161	\$(50)	AMP Apparel
10050100	51912	\$(36,931)	Interdept Credit-Labor
10050100	52110	\$44,664	Health Insurance
10050100	52120	\$2,217	Dental
10050100	52130	\$152	Life Insurance
10050100	52140	\$46	Employee Asst Prog Exp
10050100	52150	\$630	Medicare
10050100	52210	\$3,028	Rtrmt-PERS Normal Cost
10050100	52410	\$(41)	Deferred Compensation
10050100	52510	\$(5,569)	Workers Compensation
10050100	52512	\$29	Unemployment Compensation



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10050100	52520	\$696	Retiree Health (GASB 75)
10050100	52912	\$(17,978)	Interdept Credit-Benefits
30030210	51910	\$36,931	Interdept Charge-Labor
30030210	51912	\$17,978	Interdept Charge-Benefits
10050100	51152	\$1,660	Specialty Pay Non-PERS
Total Expenditures		\$90,962	GF Cost \$36,053.67

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

The general fund will be minimally impacted by this request because of the Recreation Coordinator position (40%) will be focused on Public Art Fund projects and their time would be charged to CIP projects and funded with the Public Art Fund. If down the road, the CIP projects slow down or not support 40% of the position, we could adjust with decreasing part-time staff expenses as needed and/or having this position assist with special events or other similar Recreation Division programs to support the necessary decrease in part-time staff expenses.

The other Recreation Supervisor will be assuming supervision of the Youth & Adult Sports Coordinator and the Recreation Manager will directly supervise these two new positions.

Salary Allocations % for New Recreation Coordinators:

#1 Coordinator:

Public Art 40%
Public Art NLAF 20%
Public Art CIP projects 40%

#2 Coordinator:

Community Events 50%
July 4th 10%
Special Event Permits 25%
Marketing 15%



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: July 4 th Celebration with Drone Show	Priority: 1
Department/Division: Parks & Recreation	Budget Year: FY 2026/27
Department Contact: Katrina Gregory	GL Org: 10050303
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input checked="" type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

City Council provided direction to staff in 2023 and 2024 regarding the preferred activities for the Fourth of July event. The direction included: 1) the discontinuation of fireworks and to replace them with a more environmentally friendly drone show; 2) continuation of the City's support of the Sunrise Rotary July 4th Parade with co-sponsorship of city staff costs to help with street closures and parade safety; 3) continuation of patriotic décor in downtown; and 4) retain the Community Celebration at Oxbow Commons which includes daytime family-friendly activities. Staff successfully implemented this direction on July 4, 2024 and received support from City Council to continue these activities moving forward. To implement this direction, additional funds were required from the City Manager's contingency fund. This request will sufficiently establish an increased baseline budget for the annual July 4th event to implement the direction of City Council.

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

The 2024 Fourth of July event hosted approximately 35,000 attendees. This is an important annual community gathering and is a part of the City's front-line activities for community engagement. In addition to residents enjoying the festivities, the drone show attracted visitors to Napa for the July 4th holiday weekend and many of them visited restaurants, stayed in hotels and shopped with local merchants. These types of events create economic vibrancy and resilience as well as demonstrate leadership within the event / tourism segment, especially for this specific holiday when there are many options to choose from in the Bay Area. This event was significantly impacted during COVID, this request would continue to provide the necessary funding needed to sustain as well as expand the event which support the revitalization of our parks and recreation programs for the local community. Lastly, by switching from fireworks to the drone show demonstrated environmental stewardship and leadership with climate action and is aligned with



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the City Council's priorities. In addition, the transition to drones also supports the City's commitment to public safety and reducing the potential fire danger for the community.

What are the consequences of not funding this request?

Community activities would need to be scaled back for the Fourth of July Celebration, and the drone show would need to be discontinued.

What alternatives were considered when creating this request?

Event alternatives were discussed and ultimately not supported by City Council.

How will you measure success?

Success is measured with monitoring and maintaining attendance levels at the event and a high-level of satisfaction with the event activities and drone show.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050303	53201	\$140,000	Drone show, additional sound, downtown décor, and additional funding for kids zone
10050303	51210	\$7,000	Part-time staff support
10050303	51310	\$3,000	Overtime for PD and Parks & Rec Staff
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	



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		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$150,000	

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



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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: Restoration Recreation Division	Priority: 1
Department/Division: Parks & Recreation	Budget Year: FY 2026/27
Department Contact: Katrina Gregory	GL Org: Varies
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>The Department seeks to provide additional parks and recreation programs vital to residents and increase services highly desired by the community. The Recreation Division experienced significant budget reductions during COVID. The Division has been slowly and strategically worked to restore priority programs and services for the community. Restoration efforts have been aligned with the Department's Financial Sustainability Policy to help maintain long-term sustainability. Across the board, and in all of the areas within the Recreation Division, programs have been steadily growing and expanding during these past few years since COVID. The previous two-year Rec Restoration budget package focused on restoring programs that had the most opportunity to generate revenue which helped offset the associated increase in expenses. Therefore, the previous budget package only requested a modest increase to the General Fund. This is the second wave of restoration for the Recreation Division. The focus of this request is to continue to support and maintain the core functions of the Recreation Division and allow the opportunity to expand access to the two recreation facilities (Las Flores and Senior Center) by adding funding for part-time staff expenses and front desk staff. The request also includes returning our marketing efforts. Previously, the Department had a 64-page Recreation Guide which was mailed to all 25,000 households in Napa. This request includes funding for a modified 8-page mailer to provide important information and further engage with Napa residents about key programs, services, and infrastructure investments in our parks. The request will also include sustaining and creating more community events. Finally, the request includes expanding youth sports, especially our mini-sports programs, which are a critical pipeline for youth sports in Napa.</p> <p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>This request will support and maintain the existing recreation facilities, parks and community</p>



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spaces. The goal is to fully utilize these important community resources by ensuring adequate staffing levels as well as allowing for expanded programs and services. This request includes expanding and supporting more community events. Events enhance the quality of life for residents and community events also play a critical role in creating vibrancy, a sense of community & pride and often have a direct economic impact for the community. Community events are some of the most visible and assessable services the City of Napa provides and the goal with this request and additional funding would allow staff the opportunity to expand these offerings and have an even broader reach, enhance our community engagement, and ensure the events are executed well.

What are the consequences of not funding this request?

The two recreation facilities would continue to struggle to expand hours of operation without this funding and would hinder staff ability to expand or enhance programs. Recreation programs would need to stay at the current levels and not expand despite the growing demands for services.

What alternatives were considered when creating this request?

Staff were both strategic and conservative with this request and are only requesting to restore and expand programs and services where there is staff capacity and where it makes the most sense to meet the growing demands of the community.

How will you measure success?

Success will be measured by executing the following programs and services with high customer satisfaction and high participation:

Youth Sports – expand preschool and mini-sports, youth & middle school clinics, and expand Jr. Warriors basketball league

Senior Services – additional programs, evening and weekend offerings, additional monthly events, and allow for new contract instructors

Special Needs – Support the expansion at current events which has seen participation grow by 5 times and adding one special needs program event per month

Adult Sports – Resuming priority evening leagues including a 3v3 basketball league

Community Events – Support current Dia de los Muertos event and add new events such as the First Thursdays monthly event (with NDA at Oxbow Commons) and adding 2 smaller events during the year

Las Flores – Open front desk open 7 days week including evenings to serve community

Pelusi – Increase part-time staff and PW facilities staff due to increased rentals, including internal rentals



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Community Engagement / Marketing – Create and mail a 8-page mini-guide to 25,000 households; return marketing photography, mini videos, social media ads, and direct mailers for specific programs



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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
10050407	43442	\$25,000	Expansion of youth sports with mini-sports programs
		\$0	
Total Revenue		\$25,000	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10050300	51210	\$15,000	Additional Front Desk support for Dept-wide customer service
10050300	53530	\$23,000	Department Mailer to all households 3x/yr
10050300	55110	\$2,500	O&M of Rec Van
10050300	53630	\$3,000	Staff training
10050301	51310	\$3,000	Co-sponsorship for new NDA event
10050301	53332	\$10,000	Portable restrooms rentals for events (reimbursed by event organizer)
10050307	53201	\$30,000	Maintain DDLM event funding and expansion of other community events
10050307	53332	\$10,000	Portable restrooms for city events
10050307	56114	\$8,000	Event supplies
10050307	51210	\$3,000	Part-staff support for events
10050307	51310	\$4,000	OT for Parks & Rec Staff for events
10050308	51210	\$35,000	Part-staff for front desk, evenings and weekends at Las Flores
10050308	56110	\$2,000	Copier expenses at LF
10050309	51210	\$10,000	Part-staff increase for more rentals both internal and external at Pelusi
10050309	51310	\$4,000	Additional OT for cleaning facility by PW at Pelusi
10050405	51210	\$25,000	Part-staff for front desk, evenings and weekends at Senior Center
10050405	52510	\$5,000	Increases with Worker Comp
10050405	53201	\$10,000	More contract instructors at Senior Center
10050406	51210	\$8,000	Part-staff for additional special needs events and support increase participation at current events
10050406	56114	\$3,000	Increase supplies for additional special needs events and support increase participation at current events
10050407	51210	\$45,000	Part-staff for additional youth sports programs like mini-sports



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10050407	56114	\$6,500	Addl supplies for youth sports expansion
Total Expenditures		\$265,000	Net \$240,000 with revenue offset of \$25,000

Please provide any additional financial information that will be useful in reviewing this Budget Package:
Additional revenue increases for Las Flores (10050308) and Senior Center (10050405) have already been included in FY26 & FY27 revenue projections.



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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Management Analyst II (PRS Admn) - Limited Term	Priority: 1
Department/Division: Parks and Recreation Services	Budget Year: FY 2026/27
Department Contact: Breyana Brandt	GL Org: 10150100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request:

The PRS Admin Division currently oversees all park project management. There is currently 1 FTE (Management Analyst II) who receives support from outside consultants, and limited support from the Parks and Recreation Director. The budget request is for a new limited-term position to provide additional capacity to increase the delivery of Park Capital Improvement Program projects in the upcoming budget cycle.

With the passage of Measure G, and the Council's new focus area in Parks & Community Spaces, there will be high expectations from the community and the Council to see an increase in the number of infrastructure projects completed in City parks. There will also be expectations that the projects are completed in an ambitious timeframe to demonstrate the City's ability to make park infrastructure improvements in alignment with the committed Measure G priorities.

In FY2025/26 there are over \$11m in park capital projects in progress. This includes construction on several high priority projects that have been in motion and are now scheduled to enter the construction phase (Fuller Park Playable Art Project, Las Flores Community Center Renovation, Alston Park Restroom, and Park Playground and Amenity Improvement Project – Phase II) and a host of new capital projects to meet the growing community demand (including but not limited to a community splashpad, three additional park restrooms, shade canopies, and enhanced park and community space landscaping).

In FY2026/27 there are an additional \$6.6m of park projects that will commence. These project totals do not include any momentum that may come for the current negotiations with NVUSD regarding the Harvest Middle School Property.

The ability of 1 FTE to successfully manage all the City's park projects is stretched. With the number of



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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<p>parks projects increasing, we need to appropriately resource this division to deliver the volume of park projects requested by the Council.</p>
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>The proposed CIP program for FY2025/26 and 2026/27 includes a drastic increase in the delivery of park projects and was stretching the Department's ability to deliver on these projects effectively. In addition to the proposed CIP program, the City Council has requested additional park projects including a community splash pad, continued negotiations for the potential acquisition of the Harvest Middle School property, additional community engagement (survey) on recreation amenities, programs and services, and initial planning for the future development of the So. Jefferson Property. Parks and Community Spaces is a focus area of the Council in the upcoming year.</p>
<p>What are the consequences of not funding this request?</p> <p>Community expectations for the City to deliver on the promises made with Measure G increases the pressure and importance of successful completion of several high-profile park projects. If the Parks and Recreation Department is to accomplish the full spectrum of scheduled projects on-time additional staffing resources will be necessary. Without additional staffing resources, there will not be sufficient capacity to complete all of the park projects planned or desired by Council. The number of scheduled park projects may need to be reduced or pushed out to future years.</p>
<p>What alternatives were considered when creating this request?</p> <p>Outside resources have also been considered to meet this need. The Parks and Recreation Department already relies heavily on the work of consultants and contractors to complete nearly all park capital projects. Increased staff capacity will be necessary to effectively manage and oversee the work completed by outside consultants and contractors, and to effectively manage the increase in contracts and agreements to complete the additional workload.</p> <p>Other alternatives include reducing the number of park projects scheduled in FY26 and FY26 or pushing scheduled projects out to future years.</p>
<p>How will you measure success? The Department will develop additional S.M.A.R.T. goals in alignment with the Council focus area of Parks and Community Spaces.</p> <ul style="list-style-type: none"> • Progress towards and completion of projects in the upcoming budget cycle • Increase in the number of consultants, contractors, and agreements managed by 40% • Increased community engagement highlighting completed projects and increased communication regarding construction schedules and scheduled (and/or delayed) impacts to parks and community spaces during construction



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10150100	51110	\$141,479	Regular Employees
10150100	51161	\$50	Specialty Pay
10150100	51152	\$1,420	Specialty Pay Non-PERS
10150100	52110	\$32,820	Health Insurance
10150100	52120	\$1,648	Dental
10150100	52140	\$46	Employee Asst Prog Exp
10150100	52150	\$2,052	Medicare
10150100	52210	\$9,865	Rtrmt-PERS Normal Cost
10150100	52430	\$2,122	Management Leave Payout
10150100	52510	\$878	Workers Compensation
10150100	52512	\$95	Unemployment Compensation
10150100	52520	\$2,328	Retiree Health (GASB 75)
10150100	55210	\$650	IT Replacement
10150100	51912	\$(71,474)	Interdept Credit-Labor
10150100	52912	\$(25,927)	Interdept Credit-Benefits
Total Expenditures		\$98,051	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☒ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: South Jefferson Park Feasibility Planning – Phase I Environmental	Priority: 1
Department/Division: Parks and Recreation Services	Budget Year: FY 2026/27
Department Contact: Ali Koenig	GL Org: 10150100
<input type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input type="checkbox"/> Ongoing Budget Request <input checked="" type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports:	
<input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input checked="" type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

<p>Description of Budget Request:</p> <p>This project will kick-off the feasibility planning for development of a community park at the South Jefferson property located off South Jefferson Street, currently a closed wetlands area. The scope includes conducting preliminary environmental studies to evaluate site conditions. This effort will support future project planning phases which would identify and develop designs for potential park configurations. Feasibility planning is focused on understanding existing conditions to balance future recreational opportunities with environmental preservation.</p>
<p>Why is this needed, and how does it align with Council and/or Department priorities?</p> <p>Per City Council direction on April 28, 2025, there is interest in evaluating the feasibility, options, and costs for designing and constructing a community park (natural open space park or other) at the South Jefferson property. This project would provide preliminary information for this overall planning effort.</p>
<p>What are the consequences of not funding this request?</p> <p>By not funding this request, the City would lack information and progress towards developing the South Jefferson property into a City-owned and operated community park.</p>
<p>What alternatives were considered when creating this request?</p> <p>As this project was specifically requested by Council, no alternatives were considered.</p>



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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How will you measure success?

Success will be measured in the City's ability to proceed to Phase II Feasibility Planning which would develop and identify designs for potential park configurations.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10150100	53210	\$85,000	Non-Recurring PRS Admin / Contract Services
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
Total Expenditures		\$85,000	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: FD- One Battalion Chief Reclass to Deputy Chief	Priority: 1
Department/Division: Fire/Operations	Budget Year: FY 2026/27
Department Contact: Zach Curren	GL Org: 10022300
<input type="checkbox"/> New FTE <input checked="" type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input type="checkbox"/> Economic Resilience <input type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The Department is requesting a reclassification of one Battalion Chief (40 Hour) position to a Deputy Chief position. The purpose of the reclass is to have one deputy that focuses on deploying personnel and managing field resources effectively while the other can focus on administrative functions and support services.

Why is this needed, and how does it align with Council and/or Department priorities? Currently, the Department has one Deputy Chief that is responsible for managing the operations of assigned programs through subordinate supervisors. Responsibilities include developing and implementing comprehensive department programs, direct and indirect supervision of management, technical and support personnel. The Deputy Chief is also responsible for assisting in the development and control of department and division budgets and may act for the Fire Chief in his absence.

The Department would like to restructure and reclass the Admin Battalion Chief to a second Deputy Chief. Having two deputy chiefs, one focusing on operations and the other on administration, can provide several strategic and operational benefits. The goal is that the Operations Deputy Chief can focus on the operational aspects such as emergency response, field operations, personnel management, and tactical strategies while the Admin Deputy Chief can dedicate their efforts to administrative functions like budgeting, software management, resource allocation, policy development, training, and compliance. Reclassing the current Admin Battalion ensures that each area receives focused attention, resulting in higher efficiency and expertise. This ensures that leadership oversight is balanced across critical areas. Operations and administration have different challenges, and having dedicated leaders and decision makers allows for thorough management. It provides the department with leaders who are specialized and more responsive to issues as well as providing backup when needed.

Collaborative decision-making between the two deputies ensures that both operational and administrative



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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impacts are considered, leading to well-rounded strategies. In times of crisis or organizational change, having two deputies allows one to focus on the immediate challenges (e.g., operations during emergencies) while the other ensures administrative stability (e.g., maintaining budgets and ensuring regulatory compliance).

It also creates a broader pool of leadership talent. Each deputy gains experience in their role and responsibilities, which can prepare them for future leadership roles as a succession plan for the Fire Chief position.

What are the consequences of not funding this request? By having two deputy chiefs, the department can achieve a better balance of decision-making authority between immediate operational effectiveness and long-term administrative stability, fostering a more resilient and effective leadership structure. Not funding this request can result in several challenges like leadership overload, reduced focus on specific areas, decline in efficiency and employee burnout. This would also result in a missed opportunity for strategic growth and increase the risk of errors and oversight. Having two deputies provides a broader pool of experienced leaders who can step into higher roles when needed. A lack of planning for succession can leave our department vulnerable to leadership gaps. Reactive management becomes the norm rather than proactive planning, which can hinder the Department's ability to meet future challenges.

What alternatives were considered when creating this request? The Department has explored alternative options; however, none have effectively met the department's needs.

How will you measure success? We will be able to measure success by experiencing less overburdened leadership, improved efficiency, and diminished vulnerabilities in both short-term operations and long-term strategy. We will have overall organizational effectiveness and the ability to meet mission-critical objectives. Additionally, this change in department structure prepares multiple employees for enhanced leadership positions including the Deputy and Fire Chief position.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
Total Revenue			
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10022300	51110	\$33,380	Regular Employees



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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10022300	51150	(\$22,254)	BC 40 HR Admin 10%
10022300	51120	\$1,926	Holiday Pay
10022300	51130	(\$530)	Edu/Cert Pay
10022300	51140	-	Uniform Pay
10022300	51150	\$1,669	Specialty Pay
10022300	51152	-	Specialty Pay Non-PERS
10022300	52110	-	Health Insurance
10022300	52120	-	Dental
10022300	52130	-	Life Insurance
10022300	52140	-	Employee Asst Prog Exp
10022300	52150	\$528	Medicare
10022300	52210	\$5,569	Rtrmt-PERS Normal Cost
10022300	52310	\$515	FD-HRA Contributions
10022300	52311	-	FD-RMT Contributions
10022300	52410	\$515	Deferred Compensation
10022300	52430	\$501	Management Leave Payout
10022300	52510	\$4,785	Workers Compensation
10022300	52512	\$24	Unemployment Compensation
10022300	52520	\$584	Retiree Health (GASB 75)
Total Expenditures		\$27,212	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☐ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☒ Measure G ☐ Other Fund

Package Title: FY27 FD- Emergency Manager FTE	Priority: 1
Department/Division: Fire/Operations	Budget Year: FY 2026/27
Department Contact: Zach Curren	GL Org: 10022101
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The Fire Department recommends that the City prioritize the responsibilities of emergency management and add one full-time Emergency Manager position that can increase City staff preparedness for all types of emergencies as well as understanding of emergency plans, roles and responsibilities, provide additional position-specific training for key City staff, pre-develop emergency management objectives, update maps, and improve Emergency Operations Center (EOC) efficiency.

Risk supports adding a disaster/emergency preparedness position to the City to proactively address risks associated with natural disasters, public health crises, and other emergencies. The City has been increasingly affected by emergencies, including wildfires, earthquakes, flooding, and public health crises like COVID-19. These issues underscore the need for dedicated emergency management expertise at our local level. This role would focus on maintaining emergency operations plans, conducting hazard vulnerability assessments, and leading training and exercises for City staff. The position would ensure compliance with CalOSHA and FEMA emergency management guidelines, improving eligibility for disaster recovery funding and hazard mitigation grants. Moreover, an emergency manager would enhance coordination between City departments, regional partners, and external agencies, ensuring a unified response during emergencies. By identifying vulnerabilities and implementing risk reduction strategies prior to disasters, this role can minimize potential liabilities, reduce insurance claims, and safeguard residents, businesses, and City assets. This investment would demonstrate the City's commitment to public safety, and fiscal responsibility in the face of increasing threats from statewide and local emergencies.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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Why is this needed, and how does it align with Council and/or Department priorities? The City of Napa is responsible for directing City-wide all-hazards emergency/disaster worker training, preparedness, response, mitigation, and recovery activities for natural, environmental, and other emergencies impacting the city. The city does maintain several emergency-related plans, including the Emergency Operations Plan (EOP) and the Hazard Mitigation Plan (HMP). Unfortunately, with the regular recurrence of impactful disasters, as well as the growing impacts of climate change including increased risk to fire, flood, heat, and drought related emergencies, the city has been unable to adequately plan and prepare for disaster response and its related impacts. The city currently attempts to fill these responsibilities with existing staff and resources; however, workload and staffing challenges have limited the ability to accomplish these critical tasks. Additionally, the city has had high rates of personnel turnover at all levels. Key positions related to disaster response are no longer in place, and the city has been unable to maintain adequate training for both field personnel and those assigned to the City Emergency Operations Center (EOC) or relevant Department Operations Centers (DOC). The city has also missed opportunities to seek funding and reimbursement due to a lack of adequate training, staffing and plans- following the 2014 Earthquake the City was unable to qualify for some FEMA reimbursement (estimated at over \$1M) due to not having a Debris Management Plan.

In 2020, the City of Napa was selected to receive a grant from the California Office of Emergency Services (Cal OES) for the update of the City's Hazard Mitigation Plan which had not been updated since November 2015. The approval of the Hazard Mitigation Plan brings the City of Napa into compliance with the Federal Disaster Mitigation Act of 2000, which allows us to be eligible for federal grants and FEMA reimbursement for federally declared disasters. This plan identifies risks to vulnerable assets, both people and property. Most importantly, the mitigation strategy presented in this Plan responds to the identified vulnerabilities within the community and provides prescriptions or actions to achieve the greatest risk reduction based upon available resources. The Plan update was adopted by City Council on May 17, 2022. Currently each city department has responsibility over their relevant areas as described in the plan, but there is no city-wide oversight to ensure initiative completion.

The Hazard Mitigation Plan identified areas of extreme risk and provided financial and technical mitigation resources based upon current gaps. One of the recommended actions that resulted from this study was the need to establish a Disaster Coordinator or Emergency Operations Manager position. The Plan specified that this position would have long term impacts on the reduction of risk exposure for life and property and promote an overall natural hazard-safe community. The current General Plan (final draft presented to Council on October 18th, 2022) addresses current climate change and increasing risk of natural disasters and related hazards. The Plan states, "the city needs to proactively mitigate safety hazards and be prepared for disasters in order to maintain a safe, enjoyable, and resilient community." The General Plan Public Safety Element (8.9) also provides goals and policies to guide the City's response to emergencies, however staffing constraints and limited subject knowledge results in a Plan unable to be fully executed and maintained.

Additionally, in 2022 the Fire Department hired a consultant to conduct an in-depth Organizational and Operational Analysis, which included an analysis of community preparedness for disasters within the fire department organization. This report found current staffing for emergency preparedness to no longer be sufficient due to increased call volume, staffing considerations, resource management and mutual-aid activities. The report recommends that the city hire a dedicated Emergency Manager which would provide for enhanced and consistent oversight of city-wide preparedness, planning, training, response and mitigation.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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In addition, it should be noted that community outreach and education efforts are limited. City staff from various departments are only able to contribute minimal community disaster preparedness and education information through regular means (social media, City website, etc.) which are shared for all types of City community outreach. There is no formal effort to educate and prepare the community for disaster, resiliency, and recovery. Furthermore, there is no coordinated formal effort to facilitate cooperation and interaction with the various community groups that are active in disasters. The Fire Department maintains some basic contact with Napa Community Emergency Response Team (CERT) and Community Organizations Active in a Disaster (COAD), but formal coordination

To accomplish the initiatives mentioned above, the Fire Department recommends that the City prioritize the responsibilities of emergency management and add one full-time Emergency Manager position that can increase City staff understanding of emergency plans, roles and responsibilities, provide additional position-specific training for key City staff, pre-develop emergency management objectives, update maps, and improve Emergency Operations Center (EOC) functionality. This position would plan, organize, and coordinate City-wide emergency management and disaster mitigation activities, plans and training; develop, coordinate, and implement the City's preparedness, response and recovery programs. Additionally, a full-time Emergency Manager is needed to ensure plans continue to be regularly reviewed, updated, and implemented, such as the City's Hazard Mitigation Plan (HMP) and Emergency Operations Plan (EOP), as well as the needed Continuity of Operations Plan (COOP) and Community Wildfire Protection Plan (CWPP) which have yet to be developed.

This position will benefit all City departments and alleviate or otherwise reduce many risks the city and to our community. Responsibilities may include but are not limited to management of the City's emergency plans; conduct emergency preparedness training for City employees (NIMS/SEMS/emergency worker prep); serve as liaison with local, state and federal agencies to ensure compliance; assist the City Manager, acting as Emergency Services Director, with development and presentation of critical incident updates to City Council; maintain EOC preparedness and readiness; conduct community emergency preparedness forums and assist in the administration of fuel reduction efforts.

Measure G's focus on public safety and critical services supports the funding of an emergency manager position. An emergency manager is vital for coordinating disaster preparedness, response, and recovery efforts, ensuring community resilience during crises. Funding this position aligns with Measure G's objectives by enhancing the city's ability to manage emergencies effectively, thereby safeguarding residents, infrastructure and local economy. Funding an emergency manager position through Measure G would support the measure's commitment to public safety and critical services, enhancing Napa's preparedness and response capabilities.

What are the consequences of not funding this request? Workload and staffing challenges will continue to impact each Department's ability to accomplish critical tasks relating to emergency response. Key positions related to disaster response will be unable to maintain adequate training and continued missed opportunities for FEMA funding and reimbursement.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What alternatives were considered when creating this request? The Fire Department reached out to other agencies to discuss alternatives and benefits which resulted in the greatest benefit coming from those employed as full-time employee. An alternative is contract services with those that specialize in emergency management, however, Consultants are limited in knowledge and resources regarding citywide processes and procedures. This position assigned tasks warrant a full-time position. It should also be noted that there are annual opportunities for grants to support City emergency management efforts, such as the grant-supported development of our local Hazard Mitigation Plan mentioned above. Grant funding for city planning efforts will continue and would be managed by the requested Emergency Manager position (but will not pay for the position itself).

How will you measure success? A dedicated Emergency Manager would allow consistent oversight and coordination of the emergency operations center, maintain/update, required/recommended plans and annexes as needed, and have the ability to provide emergency preparedness training Citywide. Each of these programs will be monitored by the Emergency Manager for continued compliance and opportunities for improvement.

Financial Information:

This data will be entered into your Munis Budget Package

Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
Total Revenue			
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10022101	51110	\$165,087	Regular Employees
10022101	51161	\$50	Specialty Pay
10022101	51152	\$1,420	Specialty Pay – Non PERS
10022101	52110	\$32,820	Health Insurance
10022101	52120	\$1,648	Dental
10022101	52140	\$46	Employee Asst Prog Exp
10022101	52150	\$2,634	Medicare
10022101	52210	\$11,971	Rtrmt-PERS Normal Cost
10022101	52430	\$2,476	Management Leave Payout
10022101	52510	\$1,065	Workers Compensation
10022101	52512	\$110	Unemployment Compensation
10022101	52520	\$2,825	Retiree Health (GASB 75)



City of Napa Budget Process FY 2025/26 & 2026/27
Budget Package Information

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Total Expenditures		\$222,153	

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



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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☒ General Fund (Ongoing) ☐ NR General Fund (One-Time) ☐ Measure G ☐ Other Fund

Package Title: Budget Analyst I/II	Priority: 1
Department/Division: Finance - Administration	Budget Year: FY 2026/27
Department Contact: Seth Anderson	GL Org: 10013100
<input checked="" type="checkbox"/> New FTE <input type="checkbox"/> Change to Current FTE <input type="checkbox"/> New Vehicle (Addition to Fleet) <input type="checkbox"/> New IT Project <input type="checkbox"/> Other Request	<input checked="" type="checkbox"/> Ongoing Budget Request <input type="checkbox"/> One-Time Budget Request <input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)
Select the Council Focus Area (or Areas) that this request supports: <input type="checkbox"/> Climate Action <input checked="" type="checkbox"/> Economic Resilience <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Roads & Traffic Safety <input type="checkbox"/> Parks & Community Spaces <input type="checkbox"/> Housing	

Description of Budget Request: The Budget Team within Finance Administration recently went from 3 FTEs to 2 FTEs with the Budget Analyst being reallocated as a Management Analyst that supports the whole department and focuses on Purchasing. The Budget Analyst position is an essential role within the Budget Team as it allows an initial point of contact for Departments with routine and non-urgent questions, collects and analyzes data to facilitate larger reporting and reconciliations, thus freeing up much needed time for the Senior Budget Analyst and Budget Officer to focus on more complex processes. Additionally, the Budget team recently implemented two additional software programs that will require constant maintenance and reconciliations to ensure its usefulness. Reinstating the Budget Analyst also establishes an entry point for folks who wish to work within Budget, and the team of three sets up a succession plan for those who desire to become a Budget Officer or beyond.

Why is this needed, and how does it align with Council and/or Department priorities? With the passing of Measure G, reconciling and reporting out accurate and timely data will increase the workload of the already strained Budget team. The implementation of OpenGov's transparency portal will allow for live reporting to be published which allows the City to increase community engagement. This requires time and effort, however, to create and maintain these datasets. Having the Budget Analyst will also increase the ability to analyze and reconcile data and further support Departments on process and procedures, ultimately leading to accuracy. The freeing up of time for the Budget Officer and Senior Budget Analyst will allow for the refinement of processes and procedures, additional analyzing of economic conditions, and financial strategic planning, and more transparency - thus securing economic resilience.

What are the consequences of not funding this request? In the current state, the budget team moves as quickly as possible to complete all the expected and required reporting, and the budget adoption and maintenance processes. There is little capacity for process improvement, citywide training/alignment of best budget practices, and budget team and City financial strategic planning. The budget team will have to continue to work beyond normal working hours, while absorbing the additional workload related to Measure G reporting and the maintenance and expectations of two new software programs.



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

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What alternatives were considered when creating this request? A part-time or retired annuitant has been discussed, especially during seasons of increased activity. It is extremely difficult to find individuals with experience in the budget process within the part-time workforce.

How will you measure success? Increased community engagement through live and useful financial reporting that reaches the community. Successful succession planning that grows talent within the field from Budget Analyst to Budget Officer. Economic resilience through the creation of best practices, accurate data, sound analytics, and transparency that guides the community and decision makers to financial health.

Financial Information:

This data will be entered into your Munis Budget Package

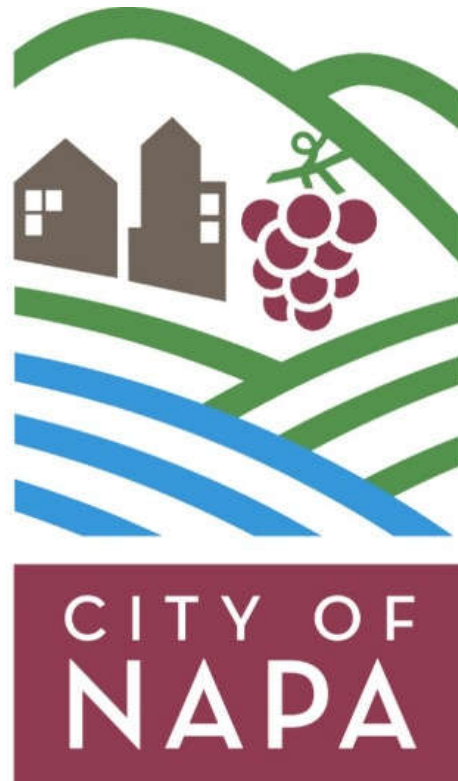
Estimated Additional Revenue that will be generated by the approval of this Budget Package:			
GL Org	GL Object	Amount	Comments
		\$0	
		\$0	
		\$0	
Total Revenue		\$0	
Estimated Costs for this Budget Package:			
GL Org	GL Object	Amount	Comments
10013100	51110	128,619	Salary & Benefits
10013100	51161	50	Salary & Benefits
10013100	51152	1,420	Salary & Benefits
10013100	52110	32,820	Salary & Benefits
10013100	52120	1,648	Salary & Benefits
10013100	52140	46	Salary & Benefits
10013100	52150	1,940	Salary & Benefits
10013100	52210	9,327	Salary & Benefits
10013100	52430	1,929	Salary & Benefits
10013100	52510	830	Salary & Benefits
10013100	52512	86	Salary & Benefits
10013100	52520	2,201	Salary & Benefits
10013100	55210	650	IT Replacement
Total Expenditures		181,566	



City of Napa Budget Process FY 2025/26 & 2026/27 Budget Package Information

INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases. Complete one package for each fiscal year unless one-time.

Please provide any additional financial information that will be useful in reviewing this Budget Package:
The City has had significant turnover within all Departments for their administrative support positions. It would serve the City greatly if the Budget team had time to organize and align the City on budget process and procedures, as well as more frequent trainings on best practices and how to navigate and utilize our software programs. This is not currently possible given the two person team.



Appendix D Fiscal Policy

*Fiscal Years
2025/26 and 2026/27*

Appendix D

Fiscal Policy

INTRODUCTION**Objective**

This Fiscal Policy (or “Policy”) establishes policy parameters to guide the City’s long term fiscal stability, including parameters for establishing and implementing the City Budget. This Policy is intended to provide direction for the management of the City’s finances to provide for the delivery of quality services; maintain an enhanced service delivery; ensure a balanced budget; and establish reserves necessary to meet known and unknown future obligations.

Policy Areas

This Policy addresses the following areas:

1. Fiscal Policy Overview
2. Definitions
3. Budget Creation
4. Budget Priorities
5. Budget Adjustments
6. Accounting, Auditing and Financial Reporting
7. Capital Improvement Projects and Infrastructure
8. Debt
9. General Revenue Policies
10. Enterprise Fund Revenue
11. Investment
12. General Reserve Policies
13. Use of Fund Balance
14. General Fund Reserves
15. Capital Improvement Project (CIP) Fund Reserves
16. Trusts
17. Internal Service Fund Reserves
18. Enterprise Fund Reserves
19. Internal Service Replacement Funds

The following table provides a brief explanation of the policies currently out of compliance and the action plan to return to target levels.

Policy	Explanation	Action Plan
Operating Budget Policies: 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 is in compliance with the policy for Fleet equipment but is out of compliance for the large equipment (e.g. HVAC).	An inventory of other capital equipment is anticipated within the next budget cycle.
Reserve / Fund Balance Policy: The City will establish an Equipment Replacement Fund for capital equipment as it becomes unserviceable, obsolete or reach a predetermined service life. The fund will be maintained at a level adequate to replace all capital equipment per the pre-determined replacement schedule.	The Equipment Replacement Fund was established in FY 2014/15, and has a current balance of about \$749,000.	An inventory of Capital Equipment, and replacement schedule anticipated within the next budget cycle.

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Fiscal Policy

Fiscal Policy**1. Overview of Purpose and Scope of this Policy**

- a. The general financial goal is to maintain and enhance the sound fiscal condition of the City.
- b. **Applicability.** This Policy applies to all funds for the City of Napa, as well as funds managed by the City of Napa on behalf of other entities such as the Housing Authority of the City of Napa, the Napa Enhanced Infrastructure Financing District, and Napa County.

2. Definitions. The definitions set forth below shall apply to this Policy. Unless otherwise defined in this Policy, the definitions and interpretations set forth in the Budget shall apply to this Policy.

- a. "Balanced Budget": In each fund, budgeted revenues plus fund balance are greater than budgeted expenditures.
- b. "Budget": An annual plan approved by the City Council of financial activity including anticipated expenditures and the estimated means to finance those expenditures. Budget appropriations are authorized by formal City Council action with any budget adjustments approved in accordance with the provisions of this Fiscal Policy.
- c. "Capital Improvement Program (CIP) Project Budget": The Budget includes a listing of all planned capital improvement projects by category.
- d. "Deficit": The excess of fund expenses over fund revenues at the close of a fiscal year.
- e. "Department Director": the chief executive appointive officer (as defined by City Charter Section 75 and Napa Municipal Code Title 2) of each Department identified in the Budget, or the authorized designee of the Department Director or City Manager.
- f. "Fund": An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities.
- g. "Fund Balance": The difference between assets and liabilities reported in a governmental fund.
- h. "Fund Balance Categories" per current governmental accounting standards (GASB 54):
 - i. "Non-Spendable": Cannot be readily converted to cash or cannot legally be spent
 - ii. "Restricted": External imposed (by granting agencies, governmental entities, etc.) restrictions on spending
 - iii. "Committed": City Council formally-imposed (by resolution or other action) restrictions on spending
 - iv. "Assigned": Funds reserved by Council direction or City Manager for designated purposes
 - v. "Unassigned": Residual balance not classified in any of the above categories
- i. "General Fund Operating Budget": total General Fund expenditure budget less transfers to other funds and reserves.

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- j. "Non-Recurring": Revenues or expenditures not expected to recur on a regular basis; not to be included in the regular operating budget.
- k. "Object Code": Object codes are used in the City's financial system to differentiate between different types of revenues, expenditures, and balance sheet accounts.

3. Budget Creation

- a. The City Council will adopt a balanced two-year budget by June 30 of every other year. As a part of the biennial budget process, prior to the end of the first year of the two-year budget cycle, the City Council will adopt a budget for the second year (in compliance with City Charter Sections 87 – 91) which will incorporate any amendments for the second year of the two-year budget cycle. When considering each budget, or any amendments to a budget recommended by the City Manager, the City Council will consider the following policy goals:
 - i. A biennial base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the forthcoming two fiscal years.
 - ii. The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents, property owners, businesses, and visitors of the community.
 - iii. Projected revenues will be sufficient to support projected operating expenditures. 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.
 - iv. The City shall contract with outside consultants or utilize limited term City staff positions for peaks in workload, when a project is limited in term and/or scope, or when specialized expertise is necessary and it is more cost-effective to hire a consultant than add a full-time staff position. Any appointment to a limited-term employment position shall be made in accordance with Council Policy (R1999-247, as may be amended). Conversely, for longer-term needs (at least 3 to 5 years), or when the City Manager determines it is more cost-effective, the City Council may consider adding full-time staff.
 - v. The City will project its equipment replacement and maintenance needs for the next ten years and will update this projection each year. From this projection a maintenance and replacement schedule will be developed and followed.
 - vi. The Non-Recurring General Fund will be used to budget for non-recurring items.
- b. Each Department Director may request additional funds for new positions, equipment, or programs during the budget creation process. Requests are submitted as Budget Packages and include a description of what the requested funding will be used for and the estimated financial impact.
- c. Compensated Absence annual appropriations are budgeted in the General Fund for payment of various accrued leave balances (non-Enterprise Fund only). The three appropriations are for payment of accrued leave for separating employees,

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leave payouts for continuing employees, and annual cashouts of management leave. The appropriation amounts shall be based on historical trends, salary growth, and anticipated usage of leave cashout policies.

4. Budget Priorities

When considering each budget, or any amendments to a budget recommended by the City Manager, the City Council will consider the following policy goals:

- a. Maintenance and replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions.
- b. Projects or programs to improve City business processes and/or increase efficiency will be prioritized over the addition of new full-time staff.
- c. If funding is not available for operations and maintenance costs of proposed new facilities, the City will delay construction of these facilities.

5. Budget Adjustments

- a. The City Manager is authorized to establish administrative regulations to document the procedures for Department Directors to submit requests for budget adjustments using the City's financial system.
- b. Any proposed amendment to the Budget requires approval by the City Council, except that the City Manager is authorized to approve an amendment to the Budget upon making a written determination in accordance with any of the following circumstances:
 - i. When the increased expenditure is completely offset by new matching revenue under either of the following circumstances:
 1. To the extent the City receives donations (including grants) for a specified purpose, the City Manager is authorized to increase appropriations for that department and that fiscal year in an amount not to exceed the amount of the donation. Adjustments shall be reported to the City Council as part of the next regular financial report.
 2. To the extent that a department projects revenues above that fiscal year's budgeted revenues, the City Manager is authorized to increase appropriations for that department and that fiscal year in an amount not to exceed 15% of the department's total revenue budget for that fund and object code. Adjustments shall be reported to the City Council as part of the next regular financial report.
 - ii. Any budget transfer within the same fund involving: (a) salaries and benefits budgets, or (b) transfers between departments, or (c) accounts within a department as necessary to meet department objectives.
- c. The City Council hereby authorizes the City Manager, for all funds except the General Fund, to carry forward a revenue or an expenditure appropriation from a prior fiscal year to the next fiscal year, based on departmental request and in an amount not to exceed not yet expended appropriations from that fund for the prior fiscal year. For the General Fund, the City Manager is authorized to carry forward an expenditure appropriation from a prior fiscal year to the next fiscal year,

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provided the amount is for an encumbrance that will carry forward to the next fiscal year and does not exceed not yet expended appropriations from the fund for the prior fiscal year.

- i. The amount of the increased appropriations for the next fiscal year, due to unexpended encumbrances, department requests, and available appropriations from the prior fiscal year, will be reported to the City Council as a part of the annual financial audit for the prior fiscal year.

6. Accounting, Auditing and Financial Reporting

- a. 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.
- b. Financial reports will be submitted to the City Council and will be made available to the public at least twice each fiscal year.
- c. Full and continuing disclosure will be provided in the general financial statements and bond representations.
- d. The City will maintain a good credit rating in the financial community.
- e. The City will maintain a liquidity ratio of at least 1:1.
- f. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Annual Comprehensive Financial Report (ACFR), including an audit opinion.
- g. In accordance with City Charter section 58, the Finance Director will, at least once a month, provide a written report to the City Council of the cash in the Treasury.
- h. In accordance with Napa Municipal Code section 2.32.050, the Finance Director shall deliver to the City Manager and to the City Council at a regularly scheduled Council meeting, a budget report showing the budget status at the end of the preceding month.
- i. The Long-Term Financial Forecast shall be prepared annually projecting revenues and expenditures for the General Fund. This forecast shall be used as a planning tool in developing the following year's operating budget.

7. Capital Improvement Projects and Infrastructure

When considering each Budget, or any amendments to a Budget recommended by the City Manager, the City Council will consider the following policy goals:

- a. The City will plan for the design, construction, implementation, operation, and maintenance of capital improvements in accordance with an adopted Capital Improvement Program.
- b. The City will develop an annual plan for capital improvements, including project design, construction, implementation, and operating and maintenance costs ("CIP Project Budget").
- c. The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Program and City priorities and for which operating and maintenance costs have been included in the Budget.
- d. To cover the costs of CIP projects planned for the Water Enterprise Fund and the Solid Waste and Recycling Enterprise Fund, the City will seek non-General Fund

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sources of revenue (including grants from other agencies), and the City will otherwise cover the costs through the establishment and regular updating of fees and charges that are equitably imposed on users of the services.

8. Debt

- a. The City Council may authorize the use of short-term debt to cover temporary or emergency cash flow shortages of less than one fiscal year.
- b. 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 approved by a Council resolution.
- c. The City will confine long-term borrowing to fund capital improvements that cannot be funded from current revenues.
- d. The City will use special assessment revenue, inter-fund loans or other self-supporting bonds instead of general obligation bonds when feasible.

9. General Revenue Policies

- a. The City will strive to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source.
- b. The objective of the revenue policies is to ensure that funding is derived from a fair, equitable, and adequate resource base. When establishing new or amended sources of revenue: (i) the City Council will use General Fund revenue sources generated from a broad base (such as property taxes, transient occupancy taxes, sales taxes, and business license taxes) to pay for City services that provide a citywide benefit; and (ii) services that provide a particular benefit to a customer or user shall primarily be financed with user fees, charges, or assessments based on the level of service provided (in accordance with State law, including California Constitution Articles XIII C and XIII D, known as "Prop 26" and "Prop 218"). The City's goal is to recover from the recipient of City services the full cost of services provided, subject to the limitations of law, unless the City Council determines that public policy or market factors warrant a lesser fee amount.
- c. Subject to approval by the City Council, and in accordance with limitations of State law, fees for City services will be adjusted on a recurring schedule to address changed circumstances, including cost of living adjustments.
- d. Non-recurring revenues will be used for non-recurring expenditures only. This includes all non-recurring funds, including capital and reserves.
 - i. Non-recurring general revenues will be deposited into the Non-Recurring General Fund.

10. Enterprise Fund Revenue

- a. 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 and that supports capital investment in the system including the costs of annual depreciation of the system assets. Indirect costs include the cost of annual debt service used for capital assets and overhead charges.

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11. Investment

- a. The City Treasurer will annually submit an investment policy to the City Council for review and adoption.
- b. 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.

12. General Reserve Policies

- a. It is the intent of the City to establish and maintain reserve funds to ensure the continued delivery of City services to address emergencies, address a temporary revenue shortfall or provide stability during economic cycles. Sufficient reserve funds will be managed to provide adequate cash flow, stabilize the City's interest rates and provide continuity in service delivery. The City shall maintain adequate cash reserves in each fund to maintain a positive cash position at any time during a fiscal year and at year-end.
- b. If fiscal changes require staff to recommend funding reserves that differ from the amounts identified in this Policy, staff will bring this recommendation to Council as a specific action for approval.

13. Use of Fund Balance

- a. 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.
- b. 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 authorized to designate fund balances that are "assigned" 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.
- c. After the end of each fiscal year, and upon completion of the annual financial audit, the City Council shall take action to transfer any available unassigned fund balance in the General Fund to the CIP Facilities Reserve or appropriate for other priority expenditures.

14. General Fund Reserves

- a. The City Council hereby authorizes the City Manager to maintain a General Fund Emergency Reserve in accordance with this Policy. Each fiscal year, the City will include in the Budget a transfer to the General Fund Emergency Reserve to bring the reserve balance to at least 14 percent of that year's General Fund Operating Budget. However, this transfer may be excluded from the Budget to the extent necessary to avoid a budgeted deficit.
 - i. The primary purpose of this General Fund Emergency Reserve is to protect the City's essential service programs and funding requirements during significant events such as (but not limited to) economic downturns/

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recessions that impact City revenues, natural disasters, declared emergencies (as defined by Napa Municipal Code Chapter 2.89), state government reductions or takeaways of City revenues, or other situations that could not be reasonably foreseen during preparation of the budget.

1. In the event the City Manager declares that action is needed to be taken to resolve an emergency, in accordance with Napa Municipal Code Section 2.91.040, the City Manager is authorized to encumber and spend the General Fund Emergency Reserve to pay the costs of the action to resolve the emergency. These actions shall be reported to the City Council at their next meeting after the declaration of the emergency, and during the duration of the declared emergency in accordance with Napa Municipal Code Section 2.91.040.
- ii. In the case of natural disasters, the General Fund Emergency Reserve should be used to pay for FEMA-approved projects. The project total amount shall be transferred from the Emergency Reserve and deposited into the appropriate project fund.
 1. The City Manager is authorized to deposit any reimbursement funds received from FEMA and CalOES, into the Emergency Reserve to replenish the fund.
 2. The City Manager is authorized to initially fund the City's portion of FEMA projects from the General Fund Emergency Reserve. The proposed timing of repayment will be included in the City's Long-Term Financial Forecast.
- iii. The use of the General Fund Emergency Reserve must be approved by the City Council. As an exception, in the situations described in 14.a.i and 14.a.ii above, the City Manager is authorized to use the General Fund Emergency Reserve and then report to the City Council. All other situations require advance approval from the City Council.
- iv. Approved use of General Fund Emergency Reserve funds may cause the balance of the reserve to drop below the required 14 percent level. The City will begin to restore reserves used under this Policy within 24 months after their first use. The proposed timing of repayment of reserves will be subject to approval by the City Council and will be included in the City's Long-Term Financial Forecast.
- b. The City Council hereby authorizes the City Manager to maintain a General Fund Operating Reserve in accordance with this Policy. Each fiscal year, the City will include in the Budget a transfer to the General Fund Operating Reserve to bring the reserve balance to at least 5 percent of that year's General Fund Operating Budget. However, this transfer may be excluded from the Budget to the extent necessary to avoid a budgeted deficit. The primary purpose of this General Fund Operating Reserve is to make up for temporarily decreased revenues or to provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
 - i. The use of the General Fund Operating Reserve must be approved by the City Council.

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- ii. Approved use of General Fund Operating Reserve funds may cause the balance of the reserve to drop below the required 5 percent level. The City will begin to restore reserves used under this Policy within 24 months after their first use. The proposed timing of repayment of reserves will be subject to approval by the City Council and will be included in the City's Long-Term Financial Forecast.
- c. The City Council hereby authorizes the City Manager to maintain a General Fund Contingency Reserve in accordance with this Policy. Each fiscal year, the City will include in the Budget a transfer to the General Fund Contingency Reserve to bring the reserve balance to at least 1 percent of that year's General Fund Operating Budget. However, this transfer may be excluded from the Budget to the extent necessary to avoid a budgeted deficit. The primary purpose of this General Fund Contingency Reserve is to provide funding for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs.
 - i. The use of the General Fund Contingency Reserve must be approved by the City Council.
 - ii. Approved use of Contingency Reserve funds may cause the balance of the reserve to drop below the required 1 percent level. The City will begin to restore reserves used under this Policy within 24 months after their first use. The proposed timing of repayment of reserves will be subject to approval by the City Council and will be included in the City's Long-Term Financial Forecast.
- d. In the event that budgeted revenue is not enough to fully fund all reserves, they shall receive funding in the following priority order:
 - i. First, repay any reserves as outlined in the City's Long-Term Financial Forecast. If multiple reserves require replenishment, they should receive funds in the following order: first the Emergency Reserve, then the Operating Reserve, then the Contingency Reserve.
 - ii. Next, bring the reserve funds up to their prescribed percentage amounts in the following order: first the Emergency Reserve, then the Operating Reserve, then the Contingency Reserve.
 - iii. If the City experiences two consecutive years where the reserves could not be fully funded, the next Long-Term financial forecast shall identify a plan to bring the reserves up to the correct balances and maintain annual contributions at the required level.

15. Capital Improvement Program (CIP) Fund Reserves

- a. The City Council hereby authorizes the City Manager to maintain a CIP Facilities Reserve in accordance with this Policy. Each fiscal year, the City will include in the Budget a transfer from the General Fund to the CIP Facilities Reserve, in an amount ranging from 0.5 percent to 3.0 percent of that year's General Fund Operating Budget.
 - i. The primary purpose of this CIP Facilities Reserve is to provide funding for the expansion or maintenance of existing City facilities or the creation/renovation/acquisition of new facilities that meet the workforce needs of City services.

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Fiscal Policy

- ii. The use of the CIP Facilities Reserve must be approved by City Council, generally through the CIP Budget adoption.
- b. The City Council hereby authorizes the City Manager to maintain a CIP General Reserve in accordance with this Policy. Each fiscal year, the City will include in the Budget a transfer from the General Fund to the CIP General Reserve, in an amount of ranging from 0.5 percent to 3.0 percent of the year's General Fund Operating Budget.
 - i. The primary purpose of this CIP General Reserve is to provide funding for ongoing and future Capital Improvement Projects.
 - ii. The use of the CIP General Reserve must be approved by the City Council, generally through the CIP Budget adoption.
 - iii. The CIP Budget shall not program out the use of more than 90 percent of the expected CIP General Reserve or CIP Facilities Reserve balance in the Capital Improvement Program (CIP) Project Budget.
- c. The City Council hereby authorizes the City Manager to maintain a General Plan Update Reserve in the CIP Fund to accumulate funds necessary to update the General Plan every 20 years. The General Fund adopted budget shall include a transfer to the General Plan Update Reserve of \$100,000 per year.
 - i. The use of the General Plan Update Reserve must be approved by the City Council, generally through the CIP Budget adoption.

16. Trusts

- a. The City has established an irrevocable trust to fund future retiree medical costs. The Trust will be funded through bi-weekly charges to departments equal to the Annual Required Contribution (ARC) as a percentage of payroll based on the most recent Other Postemployment Benefits (OPEB) Actuarial Report.
- b. The City has established an irrevocable Section 115 trust to help mitigate increases in future pension costs. Deposits to the Trust shall be authorized by the City Council as funds are available.

17. Internal Service Fund Reserves

- a. Fleet Fund
 - i. The City Council hereby authorizes the City Manager to maintain a Fleet Operating Reserve within the Fleet Fund. The target minimum reserve balance is \$100,000.
 - 1. The primary purpose of this reserve is to provide temporary resources in the event of higher than anticipated Fleet Operating costs.
 - 2. The use of the Fleet Operating Reserve must be approved by the City Council.
 - 3. Approved use of Fleet Operating Reserve funds may cause the balance of the reserve to drop below the \$100,000 minimum. The City will begin to restore reserves used under this Policy within 24 months after their first use by collecting additional revenue through Fleet operations and maintenance rates. The proposed timing of repayment of reserves will be subject to approval by the City

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Council and will be included in the City's Long-Term Financial Forecast.

- b. Risk Management Fund
 - i. Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the City. The reserve funding level goal for each program is no less than the target 80% confidence level appropriately discounted for investment income.
 - 1. The use of the Risk Management Fund Reserve must be approved by the City Council.
 - 2. Approved use of the Risk Management Reserve may cause the balance of the reserve to drop below the target 80% confidence level. Replenishment of the Risk Management Reserve will be subject to approval by the City Council.

18. Enterprise Fund Reserves

- a. Water Fund and Recycling Fund
 - i. The City will maintain a prudent level of reserve funds in the Water Enterprise Fund and the Solid Waste and Recycling Fund as determined during the periodic rate-setting process.

19. Internal Service Replacement Funds

- a. "Fleet Replacement Reserve" and "Fleet Equipment Replacement and Upgrade Reserve"
 - i. The City Council hereby authorizes the City Manager to 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 reserve will track contributions and replacements based on the contributing fund (General Fund, Water Enterprise Fund, etc).
 - ii. The City Council hereby authorizes the City Manager to maintain a Fleet Equipment Replacement and Upgrade Reserve within the Fleet Fund. The primary purpose of this reserve is to cover costs associated with the replacement of specialized tools, Fleet facility/vehicle equipment, as well as Electric Vehicle (EV) charging stations supporting City EV's/equipment. This funding can be used to add new equipment and charging stations, as well as replace existing items throughout the life cycle of the equipment. The reserve will be maintained at a level adequate to replace equipment, per the pre-determined replacement schedule.
 - iii. The use of the Fleet Replacement and Fleet Equipment Replacement and Upgrade Reserve Funds must be approved by the City Council.
 - iv. Replenishment of the Fleet Replacement and Fleet Equipment Replacement and Upgrade Reserves will be subject to approval by the City Council.
- b. Fire Apparatus Replacement Fund

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- i. The City Council hereby authorizes the City Manager City to maintain a Fire Apparatus Replacement Fund for costs associated with the replacement of Fire Apparatus vehicles as they become unserviceable, obsolete or reach a predetermined service life. The fund will be maintained at a level adequate to replace all stock, per the pre-determined replacement schedule.
 - 1. The use of the Fire Apparatus Replacement Fund Reserve must be approved by the City Council.
 - 2. Replenishment of the Fire Apparatus Replacement Reserve will be subject to approval by the City Council.
- c. Equipment Replacement Fund
 - i. The City Council hereby authorizes the City Manager to maintain an Equipment Replacement Fund for capital equipment as it becomes unserviceable, obsolete or reaches a predetermined service life. The fund will be maintained at a level adequate to replace all capital equipment per the pre-determined replacement schedule.
 - 1. The use of the Equipment Replacement Fund Reserve must be approved by the City Council.
 - 2. Replenishment of the Risk Management Reserve will be subject to approval by the City Council.



Appendix H Fleet Replacement & Planned Purchases

*Fiscal Years
2025/26 and 2026/27*

APPENDIX H

Fiscal Year 2025/26									
FY	UNIT	YEAR	MAKE	MODEL	TYPE	DEPT	ESTIMATED COST	PLANNED REPLACEMENT	NEW UNIT #
FY26	1306	2016	FORD	E-350	CARGO VAN	Public Works	\$ 65,000	F150 LIGHTNING	13007
FY26	1329	2014	STURDY BUILT	M-83004-T	THERMO KETTLE SYSTEM	Public Works	\$ 145,000	THERMO TRAILER	13008
FY26	1339	2016	FORD	F-250	SUPERCAB UTILITY BODY	Public Works	\$ 75,000	F-250 SUPERCAB UTILITY BODY	13009
FY26	2282	2020	BMW	R1250RT-P	POLICE MOTORCYCLE	Police Department	\$ 55,000	POLICE MOTORCYCLE	22025
FY26	2283	2020	BMW	R1250RT-P	POLICE MOTORCYCLE	Police Department	\$ 55,000	POLICE MOTORCYCLE	22026
FY26	2284	2020	BMW	R1250RT-P	POLICE MOTORCYCLE	Police Department	\$ 55,000	POLICE MOTORCYCLE	22027
FY26	2285	2020	BMW	R1250RT-P	POLICE MOTORCYCLE	Police Department	\$ 55,000	POLICE MOTORCYCLE	22028
FY26	2286	2021	FORD	EXPLORER	POLICE INTERCEPTOR	Police Department	\$ 115,000	POLICE INTERCEPTOR K-9	22029
FY26	2287	2020	FORD	EXPLORER	POLICE INTERCEPTOR	Police Department	\$ 102,500	POLICE INTERCEPTOR	22030
FY26	2288	2021	FORD	EXPLORER	POLICE INTERCEPTOR	Police Department	\$ 102,500	POLICE INTERCEPTOR	22031
FY26	2289	2021	FORD	EXPLORER	POLICE INTERCEPTOR	Police Department	\$ 102,500	POLICE INTERCEPTOR	22032
FY26	2313	2016	FORD	TAURUS	SEDAN	Police Department	\$ 55,000	SEDAN	22033
FY26	2314	2016	FORD	TAURUS	SEDAN	Police Department	\$ 55,000	SEDAN	22034
FY26	2214	2018	TOYOTA	SIENNA	MINIVAN	Police Department	\$ 55,000	VAN OR SUV	22035
FY26	3210	2016	FORD	F-250	CREW CAB PICKUP	Fire Department	\$ 90,000	CREW CAB PICKUP	32004
FY26	4200	2016	FORD	FUSION	SEDAN	Community Development	\$ 45,000	SEDAN	42001
FY26	6309	2016	FORD	F-250	SUPERCAB UTILITY BODY	Parks and Recreation	\$ 75,000	F-250 SUPERCAB UTILITY BODY	63003
FY26	6404	2016	FORD	F-450	TRASH COMPACTOR	Parks and Recreation	\$ 150,000	TRASH COMPACTOR	64003
FY26	6405	2016	FORD	F-250	SUPERCAB PICKUP	Parks and Recreation	\$ 65,000	SUPERCAB PICKUP	64005
TOTAL GENERAL FUND REPLACEMENTS							\$ 1,517,500		
FY26	1207	2016	FORD	F-250	SUPERCAB UTILITY BODY	Utilities	\$ 75,000	F-250 SUPERCAB UTILITY BODY	12028
FY26	1211	2016	FORD	F-350	FLAT BED	Utilities	\$ 80,000	F-350 FLAT BED	12029
FY26	1243	2013	FORD	F-150	SUPERCAB	Utilities	\$ 55,000	F-150 SUPERCAB	12030
FY26	1283	2006	HAULMARK	EG85X	UTILITY TRAILER	Utilities	\$ 30,000	UTILITY TRAILER	12031
FY26	1267	2023	FORD	F-150	SUPERCAB	Utilities	\$ 55,000	F-150 SUPERCAB	12032
TOTAL WATER FUND REPLACEMENTS							\$ 295,000		
FY26	3212	2016	FORD	F-550	SQUAD 1	Fire	\$ 1,300,000	TYPE 1 APPARATUS	32005
FY26	3213	2016	FORD	F-550	SQUAD 2	Fire	\$ 825,000	TYPE 3 APPARATUS	32006
TOTAL FIRE APPARATUS FUND REPLACEMENTS							\$ 2,125,000		
FY26	1338	2016	FORD	F-250	SUPERCAB UTILITY BODY	Public Works	\$ 75,000	F-250 SUPERCAB UTILITY BODY	13010
FY26	1480	2006	UCART	WT540	WATER TRAILER	Public Works	\$ 20,000	WATER TRAILER	13011
TOTAL SIDEWALK PROGRAM REPLACEMENTS							\$ 95,000		
TOTAL FY26 FLEET REPLACEMENTS - ALL FUNDS							\$ 4,032,500		
Additions to Fleet from Budget Decision Packages									
FY	PROPOSED VEHICLE*					DEPT	ESTIMATED COST	REPLACEMENT RESERVE FUND	NEW UNIT #
FY26	Ford Ranger or other mid-size truck					Police	\$ 50,000	GENERAL FUND	22036
TOTAL GENERAL FUND PURCHASES							\$ 50,000		
FY26	Toyota RAV 4 with ALPR					CDD Parking Enforcement	\$ 85,000	PARKING FUND	22037
TOTAL PARKING FUND NEW PURCHASES							\$ 85,000		
TOTAL FY26 ADDITIONS TO FLEET - ALL FUNDS							\$ 135,000		

*Make and model may change based on vehicle availability or Fleet's assessment of department needs.

*All Previous updates have been incorporated

APPENDIX H

Fiscal Year 2026/27									
FY	UNIT	YEAR	MAKE	MODEL	TYPE	DEPT	ESTIMATED COST	PLANNED REPLACEMENT	NEW UNIT #
FY27	1325	2015	FORD	F-550	BUCKET TRUCK WITH LIFT	Public Works	\$ 225,000	BUCKET TRUCK WITH LIFT	13012
FY27	1326	2017	FORD	F-250	SUPERCAB UTILITY BODY	Public Works	\$ 75,000	F-250 SUPERCAB UTILITY BODY	13013
FY27	1328	2012	JOHN DEERE	524K	LOADER	Public Works	\$ 240,000	LOADER	13014
FY27	1330	2015	TYMCO	600	STREET SWEEPER	Public Works	\$ 275,000	STREET SWEEPER	13015
FY27	2213	2007	CHEVROLET	C5500 DURAMAX	SWAT VAN	Police Department	\$ 200,000	SWAT VAN	22038
FY27	2222	2017	FORD	F-150	CSO UNIT	Police Department	\$ 55,000	F-150 SUPERCAB	22039
FY27	2223	2017	FORD	F-150	TRAFFIC UNIT	Police Department	\$ 75,000	F-150 SUPERCAB	22040
FY27	2293	2022	FORD	EXPLORER	POLICE INTERCEPTOR	Police Department	\$ 105,000	POLICE INTERCEPTOR	22041
FY27	2306	2017	FORD	FUSION	SEDAN	Police Department	\$ 50,000	SEDAN	22042
FY27	2307	2017	FORD	EDGE	SEDAN	Police Department	\$ 60,000	SEDAN	22043
FY27	3304	2017	FORD	FUSION	SEDAN	Fire Department	\$ 50,000	SEDAN	32007
FY27	3305	2017	FORD	FUSION	SEDAN	Fire Department	\$ 50,000	SEDAN	32008
FY27	6216	2012	JOHN DEERE	4520	GROUND MOWER	Parks and Recreation	\$ 75,000	GROUND MOWER	62023
FY27	6217	2012	JOHN DEERE	5075M	GROUND MOWER	Parks and Recreation	\$ 90,000	GROUND MOWER	62024
FY27	6248	2017	FORD	F-250	SUPERCAB UTILITY BODY	Parks and Recreation	\$ 75,000	F-250 SUPERCAB UTILITY BODY	62025
FY27	6249	2017	FORD	F-250	SUPERCAB UTILITY BODY	Parks and Recreation	\$ 75,000	F-250 SUPERCAB UTILITY BODY	62026
FY27	6303	2012	GENIE	Z-30/20N RJ	GENIE LIFT	Public Works	\$ 80,000	GENIE LIFT	13016
TOTAL GENERAL FUND REPLACEMENTS							\$ 1,855,000		
FY27	1340	2017	FORD	F-250	SUPERCAB UTILITY BODY	Public Works	\$ 75,000	F-250 SUPERCAB UTILITY BODY	13017
TOTAL SIDEWALK FUND REPLACEMENTS							\$ 75,000		
FY27	1317	2012	WIRTGEN	W120F	ASPHALT GRINDER	Public Works	\$ 850,000	ASPHALT GRINDER	13018
TOTAL STREETS FUND REPLACEMENTS							\$ 850,000		
FY27	1221	2017	FORD	EXPLORER	SUV	Utilities	\$ 60,000	SUV	12033
FY27	1222	2017	FORD	F-150	SUPERCAB PICKUP	Utilities	\$ 65,000	SUPERCAB PICKUP	12034
FY27	1225	2017	FORD	F-250	SUPERCAB UTILITY BODY	Utilities	\$ 75,000	F-250 SUPERCAB UTILITY BODY	12035
FY27	1239	2017	FORD	F-150	SUPERCAB PICKUP	Utilities	\$ 65,000	SUPERCAB PICKUP	12036
FY27	1245	2017	FORD	F-250	SUPERCAB UTILITY BODY	Utilities	\$ 75,000	F-250 SUPERCAB UTILITY BODY	12037
FY27	1253	2017	FORD	EXPLORER	SUV	Utilities	\$ 60,000	SUV	12038
TOTAL WATER FUND REPLACEMENTS							\$ 400,000		
FY27	TBD	n/a	n/a	n/a	FIRE APPARATUS TYPE 1	Fire Department	\$ 150,000	n/a - upfit only	n/a
	TBD	n/a	n/a	n/a	FIRE APPARATUS TYPE 3	Fire Department	\$ 150,000	n/a - upfit only	n/a
TOTAL FIRE APPARATUS FUND REPLACEMENTS							\$ 300,000		
TOTAL FY27 FLEET REPLACEMENTS - ALL FUNDS							\$ 3,480,000		

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