

# CITY of NAPA

Fourth Quarter Report  
FY 2008-2009



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October 20, 2009

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's Fourth Quarter Report for 2008-09. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects.

Specifically, the report contains a rather comprehensive overview of the City's General Fund through the end of fiscal year 2008-09. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

The report also includes a section addressing the City's investment portfolio. This section outlines the status of the investment portfolio and provides information on the performance, or return on investments.

In addition, the report contains reports describing ongoing priority projects being addressed by the various City departments. Each project includes a description of the underlying goal for the project, describes the process and timeline being followed to complete the effort, and assigns responsibility for each activity. These reports are intended to keep the Council informed of the status of projects that have been assigned with priority status. It also serves as a communication vehicle to ensure that the City Council and staff are working on the right priorities and the direction of each project is consistent with the goals of the City Council.

The fourth section of the report contains summary status reports on select Capital Improvement Projects for review and consideration. These reports provide an overview and map of the projects, as well as updates on the status, schedule, and costs to-date.

The last section of the report provides information collected from our *Customer Service* software system. This information allows the Council to track the nature and number of service requests received from the public and to monitor the administration's responsiveness to those requests.

We typically try to present the Quarterly Reports for Council and public review within six weeks of the close of each quarter, but the final quarter of the fiscal year takes a little longer to allow the Finance Department staff more time to analyze year end accruals to provide a more complete report.

In order to better serve your needs, please let me know if you have comments or suggestions regarding the content or organization of this report.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness", with a long horizontal flourish extending to the right.

Mike Parness  
City Manager



## QUARTERLY FINANCIAL REPORT

### **Introduction**

This is the City's fourth and final quarterly financial report for fiscal year 2008-09. The report presents information for the General Fund for the fiscal year ended June 30, 2009. These results are unaudited.

This financial report is presented on a modified cash basis wherein revenues are reported when earned and received and expenditures are reported in the period the liability is incurred and payment is issued.

### **Management's Overview**

The fourth quarter of the fiscal year saw financial performance remain steady. Total General Fund revenue (operating and non-recurring revenue) totaled \$62.5 million during fiscal year 2008-09 which was 97% of the \$64.5 million budgeted amount. Total General Fund expenditures (operating and non-recurring items) totaled \$70.7 million for the year representing 94% of the \$75.5 million approved budget. Overall, the City ended the fiscal year very close to previous projections.

The financial information on the next page is for the full fiscal year. All budget amounts are for the full fiscal year and include all budget amendments made during the fiscal year.

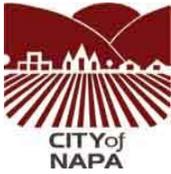
The second table on the subsequent page provides a comparison of fiscal year 2008-09 financial information to fiscal year 2007-08.



## QUARTERLY FINANCIAL REPORT

### General Fund Summary - In Millions

	(1)	(2)			(3)		
		Fourth Quarter Ended			2008-09		
		June 30, 2009			Fiscal Year		
Actual	Budget	Variance	%	Budget	Variance	%	
<b>Revenues:</b>							
Property taxes	\$ 22.850	23.251	-0.401	98%	23.251	-0.401	98%
Sales taxes	12.725	13.288	-0.563	96%	13.288	-0.563	96%
Transient occupancy	8.175	8.242	-0.067	99%	8.242	-0.067	99%
Business license	3.147	3.450	-0.303	91%	3.450	-0.303	91%
Other taxes	1.610	1.373	0.237	117%	1.373	0.237	117%
Licenses & permits	1.125	1.398	-0.272	81%	1.398	-0.272	81%
Intergovernmental	0.691	0.679	0.012	102%	0.679	0.012	102%
Charges for services	4.715	4.950	-0.235	95%	4.950	-0.235	95%
Transfers in	4.148	4.341	-0.193	96%	4.341	-0.193	96%
Other	1.922	1.392	0.530	138%	1.392	0.530	138%
<b>Total Revenues</b>	<b>61.107</b>	<b>62.363</b>	<b>-1.256</b>	<b>98%</b>	<b>62.363</b>	<b>-1.256</b>	<b>98%</b>
<b>Departmental Expenditures:</b>							
Legislative/Admin/Support	8.442	8.994	0.552	94%	8.994	0.552	94%
Community Development	3.814	4.553	0.739	84%	4.553	0.739	84%
Police	19.558	20.695	1.137	95%	20.695	1.137	95%
Fire	12.938	12.645	-0.293	102%	12.645	-0.293	102%
Public Works	7.849	8.329	0.479	94%	8.329	0.479	94%
Parks and Recreation	7.020	7.499	0.479	94%	7.499	0.479	94%
General Govt	3.944	4.064	0.120	97%	4.064	0.120	97%
<b>Total Expenditures</b>	<b>63.565</b>	<b>66.778</b>	<b>3.213</b>	<b>95%</b>	<b>66.778</b>	<b>3.213</b>	<b>95%</b>
<b>Results from operations</b>	<b>-2.458</b>	<b>-4.415</b>	<b>1.957</b>	<b>n/a</b>	<b>-4.415</b>	<b>1.957</b>	<b>n/a</b>
<b>Nonrecurring Items</b>							
FEMA revenue	0.005	0.636	-0.631	1%	0.636	-0.631	1%
Contribution from NCRA	0.460	0.460	0.000	100%	0.460	0.000	100%
Other	0.891	1.060	-0.169	84%	1.060	-0.169	84%
<b>Revenues</b>	<b>1.356</b>	<b>2.155</b>	<b>-0.800</b>	<b>63%</b>	<b>2.155</b>	<b>-0.800</b>	<b>63%</b>
Replenish reserves	3.125	3.125	0.000	100%	3.125	0.000	100%
Bldg Improvements	0.147	0.172	0.025	86%	0.172	0.025	86%
Retiree Health	0.880	0.880	0.000	100%	0.880	0.000	100%
PD overhire	0.000	0.000	0.000	0%	0.000	0.000	n/a
Studies	0.450	1.264	0.814	36%	1.264	0.814	36%
Other	1.438	1.822	0.383	79%	1.822	0.383	79%
Financial system	0.785	0.785	0.000	100%	0.785	0.000	100%
FEMA expenses	0.290	0.681	0.391	43%	0.681	0.391	43%
<b>Expenses</b>	<b>7.115</b>	<b>8.729</b>	<b>1.613</b>	<b>82%</b>	<b>8.729</b>	<b>1.613</b>	<b>82%</b>
<b>Impact of Nonrecurring</b>	<b>-5.760</b>	<b>-6.573</b>	<b>0.814</b>	<b>n/a</b>	<b>-6.573</b>	<b>0.814</b>	<b>n/a</b>
<b>Change in Fund Balance</b>	<b>\$ -8.218</b>	<b>-10.989</b>	<b>2.771</b>	<b>n/a</b>	<b>-10.989</b>	<b>2.771</b>	<b>n/a</b>

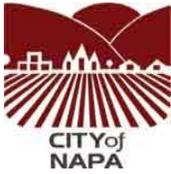


## QUARTERLY FINANCIAL REPORT

The table below presents the General Fund operations for fiscal year 2008-09 compared to fiscal year 2007-08. Operating revenues came in \$3.1 million lower in fiscal year 2008-09, partially due to a reduction in sales tax and transient occupancy tax revenues due to the economic recession and the related reduction in tourism. In addition, license and permit revenue is down by 36% from the same period last year due to the decline in development. Intergovernmental revenues were lower this fiscal year due to a reduction in state grants and reduced vehicle license fee revenue. Operating expenditures were \$4.4 million more in fiscal year 2008-09 than in 2007-08, partially due to staffing changes and increased GASB 45 contribution in 2008-09, recorded in General Government. In addition, the transfers out for 2008-09 are recorded in the General Government total.

### General Fund Operations Comparison to Prior Fiscal Year - In Millions

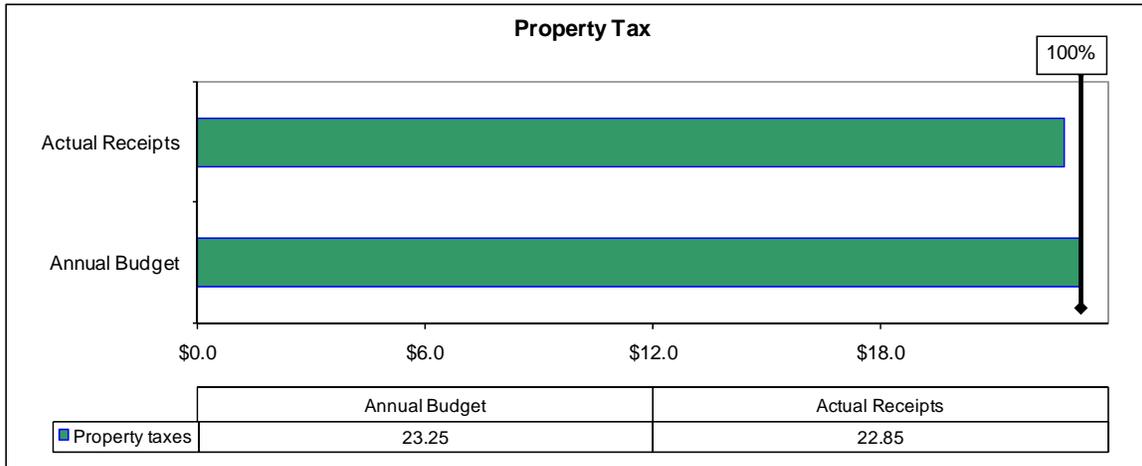
	(1)	(2)		
	Fourth	Fourth		
	Quarter	Quarter		
	2007-08	2008-09		
	Actual	Actual	Variance	%
<b>Revenues:</b>				
Property taxes	\$ 23.028	22.850	-0.178	-1%
Sales taxes	13.500	12.725	-0.775	-6%
Transient occupancy	8.722	8.175	-0.547	-6%
Business license	3.145	3.147	0.002	0%
Other taxes	1.712	1.610	-0.102	-6%
Licenses & permits	1.772	1.125	-0.647	-36%
Intergovernmental	1.428	0.691	-0.737	-52%
Charges for services	4.791	4.715	-0.076	-2%
Transfers in	3.822	4.148	0.326	9%
Other	2.288	1.922	-0.367	-16%
<b>Total Revenues</b>	<b>\$ 64.209</b>	<b>61.107</b>	<b>-3.102</b>	<b>-5%</b>
<b>Departmental Expenditures:</b>				
Legislative/Admin/ Support	\$ 7.439	8.442	1.003	13%
Community Development	3.359	3.814	0.455	14%
Police	18.491	19.558	1.067	6%
Fire	12.197	12.938	0.740	6%
Public Works	8.053	7.849	-0.204	-3%
Parks and Recreation	6.780	7.020	0.240	4%
Transfers out	1.338		-1.338	-100%
General Govt	1.486	3.944	2.458	165%
<b>Total Expenditures</b>	<b>\$ 59.144</b>	<b>63.565</b>	<b>4.421</b>	<b>7%</b>
<b>Results from operations</b>	<b>\$ 5.065</b>	<b>-2.458</b>	<b>-7.523</b>	<b>n/a</b>



## QUARTERLY FINANCIAL REPORT

### General Fund Revenue Analysis

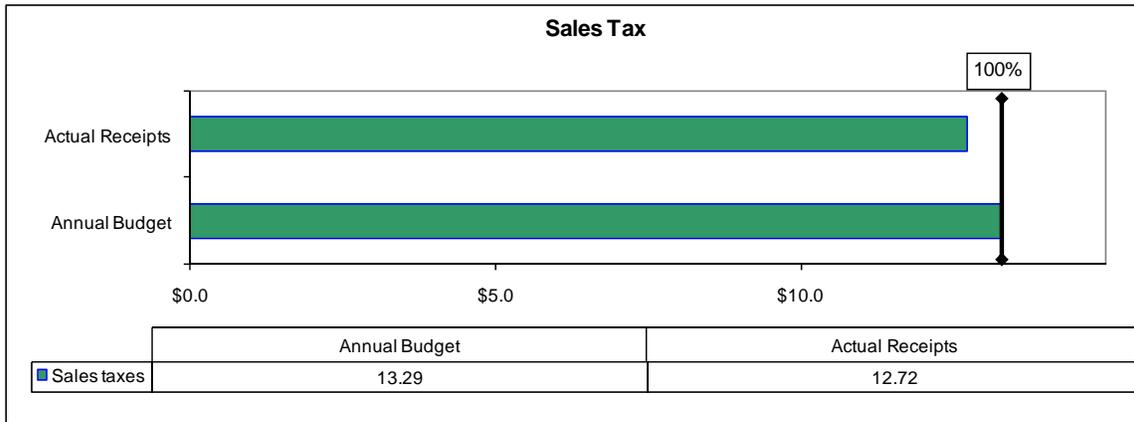
**Property Tax** – Property taxes are the City’s largest source of operating revenue (37%) and are considered relatively inelastic in that they should remain relatively constant as the economy changes. By State law (Proposition 13), the County levies property taxes at one percent of full market value at the time of purchase with the City receiving approximately 17% of the 1%. Stated another way, the City receives approximately 17 cents for every \$100 of assessed value within the City. Assessed values can be increased by no more than two percent per year until a property is resold. In the current economic downturn, assessed values have proven to be elastic, coming in at 98% of adjusted budget. The County began writing down assessed values in fiscal year 2008-09, and has indicated that this will continue into fiscal year 2009-10.



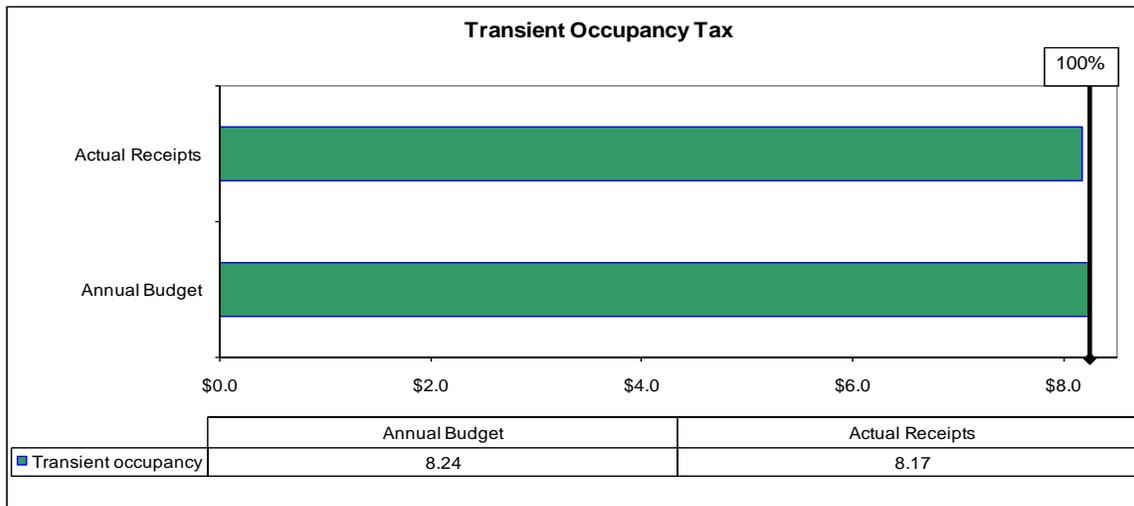
**Sales Tax** – Sales taxes are the City’s second largest source of revenue (21%) and are elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs. For the fiscal year, sales tax revenues came in at 96% of the adjusted budget. A review of sales activity through March 2009 indicates an overall decline in consumer spending of 6.1%. We expect to continue to see a decline in sales tax revenue as the local economy is impacted by the larger state and national economic downturn. As the economic situation continues to evolve, this source of revenue remains susceptible to decline.



## QUARTERLY FINANCIAL REPORT



**Transient Occupancy Tax (TOT)** – Transient occupancy taxes are the City’s third largest source of revenue (13%) and are typically elastic in nature, varying with changes in the economy. The City of Napa levies the tax on rooms at hotels, motels, bed and breakfasts, and vacation rentals operating within the City. The tax rate is 12%, of which the City receives 100%. For the fiscal year, this revenue source has performed nearly as expected, coming in at 99% of budget. As the economic situation continues to evolve, this source of revenue remains susceptible to decline.



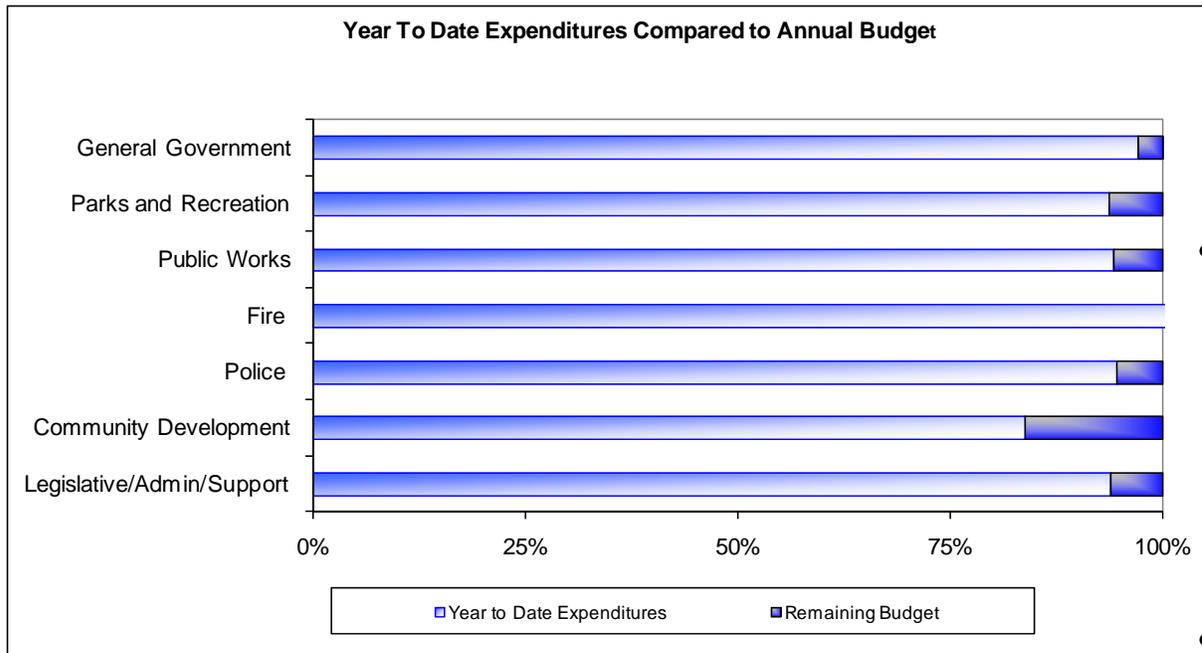
It is important to note that revenues are cyclical or seasonal in nature and do not come in as a steady stream of income. However, residential development activity has dropped to an 18 year low with only 78 permits issued in 2008. For this reason, we adjusted down the budgets for both charges for services and license and permit revenues in the second quarterly report. As the economy continued to decline, charges for service revenues came in 5% below the revised budget, while license and permit revenues are slightly behind at 81% of the revised annual budget amount.



## QUARTERLY FINANCIAL REPORT

### General Fund Expenditure Analysis

As indicated below, program expenditures for fiscal year 2008-09 were at or below the annual level of appropriations, with the exception of the Fire Department which ended the year at 102% of budget. The Fire Department was approximately \$344,000 over budget in salaries and benefits despite vacancies in approved positions. This was caused in large part by the fiscal year 2007-09 budgeting methodology of using average benefit rates to budget across employee groups, which resulted in underfunding the Fire Department in this area. Separately, the Fire Department reported \$51,000 in budgetary savings in accounts for which the department has discretion, including supplies and services.



<b>Fiscal Year 2008-09 (in Millions)</b>				
<b>Departmental Expenditures:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>%</b>
Legislative/Admin/Support	\$ 8.994	8.442	0.552	-6%
Community Development	4.553	3.814	0.739	-16%
Police	20.695	19.558	1.137	-5%
Fire	12.645	12.938	-0.293	2%
Public Works	8.329	7.849	0.479	-6%
Parks and Recreation	7.499	7.020	0.479	-6%
General Government	4.064	3.944	0.120	-3%
<b>Total departmental</b>	<b>\$ 66.778</b>	<b>63.565</b>	<b>3.213</b>	<b>-5%</b>



## QUARTERLY FINANCIAL REPORT

The Administrative Services Group came in 6% less than budgeted reporting savings of \$552,000. This amount is comprised of approximately \$227,000 in salary savings, \$197,000 in professional services savings, and \$128,000 in other savings.

The Community Development Department came in 16% under budget with reported savings of \$739,000. This amount is comprised of approximately \$424,000 in salary savings, \$180,000 in professional services savings, and \$135,000 in other savings.

The Police Department came in 5% less than budgeted with savings of \$1,137,000. This amount is comprised of approximately \$697,000 in salary savings, \$98,000 in professional services savings and \$342,000 in other savings, primarily from special programs.

The Public Works Department came in 6% less than budgeted reporting savings of \$479,000. This amount is comprised of approximately \$213,000 in salary savings, \$128,000 in professional services savings, and \$138,000 in other savings.

The Parks and Recreation Services Department under spent its budget by 6% for a savings of \$479,000. This amount is comprised of approximately \$306,000 in salary savings, \$49,000 in professional services savings, and \$124,000 in other savings.

### **What We Are Watching**

#### Nationally:

As we prepare this report, there are reports that the economic recession may be over and the US economy is beginning a slow recovery. While economists agree the United States is starting to emerge from its worst recession since the 1930s, with a solid rebound seen in the third quarter, there are concerns that stubbornly high unemployment could undermine the recovery.

The National League of Cities released its 2009 City Fiscal Conditions Report in September, 2009. Report co-author, Michael A. Pagano, professor at the University of Illinois at Chicago, cautions: "Cities face the burden of confronting the effects of the downturn for years after any recession ends. This means that cities will be navigating the implications of the downturn for awhile longer, even if the business climate turns around immediately."

Cities face significant budget gaps this year due to the decline of income and sales tax collections. These taxes are typically the earliest source of city revenue



## QUARTERLY FINANCIAL REPORT

to decline as job losses in a community increase and consumer purchases decrease. Property taxes, which make up the bulk of city revenue nationwide, are beginning to slow as real property assessments are adjusted to reflect declining housing values. Since city fiscal conditions tend to lag behind national economic conditions, the effects of a depressed real estate market, low levels of consumer confidence and high levels of unemployment will likely play out in cities well into future years. Due to these declines in the most significant revenue sources, the nation's cities will most likely still be realizing the effects of the current downturn in 2010, 2011 and beyond.

### State:

At the State level, the condition of the economy is no better and the impact to a weakened State government will be severe. All major sources of revenue are in decline. Projected State deficits could reach record proportions in the near term and the dysfunctional nature of the State financial structure and budgetary management/controls will quite possibly result in epic political and programmatic conflict with potential impacts to the fiscal stability of local government.

On July 28, 2009, Governor Arnold Schwarzenegger signed the 2009-2010 California State Budget, pursuant to which cities, counties, and special districts will be required to lend 8% of certain property tax revenues received in FY 08/09 to the State, with the promise of repayment in three years. While details are still being worked out as to what revenues are included, and how the State borrowing will be facilitated, the City expects to receive an official notification from the County within the next few weeks regarding the full impact on the City in FY 09/10. The impact of the Prop 1A borrowing to the general fund is estimated at \$1.96 million.

In addition, a news release dated September 2, 2009 from the State Board of Equalization states that property taxes statewide may drop if the inflation factor continues to be negative. "If negative inflation (deflation) occurs over the 12-month period ending in October 2009, then all Proposition 13 base year values must be adjusted downward to reflect the deflation." If deflation is determined in October, the deflation factor will be used to calculate the adjustment factor for January 1, 2010 assessments on real property, to be reflected in property tax receipts for FY 2010-11. It should be noted that in the more than 30 years since the passage of Prop 13, the annual inflation adjustment has never been negative.

State budget actions impact the County of Napa's resources. As these resources decline, the County will be providing a lower level of service in various areas. The City can anticipate pressure to provide funding for services previously provided by the County.



## QUARTERLY FINANCIAL REPORT

### Local Economic Condition:

#### Housing Market:

In the first six months of 2009, 351 homes in Napa County were sold, compared to 260 during the same period in 2008, a 35% increase. This can be attributed to buyers taking advantage of the distressed market, as over 60% of these sales involved a foreclosure or a short sale. The median home sale price for the first 6 months of 2009 continued in a downward trend to \$344,000, compared to \$469,500 for the same period in 2008.

As of September 23, 2009, 240 properties in the 94559 zip code had foreclosure activity, down nearly 500 properties from the beginning of June. An additional 619 units in the 94558 zip code, which includes both City and County properties, were in the foreclosure process, up nearly 70 properties. As the unemployment rate continues to rise, the new foreclosures have more to do with job loss than the sub-prime lending practices in California. We anticipate the continued decline of the economic environment will have an impact on assessed property value and its related revenue stream.

#### Taxable Retail Sales Reports:

Taxable sales for the period ending March 31, 2009 were down approximately 6% from the same period last year. The largest percentage declines in merchant sales were in the Business to Business (-18.09%), Miscellaneous (-8.20%) and Transportation (-7.88%) categories while the Food Products category is the only category showing a modest recovery (2.01%). We will be watching taxable sales very closely over the next few months to determine whether our reduced revenue projections for FY 2009-10 reflect what is actually taking place within the City.

#### Employment Issues:

California's unemployment rate reached 12.1% in August of 2009, increasing nearly an entire percentage point since March 2009 and setting a record high in the official data series dating back to January 1976. Unofficial data suggest that the August 2009 unemployment rate is the State's highest since December 1940.

In Napa County, the unemployment rate increased slightly, returning to the 9.1% seen in March 2009. Unemployment in the City of Napa is slightly higher than the County at 9.5% in August, returning to the same figure seen in March 2009.

Companies are required to issue Warn Notices when they intend to lay off 50 or more employees. Within the 4<sup>th</sup> quarter of fiscal year 08/09, Warn Notices were



## QUARTERLY FINANCIAL REPORT

issued for nearly 500 positions within the City of Napa, including 141 positions noticed for layoffs in August 2009. While these companies may lay off more or fewer employees than originally noticed, this is an early indicator of what may happen with the unemployment rate.

On a positive note, Kohl's, Black Bear Diner and Avia Hotel have hired positions, both full time and part time, during the past 3 months for a total of 220 new positions within the City of Napa.

### **Recommendations**

The City Council's foresight in building reserves serves the City of Napa well during this difficult financial period. There is no recommended action at this time.



## QUARTERLY INVESTMENT REPORT

### **Introduction**

This investment report for the City of Napa was prepared to provide summary investment information and is followed by detailed information. The City's Statement of Investment Policy is provided as an appendix to this quarterly report. Attachment A is provided to define terms that will be used throughout the report. This report includes all investments held at June 30, 2009; however, bond related investments are excluded.

All investments are compliant with the investment policy. The portfolio managers will continue to closely manage the risks of all City investments.

### **Investment Approach**

The City's investments are guided by a policy which is reviewed and approved by Council annually. The investment policy in effect at June 30, 2009 is provided as an appendix to this quarterly report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and return, as detailed in Attachment A. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City is a passive investor and relies on investment advisors and the state investment pool known as the Local Agency Investment Fund (LAIF).

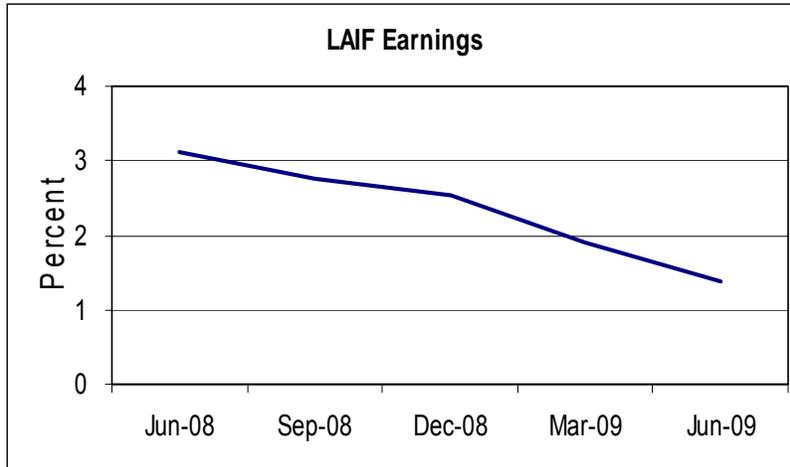
### **Current Market Conditions**

The economy showed signs of slight improvement at the end of the 4<sup>th</sup> quarter of the fiscal year. The largest impact to the slow rate of recovery has been consumer spending. Consumers reacted to economic conditions and increased personal savings to over 5%, which resulted in reduced consumer spending. A return of consumer confidence and personal spending is imperative to economic recovery. It is anticipated that the pace of the recovery will be slow and that short-term interest rates will remain low until there is substantial economic improvement.

The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. Deflated investment earnings can be anticipated for the foreseeable future. The reduction in LAIF earnings shown below is representative of the downward earning trend affecting the City's investments.



## QUARTERLY INVESTMENT REPORT



### Portfolio Information

**Total Invested Assets = \$89,571,253**

The City's cash, excluding bond related cash, is pooled for investment purposes. Of the \$89.6 million invested, \$18.2 million belongs to the General Fund. The remaining \$71.4 million belongs to other restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

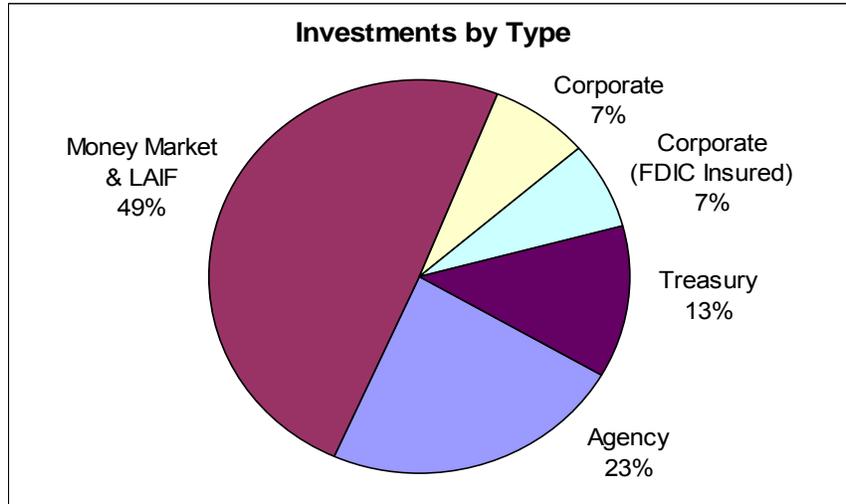
<b>BENCHMARK COMPARISONS</b>		
	<b>City of Napa Portfolio (excluding LAIF)</b>	<b>1 to 5 Year US Treasury Benchmark</b>
<b>Average Maturity</b>	2.62 YEARS	2.58 YEARS
<b>Duration</b>	2.45 YEARS	2.43 YEARS
<b>Yield-to-Maturity</b>	1.80%	1.48%
<b>Average Quality</b>	AAA	AAA
<b>3 Month Rate of Return</b>	.66%	-.44%

The City's investments (excluding LAIF) outperformed the yield to maturity benchmark in the fourth quarter of the fiscal year. The City's positive performance is due to the corporate bonds which are outperforming federal instruments in the market with a reported yield in excess of 3.7%. The 3 month rate of return increased from .54% to .66% from last quarter, but remained low as a result of increasing Treasury yields. The City's investments are extremely close to the benchmark for both average maturity and duration.

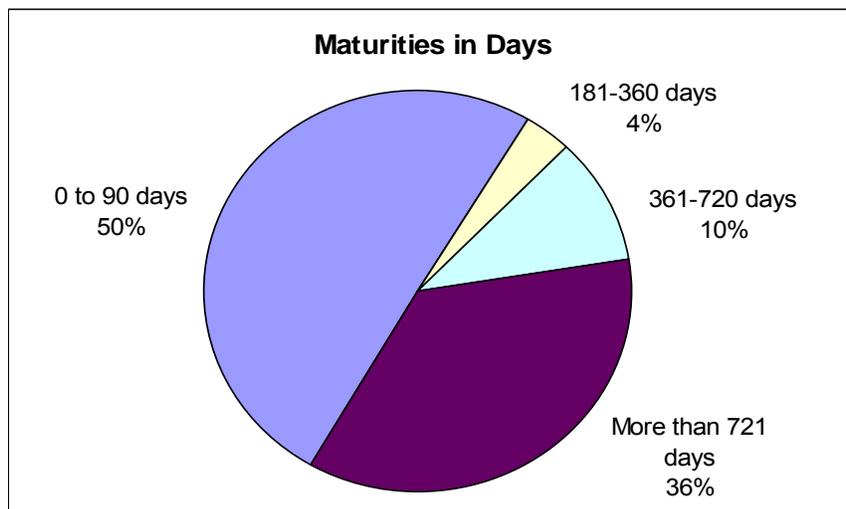


## QUARTERLY INVESTMENT REPORT

The current City portfolio consists of five types of investments; US Treasuries, Federal Agencies, Corporate Debt, Corporate Debt insured by the FDIC and Cash instruments such as money markets and LAIF. As noted in the chart below, with a focus on safety and liquidity, our portfolio is weighted heavily towards LAIF.



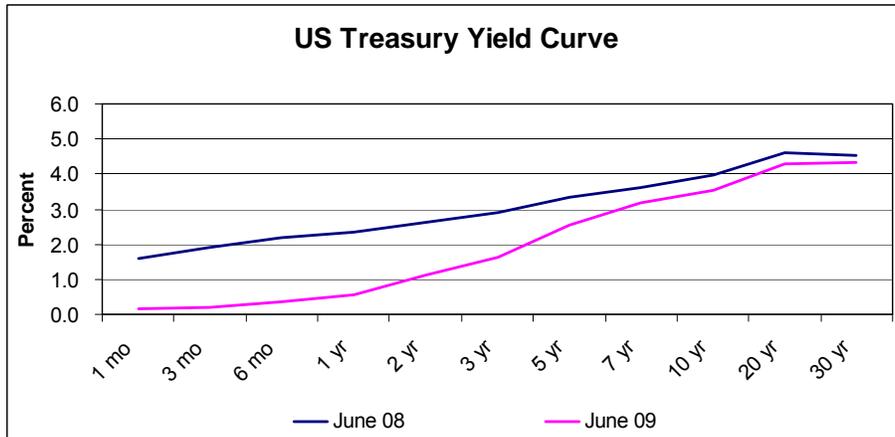
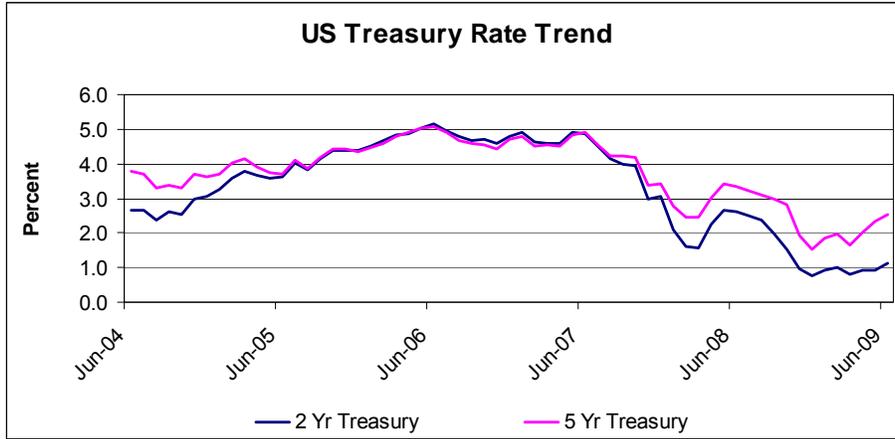
The City's investment policy allows for a 5 year time horizon with an emphasis on liquidity. 86% of investments are either very short-term investments or long-term investments. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.





## QUARTERLY INVESTMENT REPORT

The City's investment approach is appropriate given the current yield trend. As shown below, treasury rates increased in the fourth quarter. The current Treasury rate trend shows that greater yields can be attained by investing in longer term treasuries.



### Conclusion:

Declines in investment earnings continued into the fourth quarter. City funds are invested according to the investment policy with an emphasis on safety, liquidity, and return. Economic indicators show slight improvements in the fourth quarter, but increased investment earnings are not expected until the economy improves substantially. We will continue to invest according to the stated policy and monitor the market for potential risk to the City's assets.

- Attachment A: Appendix



## QUARTERLY INVESTMENT REPORT APPENDIX

### Investment Goals

- Safety of principal is the foremost objective of the investment policy. Diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- Liquidity-the portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- Return on Investment-the portfolio will be maintained with the objectives of safety and liquidity first, and then the objective of obtaining a rate of return equal to or in excess of the benchmark.

### Glossary of Terms:

**Benchmark** – a standard measurement or metric used to evaluate the performance of a portfolio. For the City’s portfolio, the benchmark is the Merrill Lynch 1-5 Year Government Index.

**CUSIP** - stands for the Committee on Uniformed Security Identification Procedures. A unique nine-character alpha/numeric code appearing on the face of each financial instrument that is assigned to a security by Standard & Poor's Corporation. The number is used to expedite clearance and settlement.

**Duration** - the number of years required to recover the true cost of a bond, considering the present value of all coupon and principal payments received in the future. Duration can be used to compare bonds with different issue and maturity dates, coupon rates, and yields to maturity. The duration of a bond is expressed as a number of years from its purchase date.

**LAIF** – The Local Agency Investment Fund (LAIF), is a voluntary program created by statute; began in 1977 as an investment alternative for California's local governments and special districts. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code. The program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the Treasurer's Office investment staff at no additional cost to the taxpayer.

**Maturity Date** – The date at which time an investment comes due for payment.

**Yield to Maturity** – Yield that would be realized on a bond or other fixed income security if the bond was held until the maturity date.



# CITY of NAPA

FY 2008-2009

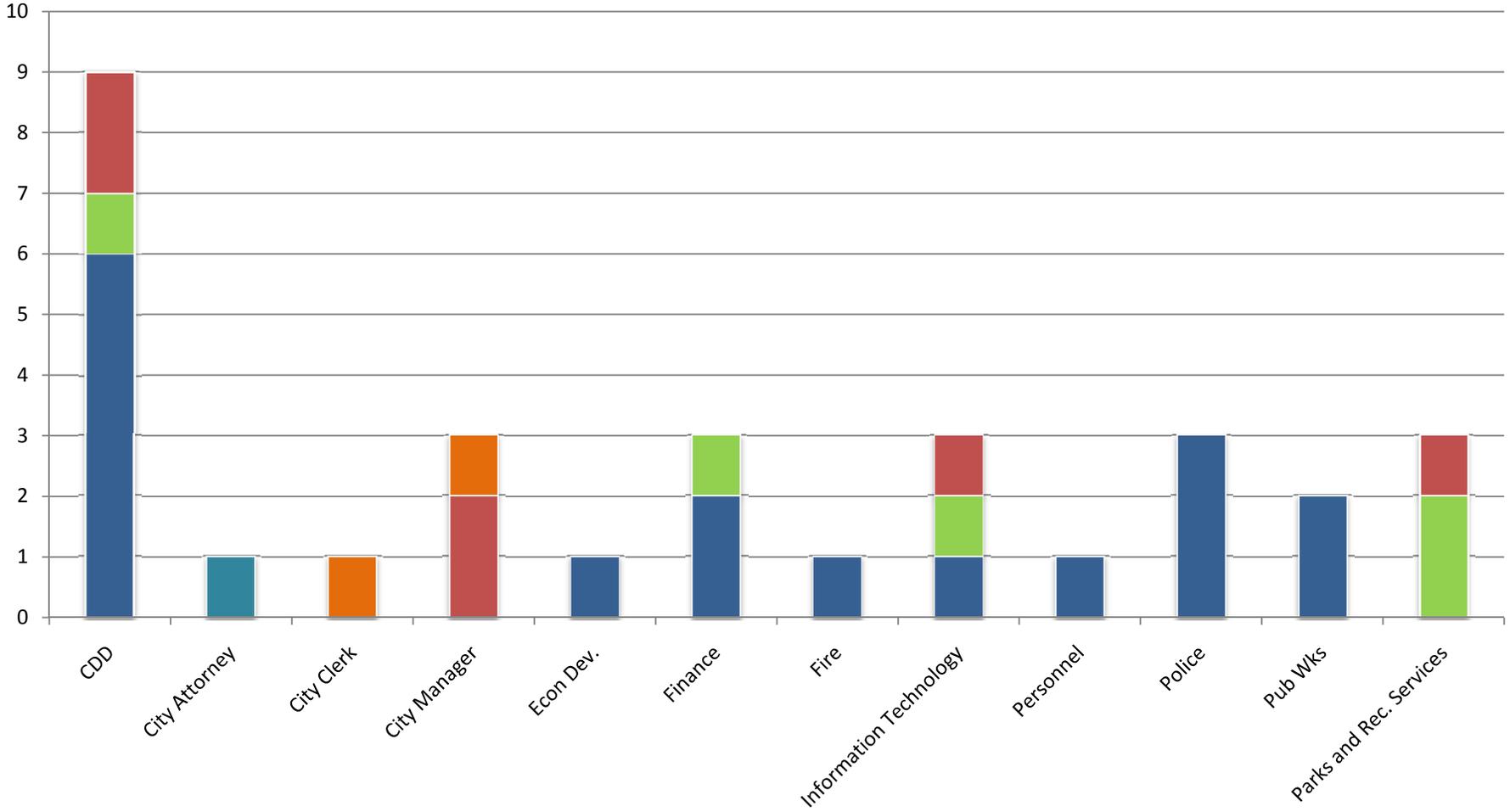
## Project Tracking

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# Project Tracking Summary By Department

■ Complete   
 ■ On Time   
 ■ Behind   
 ■ Not Started   
 ■ Withdrawn   
 ■ On Hold





CITY OF NAPA

# Project Tracking Summary

by Department

## CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00276	Climate Change Initiative	1 of 1	Behind	12/31/2009	Steve Jensen
CDD-00279	Green Building Ordinance	2 of 2	On Time	4/1/2010	Steve Jensen

Total Projects for CDD, Building: 2

## CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00053	Downtown Specific Plan	1 of 3	Complete	6/30/2009	Jean Hasser
CDD-00286	Public Art Ordinance	1 of 2	Behind	1/1/2010	Demery
CDD-00290	Housing Element	2 of 2	Complete	6/30/2009	Jean Hasser
CDD-00292	Napa Pipe and related planning efforts	3 of 4	Complete	6/30/2009	Jean Hasser
CDD-00293	Miscellaneous General Plan Amendment	1 of 1	Complete	4/21/2009	Jean Hasser
CDD-00294	St. Regis Napa Valley Resort	1 of 2	Complete	6/30/2009	Mike Allen

Total Projects for CDD, Planning: 6

## City Attorney

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ATY-00098	City Charter Review	1 of 2	Withdrawn	6/30/2009	M. Barrett

Total Projects for City Attorney: 1

## City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
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10/13/2009



CITY OF NAPA

# Project Tracking Summary

by Department

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00400	Commission Training and Recognition	1 of 1	On Hold	4/30/2009	Sara Cox

Total Projects for City Clerk: 1

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00246	"Citizen Centric" Report	1 of 1	Behind	11/15/2009	Barry Martin
CM-00249	Evaluate Use of Public Access TV as Outreach Tool	1 of 1	On Hold	7/31/2009	Barry Martin
CM-00285	Citywide Fee Updates	1 of 2	Behind	12/31/2010	Desiree Brun

Total Projects for City Manager: 3

22

Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00048	Ritz-Carlton Napa Valley Hotel	2 of 4	Complete	6/30/2009	Hinkle

Total Projects for Economic Development: 1

Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00064	GASB 45 Actuarial Study & CalPERS Trust Contract	1 of 1	On Time	12/31/2009	Carole Wilson
FIN-00068	Purchasing Policy Update	1 of 1	Complete	1/31/2009	Bill Feit
FIN-00102	Financial System - Phase I & II	2 of 3	Complete	6/30/2009	J.Craig

Total Projects for Finance, Accounting: 3



# Project Tracking Summary

by Department

## Fire

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FD-00243	City/County Joint Station Consideration	1 of 1	Complete	10/31/2009	Tim Borman

Total Projects for Fire: 1

## Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00280	Laurel Manor Phase II	2 of 4	Complete	6/30/2009	Jan Maurer-Watkins

Total Projects for Housing: 1

## Information Technology

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
IT-00229	E911 Wireless Implementation	3 of 3	On Time	12/31/2009	Gus Ulloth
IT-00232	Security & Surveillance Camera System	1 of 1	Behind	1/31/2010	Scott Nielsen
IT-00233	Council Chambers Presentation Equipment Upgrade	1 of 1	Complete	7/31/2009	Scott Nielsen

Total Projects for Information Technology: 3

## Personnel

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PER-00218	Internship Program	1 of 2	Complete	5/30/2009	C.Kasten

Total Projects for Personnel: 1



CITY of NAPA

# Project Tracking Summary

by Department

## Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00220	Code Enforcement Initiative	1 of 1	Complete	6/30/2009	Jeff Troendly
PD-00242	Photo Red Light Enforcement	2 of 3	Complete	6/30/2009	Andy Lewis
PD-00275	Animal Control Contract	1 of 1	Complete	4/1/2009	Andy Lewis
Total Projects for Police: 3					

## PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00278	Avia Hotel (Inn at Town Center)	2 of 2	Complete	6/30/2009	Eric Whan
Total Projects for PW, Engineering: 1					

## PW, Materials Diversion

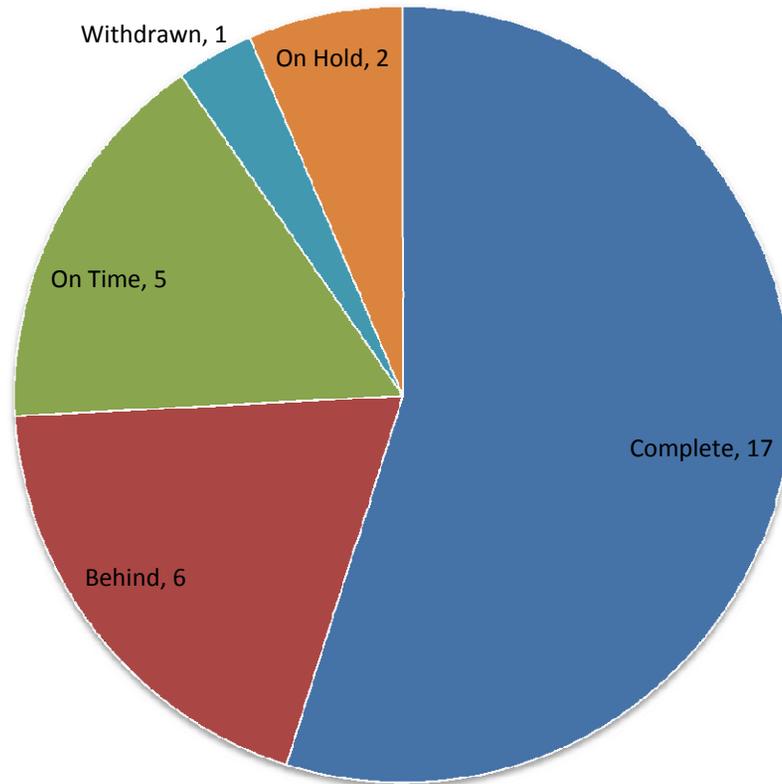
<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00221	Construction and Demolition (C&D) Debris Ordinance	1 of 4	Complete	9/30/2009	Kevin Miller
Total Projects for PW, Materials Diversion: 1					

## Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00006	Parks and Recreation Facilities Master Plan	1 of 1	Behind	11/17/2009	L. Mazzuca
REC-00172	Napa Golf Course Fiscal Operations Policy	1 of 1	On Time	10/18/2009	Larry Mazzuca
REC-00173	Quadrant Fund Consolidation	1 of 1	On Time	11/1/2009	Cindy Bannister
Total Projects for Recreation: 3					

10/13/2009

## Project Tracking Summary By Status





CITY of NAPA

# Project Tracking Summary

by Project Status

## Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00276	Climate Change Initiative	1 of 1	12/31/2009	CDD, Building	Steve Jensen
CDD-00286	Public Art Ordinance	1 of 2	1/1/2010	CDD, Planning	Demery
CM-00246	"Citizen Centric" Report	1 of 1	11/15/2009	City Manager	Barry Martin
CM-00285	Citywide Fee Updates	1 of 2	12/31/2010	City Manager	Desiree Brun
IT-00232	Security & Surveillance Camera System	1 of 1	1/31/2010	Information Technolog	Scott Nielsen
REC-00006	Parks and Recreation Facilities Master Plan	1 of 1	11/17/2009	Recreation	L. Mazzuca

Total Projects with Behind Status: 6

26

## Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00053	Downtown Specific Plan	1 of 3	6/30/2009	CDD, Planning	Jean Hasser
CDD-00290	Housing Element	2 of 2	6/30/2009	CDD, Planning	Jean Hasser
CDD-00292	Napa Pipe and related planning efforts	3 of 4	6/30/2009	CDD, Planning	Jean Hasser
CDD-00293	Miscellaneous General Plan Amendment	1 of 1	4/21/2009	CDD, Planning	Jean Hasser
CDD-00294	St. Regis Napa Valley Resort	1 of 2	6/30/2009	CDD, Planning	Mike Allen
ED-00048	Ritz-Carlton Napa Valley Hotel	2 of 4	6/30/2009	Economic Developmen	Hinkle
FD-00243	City/County Joint Station Consideration	1 of 1	10/31/2009	Fire	Tim Borman
FIN-00068	Purchasing Policy Update	1 of 1	1/31/2009	Finance, Accounting	Bill Feit
FIN-00102	Financial System - Phase I & II	2 of 3	6/30/2009	Finance, Accounting	J. Craig
HSG-00280	Laurel Manor Phase II	2 of 4	6/30/2009	Housing	Jan Maurer-Watkins

10/13/2009



CITY of NAPA

# Project Tracking Summary

by Project Status

## Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
IT-00233	Council Chambers Presentation Equipment Upgrade	1 of 1	7/31/2009	Information Technolog	Scott Nielsen
PD-00220	Code Enforcement Initiative	1 of 1	6/30/2009	Police	Jeff Troendly
PD-00242	Photo Red Light Enforcement	2 of 3	6/30/2009	Police	Andy Lewis
PD-00275	Animal Control Contract	1 of 1	4/1/2009	Police	Andy Lewis
PER-00218	Internship Program	1 of 2	5/30/2009	Personnel	C.Kasten
PW-00221	Construction and Demolition (C&D) Debris Ordinance	1 of 4	9/30/2009	PW, Materials Diversio	Kevin Miller
PW-00278	Avia Hotel (Inn at Town Center)	2 of 2	6/30/2009	PW, Engineering	Eric Whan

Total Projects with Complete Status: 17

27

## On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CLK-00400	Commission Training and Recognition	1 of 1	4/30/2009	City Clerk	Sara Cox
CM-00249	Evaluate Use of Public Access TV as Outreach Tool	1 of 1	7/31/2009	City Manager	Barry Martin

Total Projects with On Hold Status: 2

## On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00279	Green Building Ordinance	2 of 2	4/1/2010	CDD, Building	Steve Jensen
FIN-00064	GASB 45 Actuarial Study & CalPERS Trust Contract	1 of 1	12/31/2009	Finance, Accounting	Carole Wilson
IT-00229	E911 Wireless Implementation	3 of 3	12/31/2009	Information Technolog	Gus Ulloth
REC-00172	Napa Golf Course Fiscal Operations Policy	1 of 1	10/18/2009	Recreation	Larry Mazzuca

10/13/2009



CITY of NAPA

# Project Tracking Summary

by Project Status

**On Time**

**Project #**      **Project Title**

REC-00173      Quadrant Fund Consolidation

Total Projects with On Time Status: 5

**Phase**      **Due Date**      **Lead Department**      **Project Leader**

1 of 1      11/1/2009      Recreation      Cindy Bannister

**Withdrawn**

**Project #**      **Project Title**

ATY-00098      City Charter Review

Total Projects with Withdrawn Status: 1

**Phase**      **Due Date**      **Lead Department**      **Project Leader**

1 of 2      6/30/2009      City Attorney      M. Barrett



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00276	<b>Project Status</b>	Behind
<b>Project Title</b>	Climate Change Initiative			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	8/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	12/31/2009		
<b>Lead Department</b>	CDD, Building	<b>Project Leader</b>	Steve Jensen		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	Grant funding, general fund				

**City Manager's Report**     **City Council's Report**

## Project Description

Napa is drafting a climate action plan for City Council review. Working with a consultant (MIG) the City will provide information on existing energy practices to determine its inventory of greenhouse gas emissions. This information will be used to establish baselines for comparison with future greenhouse gas reductions. Funding is being provided by a grant to Napa County Transportation Planning Agency from the Bay Area Air Quality Management District. NCTPA received funding for a "circuit rider" to generate climate plans for all cities within Napa County.

On December 19, 2007, the Bay Area Air Quality Management District Board of Directors awarded \$3 million in Climate Protection Grants to Bay Area local governments and nonprofits for implementation of innovative projects to reduce greenhouse gas emissions. Over 80 applications for funding were received, reflecting a tremendous amount of interest in pursuing climate protection and therefore a need for this type of funding. The Air District is impressed by the overwhelming response to this grant program, the high level of creativity and innovation in the applications, and the demonstration of leadership our region is providing for the rest of the country.

## Status Update

10/9/2009 - sjensen: Comments were submitted by Napa City and County staff to the countywide climate action framework compiled by the consultant. The cost/benefits of the actions identified in the draft countywide framework are being compiled in a preliminary countywide community action plan. We will provide a preliminary briefing to the City Council in November 2009 regarding the draft plan. The final plan is expected to be completed and presented to the NCTPA - TAC committee on November 5, 2009. By the end of 2009, upon final approval of the report by NCPTA, the final report will then be presented by NCTPA and Napa staff to the City Council. This will complete this project.

6/11/2009 - sjensen: County-wide Climate Action Plan Framework being drafted for review by cities. This task is overdue from consultant.

6/9/2009 - sjensen: A preliminary draft of the Napa Countywide carbon footprint results report, including municipal inventories and existing and proposed climate actions, has been released to the staffs of the County and Cities for their review and revision. The consultant has indicated that this is the first phase for

Last updated 10/13/2009

a final climate action/implementation plan for the County and that additional work will be needed to complete this project. More specifically, there will be a second phase of this project assigning costs to the proposed actions and will be accomplished through funding by the Community Foundation thereby pushing the project due date out. Work toward reduction targets would occur after the implementation plan is completed.

5/4/2009 - sjensen:

Below is the timeline for completion of a preliminary draft implementation plan:

May 6: Staff Comments and List of Existing and Possible Measures Due

May 11: Staff Working Session to Develop Possible Actions

End of May: Preliminary Draft Action Plan with GHG Reduction Assessment of Existing and Possible Actions

Early June: Staff Comments Due

Mid June: Revised Preliminary Draft

August: Final Action Plan

1/12/2009 - sjensen:

Here is a revised timeline for this project from the consultant.

1) Community Scale Inventories: the inventory results have been reviewed and a draft report for all jurisdictions has been delivered.

2) City of Napa Municipal Inventory: this work has moved slower than anticipated due mostly to data collection delays. This information is not necessary to complete the inventories, but we would like the reports to be as up to date as possible. We anticipate completing the City's municipal inventory and assessment by the end of January and discuss them with all of the cities in February.

3) With regards to the Action Plans, we still anticipate completing a preliminary draft of the implementation plan in June 09.

11/5/2008 - sjensen/dbrun:

Information has been provided to MIG from various City departments (Public Works, Community Development and Personnel) through survey questions. The consultant is currently reviewing this information and will be working on a draft climate protection document for the City to review. Included in the survey were questions regarding:

Internal municipal operations:

1. Electricity and natural gas
2. Transportation
3. Employee commuting
4. Solid waste

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## 5. Product purchasing

### Community wide:

1. Electricity and natural gas
2. Transportation and land use
3. Solid waste
4. Agriculture and Forests

### Climate Protection

MIG will take this information and produce a greenhouse gas emissions report. This report will be presented to the City Council in March 2009 so that staff may receive direction on setting a reduction target for internal operations. Once a reduction target is adopted, an implementation plan will be developed outlining the steps needed to meet the target.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Receive data/ provide report -consultant	CDD, Building	Steve Jensen	25 %	12/15/2008	Complete
Collect greenhouse gas emission data	CDD, Building	Steve Jensen	25 %	12/31/2008	Complete
Council to adopt reduction target	CDD, Building	Steve Jensen	25 %	3/31/2009	Behind
Implementation Plan	CDD, Building	Steve Jensen	25 %	6/30/2009	Behind

**Project Progress: 50% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00279	<b>Project Status</b>	On Time
<b>Project Title</b>	Green Building Ordinance			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	4/1/2010		
<b>Lead Department</b>	CDD, Building	<b>Project Leader</b>	Steve Jensen		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	Private partnerships, grants, GF				
<input checked="" type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>					

## Project Description

As a result of increasing awareness and activity in the community on issues of Climate protection, the City recently became a member of ICLEI (International Council for Local Environmental Initiatives) Cities for Climate Protection, endorsed the U.S. Mayors Climate Protection Agreement and enrolled in ABAG's Energy Watch Program. Supportive projects of high interest to the Council are the Gasser Foundation's Sustainable Napa County Initiative and a Green Building ordinance. City staff and two Council representatives are working in partnership with the Gasser Foundation on the Green building topic. This program could include a City "green business" award. Objectives that Gasser Foundation representatives, Council members and City building and planning staff agreed to include: any ordinance should be incentive based, easy to assess and monitor, and based on existing successful programs (e.g., Build it Green and Leed).

The first phase of this project was started last year and included working with stakeholders at public workshops to educate the public about green building, and adoption of a voluntary Green Building Program and related General Plan Amendments.

## Status Update

10/9/2009 - sjensen: Over the last 4 meetings of the Green Building Task Force, the members have identified proposed changes and mandatory measures to the California Green Building Standards Code making Napa's proposed phase 2 ordinance much stronger than the State minimum. Much of this work was accomplished through subgroup meetings of the members. Currently the draft ordinance is being reviewed by the City Attorneys' office as to form with the anticipation that the final draft will be available by the end of 2009 to move forward to the City Council for review and final action.

6/9/2009 - sjensen: The City Council approved a green building task force of 18 persons on May 5, 2009. This group met on May 28, 2009 for their first meeting and will be meeting monthly over the next 6-7 months to work on revisions to a new green building ordinance that will incorporate green building standards for all new buildings constructed within the City. As a result, this project will continue into FY 09-10.

5/4/2009 - sjensen: The City Council will be hearing a request to form a stakeholder green building task

Last updated 10/9/2009

force on May 5, 2009. The task force will be charged with crafting an expanded green building ordinance that will include new residential buildings and new commercial buildings not currently included in the existing green building ordinance. The task force will be using the new State Green Building Code as a basis for the expanded ordinance. It is anticipated that the expanded green building ordinance will be ready for Council approval in the Spring of 2010.

The first reading and hearing on a mandatory green building ordinance for larger building projects was approved by the City Council on December 2, 2008. The level of compliance was changed from LEED "Certified" to LEED "Silver" after public input. Second reading of the ordinance is scheduled for January 20, 2009 City Council Meeting.

Public input on next steps will include forming a work group from stakeholders and interested parties, holding several workshops and submitting recommendation to the City Council by mid-2009.

11/10/2008 - dbrun: A mandatory first phase green building ordinance for commercial and municipal buildings, and additions over 30,000 square feet in size will be presented to the Council for review at its December 2, 2008 meeting.

In early 2009 the City will be working on an expanded Green Building Ordinance affecting residential and smaller non-residential projects. This effort will be completed by June 30, 2009 when the updated Title 24 Energy Standards go into effect.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Green Building Ordinance - Comm & Muni	City Attorney	Peter Spoerl	25 %	12/2/2008	Complete
Conduct next steps workshop	CDD, Building	Hasser/Jensen	25 %	4/1/2009	Complete
Green Building Ordinance - Residential	CDD, Building	Steve Jensen	50 %	6/30/2009	On Time

**Project Progress: 50% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	HSG-00280	<b>Project Status</b>	Complete
<b>Project Title</b>	Laurel Manor Phase II			<b>Phase</b>	2 of 4
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Housing	<b>Project Leader</b>	Jan Maurer-Watkins		
<b>Project Budget</b>	\$600,000				
<b>Funding Sources</b>	Laurel Manor Capital Fund				

**City Manager's Report**     **City Council's Report**

## Project Description

This is Phase II of the rehabilitation of the Laurel Manor Housing facility. During the Phase II period, the following work has been completed: removal and replacement of all of the roofs; removal and installation of a new foundation on Unit Address 3209; complete rehabilitation of Unit 3209; replacement of all windows and doors for all of the housing units within the complex.

Phase I of this project consisted of replacement of all of the sidewalks and various other minor repair items.

Phase III of this project will include repaving of the parking lot; correcting drainage on the site; repaint building exteriors; replace/repair exterior lighting; replace fencing and replace heating units.

Phase IV of this project will include remodeling the kitchens and bathrooms; repainting the interiors; and replace floor coverings.

## Status Update

9/29/2009 - jwienczek: Parking lot repaving contract will be awarded during week of October 5-9. Meeting with tenants will be scheduled shortly thereafter to explain logistics of project.

9/2/2009 - jwienczek: Repaving of the parking lot is now out to bid. Final bids are due September 18, 2009. Also, unit 3291 became occupied on August 1st.

5/22/2009 - jwienczek: Units 3209 and 3285 are now occupied. The gutter project has been completed. I am now waiting for authorization to put any other projects out to bid.

4/27/2009 - jwienczek: The remodel of units 3209, 3213, 3285, and 3291 is complete and all are ready for occupancy. Gutter installation is underway and will be finished in 2-3 weeks.

3/27/2009 - jwienczek: Cabinets for units 3209, 3213, 3285, and 3291 will be delivered to site on 3/31/09. All work, except for kitchens, is now complete and units will be available for occupancy on April 13, 2009. Contract for gutter installation has been awarded to Modern Method Roofing and work will begin

Last updated 10/13/2009

on or around April 6, 2009.

2/27/2009 - jwiecek: The remodeling of units 3209, 3213, 3285, and 3291 is approximately 50% complete. Cabinets and other components have been ordered. New windows, patio doors, and entry doors have been installed. Depending on delivery of cabinets, all work should be completed by the end of March. We are currently taking bids for the installation of new gutters on all 13 buildings.

1/8/2009 - jwiecek: To date, all of the concrete walkways have been replaced, new roofs have been installed on all 13 buildings, and the structural repairs to apartment 3209 have been completed. A bidwalk for the complete interior remodeling of unit 3209 was held on 01/07/09 with bids due on 01/16/09. Bidwalks for the interior remodeling of units 3213, 3285, and 3291 will be held during the week of 01/12-01/16.

11/4/2008 - jwatkins: Quarterly meeting with tenants was held on September 15, 2008. Roofing contract completed the City approval process on November 4, 2008 with work expected to commence on November 10, 2008. Work order for new foundation and concrete floor for Unit 3209 has been issued and work is expected to begin in two weeks. Currently waiting for contractor to finish another project before proceeding.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
New foundation and floor - Unit 3209	Housing	Joe Wiecek	10 %	12/31/2008	Complete
Removal and replacement of roof	Housing	Joe Wiecek	35 %	12/31/2008	Complete
Quarterly update meetings with tenants	Housing	Jan Maurer-Watkins	5 %	6/30/2009	Complete
Completion of 3213, 3285, 3291	Housing	Joe Wiecek	30 %	6/30/2009	Complete
Complete rehabilitation of Unit 3209	Housing	Joe Wiecek	20 %	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	CDD-00286	<b>Project Status</b>	Behind
<b>Project Title</b>	Public Art Ordinance			<b>Phase</b>	1 of 2
<b>Project Start Date</b>		<b>Project Due Date</b>	7/1/2008		
<b>Adjusted Start Date</b>	7/1/2008	<b>Requested Due Date</b>	1/1/2010		
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Demery		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	General Fund				
<input checked="" type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>					

## Project Description

Development of a Public Arts Ordinance

An initial concept of the program elements was discussed before the Planning Commission in the Spring of 2008. Direction in several areas was given during that Public Workshop. Several concerns regarding the implementation of a fee were also raised during that public meeting.

Staff has been working with the Art Council to prepare background information in order to bring back a conceptual outline for the public art ordinance, process and schedule for development of a public art ordinance.

The Arts Council, in conjunction with City staff, has been working with various community organizations including the Chamber of Commerce and Community Development Advisory Committee and other community groups to address some concerns with additional development fees in the current economic climate. The feedback has been helpful in making proposed changes to the Ordinance. The new revisions are scheduled to go before the Commission in November 2009 then to the City Council for direction in January 2010.

## Status Update

8/31/2009 - mdemery: Extensive changes to the Ordinance made by staff took longer than anticipated. A draft should be released by the end of September, with the public circulation of the draft for October. We plan to bring the new draft to the Planning Commission in November 2009 with follow up to the City Council in January 2010.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Public Outreach	CDD, Planning	Marlene Demery	40%	2/1/2009	Complete
Draft Ordinance back to PC	CDD, Planning	Marlene Demery	30%	11/17/2009	Behind
Draft Ordinance to City Council	CDD, Planning	Marlene Demery	30%	1/1/2010	Behind

**Project Progress: 40% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00290	<b>Project Status</b>	Complete
<b>Project Title</b>	Housing Element			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Jean Hasser		
<b>Project Budget</b>	\$85,000				
<b>Funding Sources</b>	General Fund				

**City Manager's Report**     **City Council's Report**

## Project Description

State law prescribes time frames and detailed contents for local Housing Element updates. The City's Housing Element must be updated by the city and submitted to the State Department of Housing and Community Development by June 2009. The City will want Napa's Housing Element to continue to fully comply with State Housing Element requirements. The work program incorporates a consensus process--similar to that used during the successful 2001 Housing Element update--to inform and involve interested local groups. A consultant is working closely with City staff and a broad-based Committee to develop realistic housing policies and programs that fit with the City's General Plan.

## Status Update

8/31/2009 - jhasser: The Housing Element was adopted by the City Council on June 16, 2009.

4/28/2009 - jhasser: Final draft plan and environmental initial study completed and scheduled for public hearing with Planning Commission May 7 (rather than April 30) and Council May 26. Public hearings in May

1/7/2009 - jhasser: Committee completed their review of the preliminary draft Element on December 3. Staff and consultant are making changes as recommended by Committee and the City Attorney's office as well as in response to early informal discussions with State reviewers, which will reduce later formal comments from the State. Overall timing for a completed Element by June remains on track, however, the Council and Commission workshop is likely to be February rather than end of January.

11/6/2008 - jhasser: Housing Element development is on schedule. A preliminary draft Housing Element has been prepared and is under review by the Housing Committee through December, which is a month ahead of original time frame.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Housing Committee workshop with PC/CC	CDD, Planning	Jean Hasser	40%	8/7/2008	Complete
Preliminary Draft Element, init env eval	CDD, Planning	Jean Hasser	5%	10/29/2008	Complete
Committee review/refinement of Element	CDD, Planning	Jean Hasser	10%	12/15/2008	Complete
Draft Element and Env. Doc	CDD, Planning	Jean Hasser	5%	1/15/2009	Complete
PC/CC workshop review	CDD, Planning	Jean Hasser	5%	1/31/2009	Complete
(Opt.) if HCD req changes	CDD, Planning	Jean Hasser	5%	1/31/2009	Complete
Final Draft Element and Env. Doc	CDD, Planning	Jean Hasser	10%	2/15/2009	Complete
Plan Commission hearing	CDD, Planning	Jean Hasser	5%	4/30/2009	Complete
Submittal to State HCD for formal review	CDD, Planning	Jean Hasser	5%	5/1/2009	Complete
City Council hearing and adoption	CDD, Planning	Jean Hasser	5%	5/31/2009	Complete
Adopted plan subm for HCD certif.	CDD, Planning	Jean Hasser	5%	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00292	<b>Project Status</b>	Complete
<b>Project Title</b>	Napa Pipe and related planning efforts			<b>Phase</b>	3 of 4
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Jean Hasser		
<b>Project Budget</b>	\$344,000				
<b>Funding Sources</b>	\$100,000 Developer Deposit, General Fund				
<input checked="" type="checkbox"/>	<b>City Manager's Report</b>	<input checked="" type="checkbox"/>	<b>City Council's Report</b>		

## Project Description

Napa Pipe is a proposed development in the unincorporated County that includes 3,200 residential units as well as major commercial and industrial uses. The project has the potential to significantly impact city services and regional transportation systems. City staff have been working with a city/county staff Study Group to prepare initial studies dealing with water supply, traffic and fiscal impacts related to municipal service delivery. This Study Group with its 3 studies precede, but will feed into the project environmental review. Public Meeting 1 introduced the Study Group process and study outlines. Public Meeting 2 will provide results from the studies. Public Meeting 3 will formally initiate the environmental impact report process. The project EIR and approval process will require long term monitoring and analysis by city staff. The initial 3 studies and staff time are a developer charge. As this major project is being processed by the County of Napa, timelines especially for the EIR are estimates.

The Study Group "3 studies" continues to be far behind the original aggressive schedule, in part because the original schedule was overly optimistic; in part because studies lagged while the applicant spent time and resources campaigning against a voter initiative that would have stopped the project, and in part because of consultant delays. The initial water study has been completed; administrative drafts of the traffic study has been prepared and reviewed by city staff; the latest administrative draft of a services study was prepared in October and is being reviewed by staff and city consultants. The expectation is that these studies will be now reviewed and released as public documents in November/December, with Study Group Meetings 2 and 3 scheduled late 2008/early 2009.

Related planning efforts include the following: The City hired Daniel Iacafano, MIG in February, 2008 to assist the city and county in a community based review of major South County sites, including the Napa Pipe Study Area. The City established an overall General Fund/long range planning budget for this latter effort of \$149,012. However, to date only two phases have been authorized: \$14,000 for community leader interviews and \$42,810 for discussions between key City and County elected and staff to discuss a joint approach for the future of Napa Pipe (with joint city/county funding of these ongoing discussions).

These discussions have resulted in a new 45 day City "due diligence" effort beginning in October 2008 to look at the feasibility of accommodating up to 70% of the County's Housing needs and the ability of a project on Napa Pipe to achieve affordable housing objectives and fund necessary infrastructure and

municipal services. This \$96,500 effort, nearing completion will assist the City and County in discussing varied housing alternatives, and next steps.

### Status Update

8/31/2009 - jhasser: The Draft EIR for the Project continues to be under preparation. County staff believes the DEIR may potentially be available sometime in September, but it could be longer. The 2008-09 phase of the project is complete, but the project will continue on in 2009-10.

4/28/2009 - jhasser: County is holding periodic public workshops on the Napa Pipe project and the EIR continues to be under preparation. City staff and consultants are attending and are involved in the county's public workshops. No further work is contemplated with MIG regarding review of south county sites; contract is being closed with remaining funds to shift to EIR review. Remaining funds from the developer's deposit for staff/consultant work on the water, traffic and fiscal studies have been refunded to consultant.

2/6/2009 - County is preparing draft EIR and the City will comment at appropriate time.

1/7/2009 - jhasser: Intensive City County discussions regarding future housing sharing resulted in a city-initiated Due Diligence analysis completed and released on December 11, 2008. Unfortunately, the discussions did not result in a City County agreement due to legal complexities. The County released the 3 Napa Pipe studies and has scheduled Meeting 3 - the Notice of Preparation to formally begin work on the Napa Pipe EIR for January 21, 2009 at 6 p.m. City review of the NOP is underway.

11/6/2008 - jhasser: Project description has continually evolved; hence the status update was provided as part of the Project Description.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
City/county Due Diligence analysis	CDD, Planning	Jean Hasser	15 %	12/1/2008	Complete
Completion of 3 studies; SGroup Mtg #2	CDD, Planning	Jean Hasser	25 %	1/31/2009	Complete
Study Group Mtg # 3 - NP EIR Scoping	CDD, Planning	Jean Hasser	5 %	1/31/2009	Complete
EIR and Project review monitoring	CDD, Planning	Jean Hasser	30 %	6/30/2009	Complete
City/county discussions -joint approach	CDD, Planning	Jean Hasser	25 %	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

**Project Priority** High      **Project Number** CDD-00293      **Project Status** Complete  
**Project Title** Miscellaneous General Plan Amendment      **Phase** 1 of 1  
**Project Start Date** 12/1/2008      **Project Due Date** 2/15/2009  
**Requested Start Date**      **Adjusted Due Date** 4/21/2009  
**Lead Department** CDD, Planning      **Project Leader** Jean Hasser  
**Project Budget** \$0  
**Funding Sources** General Fund for staff time  
 **City Manager's Report**     **City Council's Report**

## Project Description

State law requires an update to the Safety Element of the General Plan no later than the same time frame as the Housing Element update. Public Works and Planning staff have compiled the necessary information; no policy changes are required. This General Plan Amendment and any other miscellaneous amendments which require both Planning Commission and Council review will be completed in the next few months ahead of the Housing Element update.

## Status Update

4/28/2009 - jhasser: Completed April 22, 2009 with Council approval of General Plan Amendment on April 21 and filing of NOD.

1/7/2009 - jhasser: Due to the need for substantial additional review/ revision of the draft Housing Element, this project is slightly delayed. Work on the initial study has begun and a Commission hearing is anticipated in March rather than January. The City Council hearing is now anticipated for April.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Publish draft Safety El changes	CDD, Planning	Jean Hasser	10%	10/15/2008	Complete
Compile add'l req'd S.El background info	CDD, Planning	Jean Hasser	25%	10/15/2008	Complete
Complete initial study	CDD, Planning	Jean Hasser	20%	12/15/2008	Complete
Planning Commission Hearing	CDD, Planning	Jean Hasser	25%	1/15/2009	Complete
City Council Public Hearing	CDD, Planning	Jean Hasser	20%	2/15/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00294	<b>Project Status</b>	Complete
<b>Project Title</b>	St. Regis Napa Valley Resort			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	10/7/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Mike Allen		
<b>Project Budget</b>	\$320,000				
<b>Funding Sources</b>	Developer Deposit				

City Manager's Report     City Council's Report

## Project Description

General Plan Amendment to redesignate the Land Use Designation of Approximately 93 acres of Stanly Ranch from the Resource Area (RA) to Tourist Commercial (TC) with a Floor Area Ratio of 0.2, and a Zoning Amendment from the Agricultural Resource (AR) Zoning District to the the Master Plan (MP) Zoning District. Also, Parcel Map / Lot Line Adjustment and Design Review applications for a 245 unit hotel resort including event space, restaurants, pools, spa, outdoor venue, and public space on 40 of the 93 acres, with a winery on 3 acres, vineyards on 42 acres, including a wetland pond covering 8 acres of the project site. The 245 unit hotel includes 150 hotel rooms, 25 fractional ownership units, and 70 whole ownership vacation home units.

The St. Regis Project will be processed in two phases. The first phase involves processing a Master Plan for the project site which generally lays out the project configuration. The second phase will be a detailed Design Review of the resort, its buildings, and site plan.

## Status Update

8/31/2009 - mallen: Draft EIR circulated for statutory 45 day public review on August 27, 2009. Close of review period is October 12, 2009. Anticipate bringing Final EIR and General Plan Amendment (for Master Plan District rezoning of project site) to Planning Commission, Airport Land Use Commission, and City Council between November and January (2010).

5/6/2009 - mallen: Initial Study determined the need for an Enviornmental Impact Report (EIR).

Notice of Preparation for an (EIR) posted on March 3, 2009, public comment period to respond to NOP from 3/3/09 to 4/1/09.

Scoping meeting on the environmenal review process held on 3/30/09 which opened the EIR creation process. See tasks for EIR preparation steps.

Anticipate Final EIR to be completed on approximately 10/19/09.

Anticipate Planning Commission hearing for the St. Regis Master Plan to be completed by approximately November 2009.

Anticipate City Council hearing for the St. Regis Master Plan to be completed by approximately December 2009.

Anticipate Final Design Review for St. Regis Resort to be completed by April 2010

2/4/2009 - mallen: Draft Initial Study completed 2/3/09, two week internal review commenced.  
 Anticipated conclusion requiring a full Environmental Impact Report which should commence 3/1/2009.  
 Anticipate EIR completion 6-10 months

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Application Review at IDR Meeting	CDD, Planning	Mike Allen	2%	10/21/2008	Complete
Environmental Consultant Interviews	CDD, Planning	Mike Allen	2%	10/21/2008	Complete
Application Deemed Incomplete	CDD, Planning	Mike Allen	2%	10/29/2008	Complete
Follow up IDR Meeting	CDD, Planning	Mike Allen	2%	11/12/2008	Complete
Environmental Consultant Selection	CDD, Planning	Mike Allen	2%	1/5/2009	Complete
Draft Initial Study	CDD, Planning	Mike Allen	15%	2/3/2009	Complete
Draft Initial Study internal review	CDD, Planning	Mike Allen	3%	3/18/2009	Complete
EIR Scoping Meeting	CDD, Planning	Mike Allen	2%	3/30/2009	Complete
First Admin. Draft EIR to City	CDD, Planning	Mike Allen	10%	5/8/2009	Complete
Comments on first Admin. Draft EIR	CDD, Planning	Mike Allen	20%	5/22/2009	Complete
Second Admin. Draft EIR to City	CDD, Planning	Mike Allen	10%	6/5/2009	Complete
Comments on second Admin. Draft EIR	CDD, Planning	Mike Allen	20%	6/19/2009	Complete
Screencheck Draft Admin. EIR	CDD, Planning	Mike Allen	10%	6/26/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	ATY-00098	<b>Project Status</b>	Withdrawn
<b>Project Title</b>	City Charter Review			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	9/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Adjusted Start Date</b>		<b>Adjusted Due Date</b>			
<b>Lead Department</b>	City Attorney	<b>Project Leader</b>	M. Barrett		
<b>Project Budget</b>	\$20,000				
<b>Funding Sources</b>	General Fund				

- City Manager's Report**
- City Council's Report**

## Project Description

Evaluate potential changes to the City Charter and develop strategies and time line to address issues and prepare for formal Charter amendment in 2010 if desired. Primary focus will be in personnel systems improvements related to appointment, hiring and classification of employees; and clarification and updates to comply with changes in State and Federal law. A formal study of the City's current personnel system, structure and policies and practices commenced with interviews with stakeholder groups including employee bargaining units; civil service commission; and managers and department heads . Recommendations for potential Charter changes were to be completed by July 2009. Presentation of potential charter changes were to anticipated to go to Council in Fall of 2009.

Funding for legal review involved with potential Charter changes has been included in the FY 08/09 budget (\$20,000)

## Status Update

6/9/2009 - nweiss:

City staff, in conjunction with the City's consultant, Mary Egan of Municipal Resource Group LLC, has completed a preliminary review of the City's personnel system and has identified areas of improvement. Although staff initially evaluated the possibility of modifications to the City Charter as a means of clarifying the City's personnel systems, staff has concluded that the most immediate issue can be more effectively addressed through modifications to the City's Personnel Rule and administrative policies and procedures. City staff is planning to conduct a collaborative process with the Civil Service Commission (CSC) and employee bargaining groups in order to prepare recommended updates to the Rules and policies. If charter changes are found to be necessary in the future, staff will bring those back to Council for direction.

Recommended clarifications to the Rule and policies could include: (1) Clarify the respective roles of the CSC and Personnel Director, and the City Manager, consistent with the requirement of the Charter. These clarifications will focus on areas for which there is currently an overlap of responsibilities between the Personnel Director and the City Manager, including issues such as training, development and employee evaluations; (2) Amend Rules and policies to eliminate burdensome and obsolete practices, and ensure that hiring practices are efficient and consistent with legal mandates. Review of existing Rules and procedures

Last updated 10/13/2009

are now underway, with some changes already implemented through changes to the Rules. Administrative policies are now being developed to better document city practices, and ensure consistency. Training and staff development will follow the updates to the Rules and procedures to ensure that staff are familiar with the fundamentals of employee hiring promotion and performance management. (3) Human Resources functions: City staff is in process of evaluating areas that need to be consolidated and/or addressed in an expanded and modernized Personnel/ Human Resources function for the City. These include benefit administration, labor and employee relations and staffing structure to accommodate those changes and programs.

1/20/2009 - nweiss: consultant hired in late October 2008 to perform preliminary review and issue identification of personnel system. Effort slightly behind schedule due to holidays and scheduling meetings with Civil Service Commisioners. Preliminary report to be submitted in mid January. Future steps and schedule will be determined by the report recommendations including additional analysis for pursuing any Charter changes or focus on making changes to personnel rules and structure without Charter changes.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
prep & issue ID for HR audit RFP	City Manager	C. Shoop	40%	1/1/2009	Complete
Research history of City Charter	City Clerk	R. Ryan	10%	3/1/2009	Withdrawn
ID of Personnel System Charter changes	City Attorney	M. Barrett	20%	6/30/2009	Withdrawn
HR/Personnel system study complete-Ph I	City Manager	N. Weiss	30%	6/30/2009	Withdrawn

**Project Progress: 40% of 100% Complete**



CITY of NAPA

# Project Tracking Report

**Project Priority** Medium      **Project Number** CLK-00400      **Project Status** On Hold  
**Project Title** Commission Training and Recognition      **Phase** 1 of 1  
**Project Start Date** 7/1/2008      **Project Due Date** 4/30/2009  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** City Clerk      **Project Leader** Sara Cox  
**Project Budget** \$0  
**Funding Sources**

- City Manager's Report     City Council's Report

## Project Description

Draft commission roster to accurately document the composition of and log the positions on each City board and commission. Research and document enabling legislation, charter section and by-laws pertaining to each board or commission for inclusion in the roster.

Schedule Council interviews for all reorganized and newly formed commissions. Update and publish City of Napa Boards and Commissions Manual. Swear in and provide orientation to new board and commission members. Update commission roster and position log with terminations, resignations and appointments to facilitate annual Maddy Act compliance.

Schedule and plan annual Council/Commission Workshop. Work with City Attorney and City Manager, Council and Commissioners to arrange training and document AB1234 ethics training compliance. Schedule and plan annual spring Boards and Commissions Recognition Dinner.

Design template for commission web pages to document and reflect current commission activities and up-to-date agendas and minutes for each commission. Work with temporary professional web assistant to train citywide commission secretaries in web protocols for posting, maintaining and updating individual commission web pages.

## Status Update

10/4/2009 - droadman: This was a project initiated by former City Clerk; the Board and Commission recognitions were accomplished. The training was not complete. The training has been moved to 09/10 workplan. Objective is to provide more comprehensive training to new board and commission members, and to update the training. Manual. We will be working on that this fiscal year (09/10).

5/5/09-pmeans: Sara Cox resigned her position as City Clerk in February 2009. Pamyla Means was brought in an Interim City Clerk while the City conducts a requirement for a new City Clerk. Until the new City Clerk is hired, the commission manual and training program has been on hold. The date of Thursday, September 24 has been set aside for the Annual Commission Member Appreciation Reception with details as to location and program to be worked out. The Deputy City Clerk has been working on

updating information on the City Clerk's web page as part of ongoing operations.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Organize and Draft Commission Roster		Sara Cox	15 %	9/22/2008	Complete
Set Interviews; New/Reorganized Boards	City Clerk	Sara Cox	10 %	10/30/2008	Complete
Plan Commisioner Workshop	City Clerk	Sara Cox	10 %	12/2/2008	Complete
Draft Commissioner Manual	City Clerk	Sara Cox	15 %	2/27/2009	On Hold
Develop Commissioner Training Program	City Clerk	Sara Cox	15 %	3/21/2009	On Hold
Plan Commission Recognition Dinner	City Clerk	Sara Cox	10 %	3/28/2009	Complete
Design Commission Web Pages/Train Staff	City Clerk	Sara Cox	25 %	4/30/2009	On Hold

**Project Progress: 45% of 100% Complete**



CITY of NAPA

# Project Tracking Report

**Project Priority** Medium      **Project Number** CM-00246      **Project Status** Behind  
**Project Title** "Citizen Centric" Report      **Phase** 1 of 1  
**Project Start Date** 6/1/2009      **Project Due Date** 6/30/2009  
**Requested Start Date**      **Requested Due Date** 11/15/2009  
**Lead Department** City Manager      **Project Leader** Barry Martin  
**Project Budget** \$5,000  
**Funding Sources** City Manager's Department Budget  
 **City Manager's Report**     **City Council's Report**

## Project Description

Compile information and publish a handout/mailer providing "annual report" information for the public in the format promoted by the Association of Governmental Accountants (AGA).

## Status Update

10/5/2009 - bmartin: Report is currently being produced with an anticipated completion date in mid-November 2009.

6/5/2009 - cshoop: Work will begin following finalization of FY 2009-11 City budget.

1/5/2009 - bmartin: Nothing new as of 1/5/09

10/5/09 - bmartin: The project has been delayed due to other work demands.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Compile information for report	City Manager	Barry Martin	70 %	6/10/2009	Behind
Layout.design of publication	City Manager	Barry Martin	15 %	6/20/2009	Behind
Publish and distribute report	City Manager	Barry Martin	15 %	6/30/2009	Behind

**Project Progress: 0% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	CM-00249	<b>Project Status</b>	On Hold
<b>Project Title</b>	Evaluate Use of Public Access TV as Outreach Tool			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	2/1/2009	<b>Project Due Date</b>	4/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	7/31/2009		
<b>Lead Department</b>	City Manager	<b>Project Leader</b>	Barry Martin		
<b>Project Budget</b>	\$0				

### Funding Sources

- City Manager's Report
- City Council's Report

### Project Description

Evaluate potential changes in use of the Public Access, Education, Government (PEG) TV channel(s) and development of specific video content for use as public education/outreach.

### Status Update

10/5/2009 - bmartin: Due to other demands and current limited resources to be able to produce programming for the public access channel, we are recommending that this project be put on hold until a time where organizational resources are more readily available.

6/5/2009 - cshoop: The new contract with NPACT contains funds to provide the City assistance in producing video content that can be aired on public access channels. NPACT also agreed to support and assist the City with efforts to establish a third channel solely for government programming. We will now begin planning efforts for developing video to air on the public access channels.

2/10/2009 - bmartin: Also as part of our evaluation process I prepared a short paper describing why the addition of a separate G channel would be beneficial to the City.

2/9/2009 - cshoop: As part of ongoing contract negotiations with Napa Public Access Cable Television, we've discussed the concept of establishing a third channel solely for government programming and also expanding the role of NPACT in assisting the City with production of video content.

10/5/09 - bmartin: further work on this project is on hold due to time constraints.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Pros/cons of sep. G channel	City Manager	Barry Martin	20 %	3/1/2009	Complete
Plan/costs for video development	City Manager	Barry Martin	75 %	4/9/2009	On Hold
Brief City Council with any Plan	City Manager	Barry Martin	5 %	4/30/2009	On Hold

**Project Progress: 20% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CM-00285	<b>Project Status</b>	Behind
<b>Project Title</b>	Citywide Fee Updates			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	9/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	12/31/2010		
<b>Lead Department</b>	City Manager	<b>Project Leader</b>	Desiree Brun		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	General Fund for staff time				

**City Manager's Report**     **City Council's Report**

## Project Description

Develop a strategic implementation schedule and plan that will address the timing and methodology for updating all City fees within this fiscal year. The result of this process will then be used to develop an Administrative Regulation that will outline the timing and schedule of future citywide fee updates. This Administrative Regulation will be accompanied by detailed procedures on how collection of fees will be monitored to insure that all fees are collected prior to a project being completed and a Certificate of Occupancy being issued.

## Status Update

10/2/2009 - dbrun: The Development Services Management Team has determined that a new more streamlined study is needed to develop more up-to-date fees that more closely align with the current management's philosophy. To accomplish this a consultant with experience in developing cost allocation plans (CAP) and development fee studies needs to be retained. Further, this consultant will use information contained in the Maximus study as a reference to set maximum rates for certain fees and charges in Development Services. Because the consultant developing the CAP will need to interface with Finance staff and their current focus is on the implementation of the new financial system, the current start date for updating all development fees is July 1, 2010, with anticipated completion by December 31, 2010.

6/9/2009 - dbrun: The Administrative Fee Update was approved by Council on 1/20/09. Consultant that has worked on the fee study recently left the company. Currently looking at options for completing the Development Services Fee Study to include updated budget numbers and department and staff reorganizations. Once the approach is determined, will begin working with Development Services Business Unit to revise the strategic plan and timeline for fee updates. Because of this delay, we are requesting the project due date be pushed back to December 31, 2009.

1/12/2009 - dbrun: The Public Hearing on the Administrative Fee Update was continued to the January 20, 2009 City Council Meeting. The strategic plan for updating the development related fees has been completed.

11/10/2008 - The Administrative Fee update will go to City Council in early December 2008 and take effect in January 2009. The schedule and timing for the remaining development related fees (street

improvement, parking in-lieu, water connection, housing inclusionary, etc.) is being developed and will be vetted with City Management over the next several months. It is anticipated that these fees will all be updated (in stages) and brought before City Council for adoption by June 2009.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Administrative Fee Update	City Manager	Desiree Brun	20%	12/15/2008	Complete
Strategic Plan - Development Fees	City Manager	Desiree Brun	20%	12/31/2008	Complete
All Development Fees Updated	City Manager	Desiree Brun	60%	6/30/2009	Behind

**Project Progress: 40% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	ED-00048	<b>Project Status</b>	Complete
<b>Project Title</b>	Ritz-Carlton Napa Valley Hotel			<b>Phase</b>	2 of 4
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Adjusted Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Economic Development	<b>Project Leader</b>	Hinkle		
<b>Project Budget</b>	\$690,000				
<b>Funding Sources</b>	Development Fees				

City Manager's Report     City Council's Report

## Project Description

Request to construct a 403,000-sq- ft. 351-room resort hotel including, hotel condominium units, restaurants, retail space, a health spa and 20,900 square feet of banquet facilities served by an underground parking garage. This proposal includes the previously approved Napa Resort and Spa land, plus additional properties to the south that were not included in the original approval. The Economic Development Dept. is the lead managing department with Planning, Building, and Public Works staff providing support for the outside consultant for planning entitlements, engineering plan check, building plan check and engineering inspections. The Public Works Department will handle plan check and construction inspection coordination with the consultant for grading and civil improvements. The Building Division will handle building permit coordination and building inspections.

Phase 1 (FY07-08) - Planning Entitlements & environmental review

Phase 2 (FY08-09) - Construction plan preparation, building permitting and other agency permitting

Phase 3 (FY09-10) - Agency Permitting and construction

Phase 4 (FY10-11) - Construction and occupancy

## Status Update

8/31/2009 - mhinkle: The City has processed the project and future progress now depends on the economy and the developer's schedule. As it stands, the State and Federal Permit issuance is delayed and there is no anticipated timeline established for completion of permitting. The applicant is still pursuing construction financing and no date has been identified for submittal of plans for construction.

4/22/2009 - mhinkle: Applicant working with State and Federal Agencies for required permits. Anticipate issuance of permits July 2009. Applicant still pursuing construction financing and obtaining State and Federal Permits a factor. No date identified for submittal of plans for construction.

1/12/2009 - mhinkle: Applicant continues minor work on project focusing on required state permits and background studies. No date specified for submittal of construction plans.

10/29/2008 - mhinkle: Applicant requested project slowdown due to project financing. Activity still occurs, but not on a fast track schedule. Overall project delays unknown at this time.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Project Administration	Economic Development	Micah Hinkle	20%	6/30/2010	Complete
Building Plan Check	CDD, Building	Steve Jensen	40%	6/30/2010	On Hold
Engineering Plan Check	PW, Engineering	Eric Whan/Consultant	40%	6/30/2010	On Hold

**Project Progress: 20% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00053	<b>Project Status</b>	Complete
<b>Project Title</b>	Downtown Specific Plan			<b>Phase</b>	1 of 3
<b>Project Start Date</b>	8/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Adjusted Start Date</b>		<b>Adjusted Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Jean Hasser		
<b>Project Budget</b>	\$762,000				
<b>Funding Sources</b>	Redevelopment and General Fund				

- City Manager's Report**     **City Council's Report**

## Project Description

Development of a Downtown Specific Plan to guide future development. Plan will focus on land use, infrastructure, parking, economic analysis, and design. Process will include a RFQ/RFP Process to select a consultant, identification of a steering committee to guide the process; public outreach to engage the community in outlining a land use vision and development strategies; analysis of the vision in terms of infrastructure, parking, and fiscal needs; and final development of a specific plan. Process will also include environmental evaluation. Staff anticipates a 24 month schedule to complete the work.

Phase 1 (FY08-09) - Consultant selection, project scope development and refinement, public outreach, technical studies

Phase 2 (FY09-10) - Public Outreach, plan formation, technical studies, and environmental review

Phase 3 (FY10-11) - Environmental Review, Public Outreach, public hearings/plan adoption

## Status Update

8/31/2009 - jhasser: Overall timeline remains on schedule. Steering Committee was appointed in May; a first Community Workshop was held in June; and the Committee has met twice as scheduled to develop a draft Vision and draft Strategy Map. At the next meeting the Committee will consider the Vision statement, refine the Draft Strategy Map, and discuss 3 Focus Areas: the Town Center, the Cinedome site and the Copia site.

4/28/2009 -Overall timeline remains on schedule with specific tasks (addition of a Steering Committee) modified in accordance with scope revisions approved by Council in April 2009.

October - January-Consultant search and selection

January 20-Council approval of MIG selection and scope

March-"Kickoff" with consultants and staff; downtown site tour; work begins on existing conditions

April-Amendment to Consultant scope to include a Steering Committee to guide Plan development.

-Application period for Steering Committee candidates

-Meetings with Stakeholder groups to provide input on existing conditions, vision concepts

May-Council approval of Steering Committee; completion of existing conditions report

June-First Community Workshop June 9 to discuss vision and initial land use strategy ideas  
 - First Steering Committee meeting to refine vision and strategy ideas

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Finalize and distribute RFQ	Economic Development	Hinkle	10%	9/17/2008	Complete
Select Consultant/ID Stakeholders	Economic Development	Hinkle	10%	1/30/2009	Complete
Plan Kickoff meeting with Cons/staff	CDD, Planning	Hasser	5%	3/4/2009	Complete
Stakeholder input to ex. cond/vision	CDD, Planning	Hasser	10%	4/30/2009	Complete
Existing conditions study	CDD, Planning	Hasser	30%	6/1/2009	Complete
Project Administration	CDD, Planning	Hasser	10%	6/30/2009	Complete
Draft Vision development	CDD, Planning	Hasser	25%	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	FIN-00064	<b>Project Status</b>	On Time
<b>Project Title</b>	GASB 45 Actuarial Study & CalPERS Trust Contract			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/24/2007	<b>Project Due Date</b>	12/30/2007		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	12/31/2009		
<b>Lead Department</b>	Finance, Accounting	<b>Project Leader</b>	Carole Wilson		
<b>Project Budget</b>	\$23,000				
<b>Funding Sources</b>	General Fund				

- City Manager's Report
- City Council's Report

## Project Description

Finalize the liability of post retirement benefits and amount to be accrued annually through actuarial analysis. Review CalPERS trust requirements to ensure actuarial information is acceptable for their needs. Review CalPERS Trust contract with City Attorney and finalize contract with CalPERS. Prepare report for Council with recommendation of the funding mechanism.

## Status Update

6/4/2009 - cwilson: The actuarial study was completed. An internal service fund was established to accumulate assests to place in the irrevocable trust. Establishment of the irrevocable trust is delayed until 2009-10.

1/6/2009 - cwilson: A new acturial report is planned for this spring (required every two years). Given the dismal investment performance at CalPERS, Staff is reassessing utilizing their trust program and what other options exist. The delay has saved the City 25% of its potential investment. Due to other priorities, this project will likely not be completed until next fiscal year.

11/10/2008 - This is now an active project that is expected to be completed in Spring 2009.

9/3/08: Ongoing resource issue continued to delay project. Brief window exists until January 2009 and it is expected this project will be completed.

4/29/08: Progress has been limited due to resource issues.

1/2/08 - Project on track.

11/30/07 - No change.

6/30/09 During the budget process, implemented an internal service fund to accumulate resources for the retiree medical benefits and a mechanism for charging the cost to programs. Resource issues continue to delay the review and implementation of a trust contract.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review actuarial data with CalPERS	Finance, Accounting	C.Wilson	20%	12/31/2008	Complete
Review CalPERS contract with City Attorn	Finance, Accounting	C.Wilson	20%	1/31/2009	On Time
Finalize actuarial study	Finance, Accounting	C.Wilson	30%	1/31/2009	Complete
Contract to Council	Finance, Accounting	C.Wilson	10%	6/30/2009	On Time
Finalize Trust Contract with CalPERS	Finance, Accounting	C.Wilson	20%	6/30/2009	On Time

**Project Progress: 50% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

**Project Priority** Medium      **Project Number** FIN-00068      **Project Status** Complete  
**Project Title** Purchasing Policy Update      **Phase** 1 of 1  
**Project Start Date** 8/1/2008      **Project Due Date** 1/31/2009  
**Adjusted Start Date**      **Adjusted Due Date**  
**Lead Department** Finance, Accounting      **Project Leader** Bill Feit  
**Project Budget** \$0  
**Funding Sources** none

**City Manager's Report**     **City Council's Report**

### Project Description

The current purchasing policy and procedures for supplies and equipment will be updated to best practice and to incorporate the technology of the new financial software.

### Status Update

1/13/2009 - bfeit: Ordinance and AR complete. To present to City Council on 02/03/2009.

11/10/2008 - This is now an active project that is underway in this fiscal year.

8/4/08 - Purchasing services manager hired. Senior staff review of policy has been completed pending final review from City Manager.

6/30/08 - Delayed due to lack of staffing, to resume when purchasing manager hired in July.

4/28/08 - Delayed due to resource issues

1/2/08 - Delays may occur due to staffing resources

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Draft purchasing ordinance	Finance, Accounting	Bill Feit	10 %	8/31/2008	Complete
Draft administrative regulations	Finance, Accounting	Bill Feit	20 %	8/31/2008	Complete
Executive team review/feedback	Finance, Accounting	All	10 %	11/30/2008	Complete
Purchasing procedure manual draft	Finance, Accounting	Bill Feit	40 %	12/31/2008	Complete
City Manager approval	City Manager	M. Parness	1 %	12/31/2008	Complete
Finalize administrative regulations	Finance, Accounting	Bill Feit	5 %	12/31/2008	Complete
Purchasing procedure manual distribution	Finance, Accounting	Bill Feit	8 %	1/15/2009	Complete
Agenda package to Clerk	Finance, Accounting	C. Wilson	5 %	1/15/2009	Complete

Council approval

Finance, Accounting C.Wilson  
**Project Progress: 100% of 100% Complete**

1% 1/31/2009 Complete



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	FIN-00102	<b>Project Status</b>	Complete
<b>Project Title</b>	Financial System - Phase I & II			<b>Phase</b>	2 of 3
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Adjusted Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Finance, Accounting	<b>Project Leader</b>	J.Craig		
<b>Project Budget</b>	\$2,700,000				
<b>Funding Sources</b>	City, HACN, RDA				

City Manager's Report     City Council's Report

## Project Description

Completion of Phase I - Core financials implementation occurred through 7/1/2009. This included ensuring that the software performs as required, and completing setup and staff training to prepare for use of the system in the next fiscal year.

Phase II focuses on payroll and human resources and will begin February of 2009 with a scheduled go-live date of 7/1/2010.

## Status Update

10/9/2009 - cshoop: Core Financial system went live in July. The system is in use and we are continuing to work through implementation issues with the vendor and with City staff.

4/23/2009 - jcraig: Core financial setup continues with 7/1/09 date for go-live still scheduled. Budget fully live and functioning. Most payroll configuration decisions have been covered with the consultant and testing of those configurations will occur when the consultant is on-site the last week of April.

2/4/2009 - jcraig: New software version fully tested and cleared for usage. Core financial software setup 90% complete and on track for 7/1/09 start date. Payroll configuration decisions in process with first consultant visit to begin Payroll install scheduled for week of February 18th.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Decision of version to implement	Finance, Accounting	C.Wilson/J.Craig	15%	12/31/2008	Complete
Clear help tickets	Finance, Accounting	J.Craig/Consultant	20%	12/31/2008	Complete
Payroll/HR configuration decisions	Finance, Accounting	C.Wilson	20%	2/28/2009	Complete
Core financial final setup	Finance, Accounting	J.Craig/Consultant	25%	5/31/2009	Complete
Core financial training	Finance, Accounting	J.Craig/Consultant	5%	6/15/2009	Complete
Core financial go-live	Finance, Accounting	J.Craig/Consultant	15%	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

**Project Priority** High                      **Project Number** FD-00243                      **Project Status** Complete  
**Project Title** City/County Joint Station Consideration                      **Phase** 1 of 1  
**Project Start Date** 7/1/2008                      **Project Due Date** 5/2/2009  
**Requested Start Date**                      **Adjusted Due Date** 10/31/2009  
**Lead Department** Fire                      **Project Leader** Tim Borman  
**Project Budget** \$0  
**Funding Sources**

City Manager's Report     City Council's Report

## Project Description

Meet with the County to discuss feasibility of a joint operation of a new fire station in Brown's Valley.

## Status Update

10/8/2009 - cshoop: The City has met with the County Administration on this issue and established a verbal agreement for the joint fire station that will be staffed by a county volunteer engine. With no funds currently available for construction of the station, further progress will be achieved when the project moves forward.

1/12/2009 - sperkins: Requesting to change the Project Due Date to 10/2009. Because of other pending priorities and the extended project completion date for Fire Station No. 5, we are requesting to move the timeline.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Initial Chief's/Administrators meetings	Fire	Borman	5%	7/1/2008	Complete
Initial meeting with union/associations	Fire	Randolph	5%	10/1/2008	Complete
City/County Administrator meeting	Fire	Borman	5%	1/1/2009	Complete
Fire Chiefs meet to identify details	Fire	Borman	40%	3/1/2009	Complete
Union/Association meetings	Fire	Randolph	20%	4/1/2009	On Hold
Development of Agreement	Fire/City Attorney	Borman	10%	5/1/2009	On Hold
Council/Board of Supervisors Approval	Fire	Borman	10%	5/1/2009	On Hold
Inform the Brown's Valley Working Group	Fire	Borman	5%	5/2/2009	On Hold

**Project Progress: 55% of 100% Complete**



# CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	IT-00229	<b>Project Status</b>	On Time
<b>Project Title</b>	E911 Wireless Implementation			<b>Phase</b>	3 of 3
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	12/31/2009		
<b>Lead Department</b>	Information Technology	<b>Project Leader</b>	Gus Ulloth		
<b>Project Budget</b>	\$551,000				
<b>Funding Sources</b>	State of California 911 Fees (CPE)				

**City Manager's Report**     **City Council's Report**

## Project Description

911 Phone System Replacement- E911 Wireless Implementation  
 Phone System-  
 Replace/upgrade e911 phone and radio interface in dispatch center. Current system implemented in 2000. Normal replacement/upgrade is every 5-7 years.

Current e911 phone switch is supported for "maintenance only" and is no longer being enhanced by vendor. Continued maintenance is cost prohibitive and expends state funds that can be used towards replacement. Phone switch/system will be replaced.

Current radio interface resides on same workstation as e911 interface. File server to be replaced; software to be upgraded.

State of California Department of General Services maintains a list of "approved" e911 system vendors. These vendors/systems have undergone an RFP process to ensure systems meet or exceed California e911 PSAP requirements. Dispatch Center staff conducted product demonstrations and rated vendors. City of Napa RFP processed will be utilized narrow down e911 vendor and negotiate process. Radio interface (Motorola) will be upgraded directly with Motorola.

### Wireless e911:

The Dispatch Center is the 911 "PSAP" (Public Safety Answering Point) for the City of Napa and County of Napa. With the exception of St. Helena and Calistoga Cities, all land line based 911 calls are routed to the Napa Dispatch Center. For many years all cellular 911 calls have been routed to CHP Golden Gate Division Dispatch in Vallejo.

The goal of this project is to route all cellular 911 calls that originate within the City of Napa limits to the Napa 911 Dispatch Center. The physical technical configuration is not difficult. The 911 equipment can currently accept these calls.

There are two major hurdles to resolve:

1. Implementation is time consuming: Coordination occurs with each wireless provider to determine and

configure each cellular site and the “sectors” on each site to route to the appropriate 911 Center. This process is formulized, and we are not the first. Though time consuming, it is only a temporary staffing drain.

2. Dispatch Center Staffing: Empirical data from the State of California and CHP projects a 15%-25% increase in call volume. Not specifically “calls for service,” but in actual received individual phone calls. Napa Dispatch Center estimates it receives 400,000 individual phone calls per year. Of that, about 100,000 are 911 or emergency calls. When this project originally began, we did not have the budget for the line staffing needed in the Napa 911 Dispatch Center and there were challenges with processing call volume without the additional wireless calls. However, we have since changed the way we do business and have freed up resources to add additional call takers. At this time, Napa County Sheriff and it’s associated contract agencies (American Canyon and Yountville) have chosen not to be included in this project and are not providing any staffing resources.

The Police Chief and Communications Manager filed the appropriate paper work to begin the process. The regional wireless coordinator advised a lead-time of 4-6 months to begin implementation from the moment Napa says go.

## **Status Update**

10/9/2009 - gulloth: The new 9-1-1 system has been implemented. This project will progress during the 09/10 budget year, with the Police Department filling the Project Lead role; I.T. will support Technical Lead requirements. The remaining tasks are to coordinate with the regional California Highway Patrol Communications Center and wireless providers to implement the routing of wireless 9-1-1 calls directly to the Napa 911 Dispatch Center. These activities are underway.

6/4/2009 - gulloth: The original go live date, for the E911 system replacement was 6/22/09. Due to available staff resource concerns, on both AT&T and City sides of the project, the planned go live date was rescheduled for the week of July 27, 2009.

As of June 4, 90% of the hardware/software is on site with the remainder due to arrive by end of June. Back room infrastructure is 95% complete and AT&T technicians have begun final configurations of the server/backroom systems.

Dispatchers will be trained and practice on the new system week of July 20, 2009.

Wireless implementation timeline has not been firmly established. All parties agreed to wait until E9-1-1 system was in place as well as additional 9-1-1 call takers are hired, trained and working on their own. Definition of the wireless e911 boundries is under way by Dispatch Management. The projected date to start switching wireless e911 calls to Napa 911 call center is tentatively 9/1/09. The process of switching all wireless providers over will take a few months; tentative completion 12/31/2009. With this revised timeline and milestones, project is status is on time.

1/27/2009 - gulloth: Selected AT&T and the Positron Viper 911 system. Met with AT&T to establish final system specs and cost. AT&T subsequently laid off all personnel involved in our project. Since early January have been working with new AT&T project staff to finalize documentation to submit to Department of General Services.

10/31/2008 - gulloth: Rough time line established. When the implementation schedule is established (late

December - early January); additional milestone tasks will be provided. Current final Due Date (April 1,2009) is an estimate based on limited information.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Solicit & update RFP information	Information Technology	Ulloth/Perkins	1%	9/1/2008	Complete
Select Vendor & negotiate	Information Technology	Gus Ulloth	5%	11/30/2008	Complete
CA General Services for funding approval	Information Technology	Ulloth/Perkins	10%	12/1/2008	Complete
AT&T Agreement signed	Police/Information Techno	Melton	2%	1/1/2009	Complete
Council update on implementation	Police	Potter/Ulloth	2%	2/17/2009	Complete
Receive/install back room equipment	Information Technology	Gus Ulloth	20%	6/30/2009	Complete
911 System Implemented	Information Technology	Gus Ulloth	30%	6/30/2009	Complete
Implement w/ wireless providers	Police/Information Techno	Peecook, LT.	20%	6/30/2009	On Time
Define Wireless e911 boundries	Police	Peecook, LT.	10%	6/30/2009	On Time

**Project Progress: 70% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	IT-00232	<b>Project Status</b>	Behind
<b>Project Title</b>	Security & Surveillance Camera System			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	11/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	1/31/2010		
<b>Lead Department</b>	Information Technology	<b>Project Leader</b>	Scott Nielsen		
<b>Project Budget</b>	\$50,000				
<b>Funding Sources</b>	Allocated 08/09 General Fund				

**City Manager's Report**     **City Council's Report**

## Project Description

Deploy surveillance cameras in public right way to allow real time monitoring in areas of interest to the Police Department. System will be capable of both day and night vision as well as pan tilt and zoom. The cameras will have the capability of bi-directional audio.

## Status Update

10/9/2009 - snielsen: 12 Cameras have been configured and delivered by the vendor. Installation will be bid out to a private contractor due to the current deficit of internal staff resources for installation. The police department has identified the preferred locations for installation and the electrical division is creating the bid specs and the scope of work for the contracting process.

6/5/2009 - snielsen: Project has been delayed due to technical and legal questions regarding video storage. In the month of July, the Veterans Park and Pearl St Garage cameras will be deployed and the testing and adjustment phase of the project will begin. 12 cameras have been purchased for deployment and a secure network for video transmissions has been designed and is in the final stages of installation. Upon the completion of the testing phase, network bandwidth and data storage requirements will be identified, purchased and deployed.

1/27/2009 - gulloth: System design developed to implement cameras in downtown garages and Veteran's Park locations. Acquisition of two Mobotix camera's from technology vendor in process; expected delivery by or before 2/15/09. With these two cameras the base system will be established, and configuration and testing conducted to refine the final system specification and deployment.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
System Design	Information Technology	Scott Nielsen	5 %	11/1/2008	Complete
Demo/design equipment acquisition	Information Technology	Scott Nielsen	10 %	2/15/2009	Complete
Final System Specifications	Information Technology	Scott Nielsen	25 %	2/28/2009	Complete
Demo of system prototype	Information Technology	Scott Nielsen	15 %	3/15/2009	Complete
Develop Policy for Public Deployment	Police	Richard Melton	15 %	3/31/2009	Behind
CC Approval of Public Deployment Policy	Police	Richard Melton	5 %	6/1/2009	Behind
Installation & Maintenance Agreement	Information Technology	Scott Nielsen	25 %	6/30/2009	Behind

**Project Progress: 55% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	IT-00233	<b>Project Status</b>	Complete
<b>Project Title</b>	Council Chambers Presentation Equipment Upgrade			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	12/1/2008	<b>Project Due Date</b>	5/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	7/31/2009		
<b>Lead Department</b>	Information Technology	<b>Project Leader</b>	Scott Nielsen		
<b>Project Budget</b>	\$20,000				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

Proposed Council Chambers Upgrade:

Problem statement: The existing methods used for presentations during meetings in Chambers are inadequate. For persons attending the meeting, the visibility of projected images on the screen is poor. The screen cannot clearly be seen from many seats in the Chambers. Getting presentations started can cause delays while presenters set up their own equipment and IT support is often needed when things do not go smoothly. The appearance of slides and other visuals in the cable TV broadcast and webcast are extremely poor as the screen is translated by a video camera. Some areas of the Chamber are poorly lighted.

Proposed solution:

- Install multiple monitors (screens) in Chambers so that presentations can be seen from all areas.
- Install small monitors on the dais for members of Council and staff to view up close.
- Replace projected image with image fed to monitors.
- Require all presentations be provided in advance of the meeting to the City Clerk or other staff person in charge – presentations then viewed through only the City Clerk's computer in Chambers.

## Status Update

10/9/2009 - snielsen: The project objectives as originally conceived have been completed. Additional enhancements have been requested and are due to be completed by the end of November 2009. Enhancements include; a new fixed projections screen mounted to replace the original screen on the north side of chambers and the ability to annotate the electronic agendas available to Council on the Dias netbooks.

6/5/2009 - snielsen: The installation of the 200 inch motorized screen was accomplished on the 25th of May. We are now able to move forward with the install of the two LCD projectors. Due to staff resources being focused on the pending go live of the new IFAS financial system the installation of the projectors is scheduled for the first week of July. Testing and final configuration will occur the third week of July with final project completion by July 31

5/4/2009 - snielsen: There have been significant difficulties that have required a redesign of the Council

Last updated 10/9/2009

project. The new configuration will include a new 200 inch screen mounted directly behind the Council Dias. This is the only location within the chambers that provides easy viewing for all seats available to the public. An additional 150 inch screen will be deployed to replace the existing screen in its current location. Ceiling mounted projectors will project identical images on both screens. Each seat at the Dias will receive a computer with a 12.1 inch screen. The computers will have two viewing options available. One option will be with a focus on the presentation currently projected, and the other option will allow access to a shared directory containing the current agenda. Council members will have the option to watch the presentation on screen as they do now or watch it on the computer on the Dias. The current TV monitors within the view of the Council will be replaced with a LCD Television Monitor on the left side of council Chambers in an effort to increase the image size available on the right side of the Council Chambers.

Test equipment has been purchased, received and is currently staged pending the installation of the two new screens. Installation of the first screen is anticipated for the week of May 11th.

2/9/2009 - snielsen: The Information Technology Division will be scheduling each interested group; Council, Staff and representatives of the public, to view the demonstration setup throughout the day on February 24. We will set up individual meetings as necessary with those interested. Input will be taken and applications and hardware will be adjusted to meet concerns expressed.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Contract install and schedule	Information Technology	Scott Nielsen	25 %		Complete
Purchase demonstration equipment	Information Technology	Scott Nielsen	3 %	3/6/2009	Complete
Install demonstration equipment	Information Technology	Scott Nielsen	15 %	5/11/2009	Complete
Take system live (Test Period)	Information Technology	Scott Nielsen	2 %	5/18/2009	Complete
Finalize installation plan	Information Technology	Scott Nielsen	10 %	5/18/2009	Complete
Purchase equipment	Information Technology	Scott Nielsen	5 %	5/18/2009	Complete
Adjust draft with Council Member Input	Information Technology	Scott Nielsen	5 %	5/18/2009	Complete
Validate draft with Council Members	City Manager	Scott Nielsen	5 %	5/18/2009	Complete
Adjust draft with Senior Staff input	Information Technology	Scott Nielsen	3 %	5/18/2009	Complete
Validate draft with Senior Staff	City Manager	Barry Martin	4 %	5/18/2009	Complete
Adjust draft with staff input	Information Technology	Scott Nielsen	3 %	5/18/2009	Complete
Finalize Live System	Information Technology	Scott Nielsen	5 %	5/30/2009	Complete
Remove old presentation equipment	Information Technology	Scott Nielsen	2 %	5/30/2009	Complete
Validate draft with staff	City Manager	Barry Martin	3 %	6/2/2009	Complete
Draft presentation specifications	City Manager	Barry Martin	10 %	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00006	<b>Project Status</b>	Behind
<b>Project Title</b>	Parks and Recreation Facilities Master Plan			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	1/1/2008	<b>Project Due Date</b>	3/1/2009		
<b>Adjusted Start Date</b>		<b>Requested Due Date</b>	11/17/2009		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	L. Mazzuca		
<b>Project Budget</b>	\$175,000				
<b>Funding Sources</b>	Park Dedication Fund/Quadrant Fund				

City Manager's Report     City Council's Report

## Project Description

Develop a Comprehensive city-wide Parks and Recreation Facilities Master Plan. Master Plan is intended to develop program that addresses current and long term needs of the City's park system and recreation facilities. The Master Plan document details how, through a public process that involves site analysis, historical data, public comment, City staff input and project research, a base of knowledge that when applied to the entire Parks and Recreation facilities system, will create a vision or program for the next 10-15 years.

## Status Update

9/15/2009 - Imazzuca: Project update report provided to City Council September 1, 2009. Draft master plan to be distributed to City Departments by end of September. Final draft master plan to be placed on October Parks and Recreation Commission agenda for approval. Draft master plan to be presented to City Council October 27, 2009. Proposed master plan adoption by City Council planned for November 17, 2009.

6/4/2009 - Imazzuca: Due date (City Council Presentation) has been adjusted to reflect a September 2009 completion.

4/27/2009 - Imazzuca: Expansion of needs assessment that included phone and written public survey has resulted in a delay of finished master plan project. Anticipate completing task and bringing to City Council for adoption in August or early September 2009.

1/6/2009 - Imazzuca: Project is slightly behind schedule but will be caught up by the end of January 2009. Due to the Christmas holidays, it was determined that it would be best to conduct the community workshops after, not during the holidays. However, with all three workshops schedule in late January 2009 it is anticipated that the project will be back on track. Currently there are 34 modules found in four phases of the master planning process. This project is now nearing the end of phase two, module 14 - Community Workshops.

10/28/2008 - Imazzuca: Project completion expected to be May/June 2009. Project scope and selected

Last updated 10/13/2009

firm resulted in extended completion date. Inventory and data gathering completed. Project website created and online. Stakeholder meetings and information and survey gathering in progress.

Project remains on track to be completed by March 2009. Request for Proposal process has been completed. Consultant interviews to be held May 1, 2008. Selected consultant and contract will be forwarded to the City Council for approval late May or early June.

The firm MIG has been selected and is under contract to develop the 15 Year Comprehensive Parks and Recreation Facilities Master Plan.

Park and Recreation Facilities Tour has been completed (August 18 & 19, 2008)

Base Map and Existing Resource Maps Provided (August 2008)

Stakeholder Group Meetings (To be held September 10, 2008)

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop RFP/outline/select consultant	CRD	Larry Mazzuca	30 %	7/1/2008	Complete
Develop needs assessment	CRD	Larry Mazzuca	60 %	11/1/2008	Complete
P&R Commission presentation	CRD	Larry Mazzuca	5 %	2/1/2009	Complete
City Council Presentation/Adoption	CRD	Larry Mazzuca	5 %	6/1/2009	Behind

**Project Progress: 95% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	REC-00172	<b>Project Status</b>	On Time
<b>Project Title</b>	Napa Golf Course Fiscal Operations Policy			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	11/20/2008	<b>Project Due Date</b>	5/29/2009		
<b>Requested Start Date</b>	1/10/2009	<b>Adjusted Due Date</b>	10/18/2009		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Larry Mazzuca		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	N/A				

City Manager's Report     City Council's Report

## Project Description

Replaces 2007-2008 Napa Golf Course Operation "Options" Project. Current project has a primary focus of developing a fiscal plan to guide the future of the golf course. Former project had a broader focus of developing a master plan, requiring a consultant. New project will focus on short and long term financial issues facing the golf course, and will develop a proposed course of action. It will provide "options" for City Council consideration of how to best manage the golf course. Options could include:

1. Continued City General Fund subsidy for operations and capital improvements.
2. Full cost recovery policy requiring the generation of revenues that "meet or exceed" actual costs. Would include establishment of CIP and Operations Reserve Program.
3. Consider other options that could include leasing or selling the golf course.

## Status Update

9/15/2009 - Imazzuca: Draft report will be presented to City Manager by September 30, 2009. Unsure at this time if original plan that would result in report to be presented to City Council in individual meetings will proceed forward. Other options for presenting material, including scheduling as a regular council staff report will be used. It remains possible that Requested Due Date may need to be extended.

6/5/2009 - Imazzuca: Project continues to move slowly forward. Priority changed from "high" to "medium". DH and Manager to schedule individual meetings with members of the City Council during summer months to discuss golf course issues. Currently working with CourseCo staff to collect golf course data. Due to time spent on developing FY 2009-2011 budget, due date moved to October 2009.

4/27/2009 - Imazzuca: Draft golf course options (50% of project) completed. Project remains 1.5-2 month behind schedule due to priority focus on preparation of department FY 2009-2011 budget. Anticipate project to be completed by August/September 2009.

2/6/2009 - Imazzuca: Staff anticipates that the collection of data necessary to develop the "draft" golf course options report will take longer than anticipated. Therefore, it requires a revision of the project

milestones. Please note that due dates for City Manager Final Review is anticipated for 7/16/09 and City Council Review and Adoption for 8/18/09.

1/6/2009 - Imazzuca: Work on this project has been started with staff developing a scope of work that will look at options for the longterm financial sustainability of the golf course.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Develop "draft" golf Course options	Recreation	L. Mazzuca	50%	2/27/2009	Complete
City Manager Initial Review	City Manager	M. Parness	5%	3/12/2009	Complete
Finance Department Review	Finance, Accounting	C. Wilson	10%	3/12/2009	On Time
City Attorney Review	City Attorney	Michael Barrett	10%	3/12/2009	On Time
City Manager Final Review	City Manager	M. Parness	10%	3/27/2009	On Time
Draft Revisions	Recreation	L. Mazzuca	10%	3/31/2009	On Time
City Council Review & Adoption	Recreation	Larry Mazzuca	5%	5/29/2009	On Time

**Project Progress: 55% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00173	<b>Project Status</b>	On Time
<b>Project Title</b>	Quadrant Fund Consolidation			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	8/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	11/1/2009		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Cindy Bannister		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	N/A				

**City Manager's Report**     **City Council's Report**

## Project Description

Consolidation of existing Quadrant Funds into a single funding source. Currently there are eight different funds, with four in Park Acquisition and four in Development. The objective is to consolidate all into a single fund which would give the City more flexibility in how funds could be used for future park and recreation projects. This project cannot be fully completed until the current Park Master Plan project has been adopted by the City. It is anticipated that the Master Plan will conclude June/July 2009.

## Status Update

10/1/2009 - cbannister: Staff is working with MIG to prepare a draft recommendation that addresses the issues identified by the City Attorney's office at the beginning of the process. The baseline of the proposal required calculations of current revenue as compared to current parkland/improvements in each quadrant. This required statistical information that was being updated with the current revision of the Parks and Recreation Facility Master Plan. PR Master Plan is near completion so information is now available to finalize draft proposal. City Attorney, City Manager, CDD Manager, and Finance Director should have a draft during the month of November for review and input.

9/15/2009 - Imazzuca: Project is scheduled to be completed by November 2009 or shortly thereafter (depending upon final park master plan adoption). Department will contract with MIG to assist staff in developing consolidation plan. Cost for MIG assistance is minimal as they have a data base on quadrant fund park elements as part of ongoing park master planning efforts. Funding for MIG (\$10,000) will come from project contingency funds. No other funding sources required.

6/5/2009 - cbannister: Completion date moved back to November 2009. Delay will not impact any scheduled projects in 2009/2010. Need to have Park Master Plan completed first before Quad Fund Consolidation can be completed. Process is proving to be a bit more complicated than originally anticipated.

4/22/2009 - cbannister: We are on track to bring forward a consolidation recommendation at the completion of the Park and Recreation Facilities Master Plan, which is scheduled to be completed in July of 2009.

1/6/2009 - Imazzuca: Staff has completed researching the existing Quadrant Fund history, which goes back to the 1970's, possibly earlier. Staff has had initial conversation with the Finance Department, City Attorney and City Manager and presented an overview of the fund history and discussion of how to merge the existing 8 funds into a single fund. It has been determined that a path exists where a consolidation can occur, however, since the Quadrant Fund is identified in the General Plan and the current Park and Recreation Facilities Master Plan, ongoing research continues. It is anticipated that the master plan will need to be completed before a final recommendation can move forward to the City Council for review and consideration.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Research Quad Fund History	Recreation	Cindy Bannister	35 %	2/27/2009	Complete
Research Gen. Plan for impacts	Recreation	Cindy Bannister	10 %	3/27/2009	Complete
Dev. Draft Proposal for CA review	City Attorney	Michael Barrett	10 %	4/17/2009	On Time
Dev. Draft Proposal for Finance review	Finance, Accounting	Carole Wilson	10 %	4/17/2009	On Time
CM review	City Manager	Mike Parness	10 %	5/8/2009	On Time
Dev. Final for City Council Adoption	Recreation	Cindy Bannister	25 %	6/30/2009	On Time

**Project Progress: 45% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PER-00218	<b>Project Status</b>	Complete
<b>Project Title</b>	Internship Program			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	5/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Personnel	<b>Project Leader</b>	C.Kasten		
<b>Project Budget</b>	\$5,000				
<b>Funding Sources</b>	Personnel Department Budget				

**City Manager's Report**     **City Council's Report**

## Project Description

The City of Napa has decided to develop and implement a formal internship program. A successful internship gives interns an insider's view into the public sector, stimulates future interest in public sector careers, and increases our pool of qualified candidates for future recruitments. The program will be designed to ensure that the intern will gain the professional insights that will enhance his/her career goals. Departments will be asked to identify areas in which an intern can contribute and if there are any projects that could be completed by an intern. The Personnel staff will work with local colleges to recruit prospects for each identified position. Feedback will be collected from interns and supervisors to assess program effectiveness. The second phase of the project will be to compile and report program data in order to make any necessary changes to increase program effectiveness.

## Status Update

09/24/2009 - jbrott: For the Summer of 2009 the City hired 3 interns. Two worked in Public Works Traffic Engineering and one in Finance Accounting.

6/5/2009 - cshoop: The program and procedures for obtaining an intern were announced to the organization in February 2009.

10/30/2008 - ckasten: The Internship Program framework and program materials have been developed with the help of a Personnel college intern over the summer. An overview has been provided to Department Directors and program approval has been received from the City Manager.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Internship Program framework	Personnel	Val Ruxton	20 %	7/31/2008	Complete
Develop program materials (i.e. forms)	Personnel	Intern C. Young	20 %	8/31/2008	Complete
Program approval from City Manager	Personnel	Cyndi Kasten	5 %	9/30/2008	Complete
Program Overview to Department Directors	Personnel	Cyndi Kasten	5 %	9/30/2008	Complete
Communicate Program	Personnel	K. Randolph-Pollard	10 %	1/1/2009	Complete
Develop Assessment Tools	Personnel	J. Brott	10 %	3/1/2009	Complete
Coordinate Summer 2009 Intern Requests	Personnel	K. Randolph-Pollard	30 %	5/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PD-00220	<b>Project Status</b>	Complete
<b>Project Title</b>	Code Enforcement Initiative			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	10/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Police	<b>Project Leader</b>	Jeff Troendly		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>					

- City Manager's Report
- City Council's Report

## Project Description

A collaborative effort between the Community Development Department and Police Department is underway to functionally consolidate the efforts of Code Enforcement and the Police Department, which will allow for greater effectiveness and efficiency. The purpose behind this consolidation is to reduce redundancies in the work effort by creating a closer working relationship between code enforcement and law enforcement. This consolidation would create an environment of greater diversified perspective on dealing with enforcement issues, thus establishing a more holistic approach at creating long term solutions.

## Status Update

9/4/2009 - Jtroendl:

9/3/2009 - Jtroendl: Since April of 2009 representatives from the Police Department, Fire Department, Code Enforcement, Buidling Department, Planning Department and Public Works have met on a monthly basis to identify quality of life issues within the city. This collaborative of representatives is called the Neighborhood Enhancment Team (NET). The purpose of this team is to identify quality of life issues and develop action plans, based upon expertise and resources of NET, to deal with problem locations or persons.

Additionally, the PD and Code Enforcement have made changes to work more closely together. Code Enforcement went to a geographically based beat assignment for its officers. The map of the city was divided into three zones, and each code enforcement officer has complete responsibility for one zone. This beat assignment mimics the Police Department, as each PD officer in patrol is assigned to a specific area on a regular basis over the course of a year. The consistency of personnel assinged to beats in each department allows for direct communication and action plans between officers to deal with various enforcement issues. To help intensify enofrcement actions related to quality of life issues, the PD has created a four person Special Enforcement Unit (SEU) with a full time supervisor. This unit is to help coordinate the efforts of Code Enforcement with PD personnel, as well as dealing with gang issues and crime sprees when they occur. SEU started on 9/1/09 and has had immediate success in working with Code Enforcement. Within the first week of existence, SEU and Code collaborated on a problem property that resulted in a drug dealer being arrested.

3/12/2009 - dana.smith: Chief Melton, Tambri Heyden and Dana Smith met to lay out plans for the development of a comprehensive plan to reshape CSO job descriptions, redefine code officers goals and objectives, and integrate patrol officers' responses to neighborhood quality of life and crime issues. Two weekend planning sessions are planned in April and May to lay the foundation for structural and behavioral changes to how the City addresses key concerns. Future meetings will be scheduled with Personnel, Building, Planning and Fire prevention divisions. The SMART Team approach will be further refined and an action plan will be put into place by next fiscal year.

2/24/2009 - pmanzer: On January 6, 2009 a meeting was held of the involved parties in the SMART Team. This meeting was attended by several City of Napa and County of Napa Groups. A guest speaker was invited to attend and presented information on the SMART Team concept. A review was done of the first SMART Team project and other projects were identified.

A 90-day plan was drafted outlining several training needs and tasks that need to be completed to aid the collaborative effort of the Code Enforcement Division and the Police Department. The training needs included access to PD computer systems and identifying work space. The tasks identified included the development of a short training to be presented to Police personnel outlining the duties of Code Enforcement.

Several areas were checked and additional projects identified for the NET Team.

1/12/2009 - pmanzer: During the 4th Quarter of 2008 a significant step was taken when the City of Napa Special Multi Agency Resource Team (SMART) was formed. This team is lead by a Napa Police Department Sergeant and a Code Enforcement Officer from CDD. The purpose of the team is to work in collaboration with other departments in the city and county. A project was identified for the SMART Team and representatives from several city and county departments participated. The project was considered a success and is still ongoing with Code Enforcement and County Mental Health taking the lead.

A meeting is scheduled for January 6, 2009 and all participants of the SMART Team have been invited. Other projects will be discussed as well as long term goals.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify common objectives	Police	Jeff Troendly	25 %	12/30/2008	Complete
Create pilot consolidated workforce	Police	Jeff Troendly	50 %	4/30/2009	Complete
Create Special Multi-Agency Review Team	Police	Jeff Troendly	25 %	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PD-00242	<b>Project Status</b>	Complete
<b>Project Title</b>	Photo Red Light Enforcement			<b>Phase</b>	2 of 3
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Police	<b>Project Leader</b>	Andy Lewis		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	Fines and assessments from infractions				
<input checked="" type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>					

## Project Description

Phase I of the Red Light Camera Project included vendor demonstrations, required public hearings, RFP development, RFP evaluation, vendor selection and contract negotiations. These tasks have all been completed.

Phase II of the Red Light Camera Project includes Development of Business Rules, installation of red light cameras at intersections operated by the City and in coordination with CAL-Trans intersections within City jurisdiction.

## Status Update

9/8/2009 - alewis: It is anticipated that construction at three additional intersections (SR29 @ SR 121, Trancas @ California, Soscol @ Imola) will begin in mid to late October and a completion by early to mid November. The 30 day warning period would start at each one of the intersections and the warning period would most likely end by early January 2010.

6/5/2009 - porourke: Red light cameras were installed at First/Jefferson and Big Ranch/Trancas according to contractor's specifications. The department completed the 30-day warning period and it's now fully operational.

1/12/2009 - porourke: Redflex has submitted plans to Public Works. Public Works and Redflex have gone back and forth on some minor installation issues.

Finalize Business Rules - the City, Redflex and the Napa Consolidated Courts are in the final review stages of the business rules. The City and Redflex provided training to Napa County Judges, Court Commissioners and court staff on the overall procedures in processing red light tickets.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Installation of red light cameras	Police	Tom Pieper	25%	1/1/2009	Complete
Submittal of Redflex plans to P.W.	Police	Tom Pieper	15%	1/1/2009	Complete
Finalize business rules	Police	Tom Pieper	15%	1/1/2009	Complete
Future installments as warranted	Police	Andy Lewis	15%	6/30/2009	Complete
Ongoing project management	Police	Andy Lewis	30%	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

**Project Priority** High      **Project Number** PD-00275      **Project Status** Complete  
**Project Title** Animal Control Contract      **Phase** 1 of 1  
**Project Start Date** 7/1/2008      **Project Due Date** 4/1/2009  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Police      **Project Leader** Andy Lewis  
**Project Budget** \$0  
**Funding Sources**

- City Manager's Report**     **City Council's Report**

## Project Description

Fiscal 2008/2009 Animal Services Control contract with the Napa Sheriff's Department. The Sheriff's Department provides the City with day-to-day animal control services. The City Attorney's office and County Counsel are working to figure out costs related to dangerous and/or vicious dog hearings.

## Status Update

6/5/2009 - porourke: Animal Control Contract was approved at the May 19, 2009 City Council meeting. The contract will run through FY 08-09 and 09-10.

1/12/2009 - porourke: City Attorney has received draft contract from County Counsel and is being reviewed.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Receive draft contract language	City Attorney	Casey Jones	50 %	9/1/2008	Complete
Contract approval by City Council	Police	Andy Lewis	50 %	4/1/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	PW-00221	<b>Project Status</b>	Complete
<b>Project Title</b>	Construction and Demolition (C&D) Debris Ordinance			<b>Phase</b>	1 of 4
<b>Project Start Date</b>	4/1/2009	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	9/30/2009		
<b>Lead Department</b>	PW, Materials Diversion	<b>Project Leader</b>	Kevin Miller		
<b>Project Budget</b>	\$30,000				
<b>Funding Sources</b>	Solid Waste and Materials Diversion Fund				

**City Manager's Report**     **City Council's Report**

## Project Description

Project will seek to develop ordinance to require and document diversion of solid waste materials from construction and demolition debris. It is likely that the ordinance will focus on the largest projects, and align with City green building/LEEDs standards as applicable. Beyond diversion concerns, the process is likely to address service exclusivity and revenue issues for the City. The four phases and associated budgets are presented below:

- Phase 1 = Research and Survey of Comparable C&D Ordinances (1st quarter - FY 09-10) - up to approx. \$15K (outside consultant/legal)
- Phase 2 = Screening & Analysis of Options; Identification of Internal and External Stakeholders - up to approx. \$20K (outside consultant/legal)
- Phase 3 = Vetting of Preferred Option with Internal and External Stakeholders; Drafting and Legal Review - up to approx. \$10K (outside consultant/legal)
- Phase 4 = Final Adoption and Implementation of new C&D Ordinance - up to approx \$5K (outside consultant/legal)

## Status Update

9/15/2009 - kmiller: This project is back on track in terms of timing. It will be coordinated and complimentary to all of the following: 1) the development of the City's green building ordinance and/or LEED standards, 2) the second amendment to the City's contract with Napa Recycling & Waste Services, 3) the Countywide climate action plan for Napa County which seeks a 75%-90% waste diversion of construction and demolition materials by 2020 and 4) the City's ongoing compliance and/or exceeding of AB 939 and expected subsequent legislation from the state. An excellent independent consultant (John Febbo) is under contract and with direction from City staff has researched best practices and current ordinances from the following comparable jurisdictions: City of Vallejo, Sonoma County, City of Folsom, Sacramento County, City of San Jose and multiple jurisdictions in Alameda County (which already has a 75% countywide waste diversion mandate).

6/8/2009 - kmiller: Because of 3-year budget and rate setting demands in particular, development of a C&D ordinance has been delayed. The City has identified a third party consultant (Mr. John Febbo) who is qualified, LEED certified and cost effective who has agreed to begin to help the City with this process

beginning in the 4th quarter of FY 08-09. The first phase is now projected to be complete September 30, 2009.

1/12/2009 - kmiller: No Change for 2nd quarter of FY 08-09. According to plan multi-year plan, C&D ordinance reseach and development will begin in third quarter of FY 08-09.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Select Consultant for Research/Survey	PW, Materials Diversion	Kevin Miller	10 %	2/15/2009	Complete
Staff & Consultant conduct survey	PW, Materials Diversion	Kevin Miller	70 %	6/1/2009	Complete
Discussion of Mixed C&D Rate at DRTS	PW, Materials Diversion	Kevin Miller	20 %	6/30/2009	Complete

**Project Progress: 100% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00278	<b>Project Status</b>	Complete
<b>Project Title</b>	Avia Hotel (Inn at Town Center)			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/1/2008	<b>Project Due Date</b>	4/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	6/30/2009		
<b>Lead Department</b>	PW, Engineering	<b>Project Leader</b>	Eric Whan		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	Development Fees				

City Manager's Report     City Council's Report

## Project Description

This is a privately funded multi-year project involving the construction of a five story 142 room hotel with 12,606 square feet of street level retail floor area.

Phase 1 (FY 07/08) - Site improvement plan check and building plan check as well as permit issuance for start construction on the project. Construction commenced with on-site improvements associated with foundation construction and lower elements of building framework.

Phase 2 (FY08/09) - Continued building construction including ultimate framework for building and enclosure and finishing of building exterior and interior. Remaining civil improvements including storm drain, utilities, frontage improvements, and paving.

## Status Update

10/2/2009 - ewhan: This project is now complete and open for business.

6/9/2009 - cshoop: The hotel is scheduled to open in June 2009.

5/4/2009 - ewhan: It is anticipated that the owner will request a Temporary Certificate of Occupancy in mid-May 2009 to allow staff to begin setting up hotel operations and train staff. Final Occupancy is expected to be issued at the end of June 2009. The contractor continues to work at an accelerated pace and is making significant progress but remaining finish work has pushed the schedule back to the June date.

1/14/2009 - alumia: The overall project is on schedule to be completed and ready for occupancy by the end of April.

Staff has met with the owner and the contractor to discuss timing for completion of improvements needed to allow the City to issue a Temporary Certificate of Occupancy (TCO) in mid-February. A TCO would allow for the installation of furnishings and the training of service staff that will serve hotel use. All outstanding issue will be completed by the owner prior to Final Occupancy.

11/4/2008 - ewhan: The project is on-track with the schedule provided by the developer at the start of

construction.

The main building frame work is essentially complete. Enclosure of the building has commenced including installation of the roof. Some civil work both on and off-site remains, including utilities, storm drain and frontage improvements. This work will be completed in the coming months. One lane on First Street and Franklin, between First and Clay are being used continuously by the contractor for staging and overall access to the building site during construction.

The applicant will continue to work with staff to resolve remaining issues associated with trash pick-up, valet parking and the Clay Street parking garage wall. Significant progress has been made to date. However, final resolution of the issues must be completed prior to the issuance of a Certificate of Occupancy.

Project construction completion is estimated to be April 2009.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Site Improvement Inspection	PW, Engineering	Vern Godwyn	20%	4/30/2009	Complete
Building Inspection	CDD, Building	Dan Kavarian	80%	4/30/2009	Complete

**Project Progress: 100% of 100% Complete**



# CITY of NAPA

## FY 2008-2009 Capital Improvement Projects

<b>Project</b>	<b>Page #</b>
• 4 <sup>th</sup> Street Boat Dock Project	90
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• First Street Bridge Over Napa River Replacement Project	94
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• Napa Creek Flood Protection Project	96
• River Park Canal Maintenance District	97
• Route 29/Imola Avenue Signalization Project	98

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## 4TH STREET BOAT DOCK (5651-498)

### PROJECT DESCRIPTION:

Design and construct a dock with a removable gangway in a flood event. The dock will be larger than the original dock, able to withstand a flood event, and compliment the new Riverfront development.



### PROJECT MANAGEMENT:

Public Works Department, Construction Division  
Mark Tomko

### PROJECT STATUS:

The dock was designed by Charles Rauw in 2006 but the design did not adequately address the needs of the City. On April 15, 2008 an amendment with Environmental Collaborative for environmental analysis and a contract with Noble Consultants for design and engineering services was approved by the Napa Community Development Agency. A Kick-Off Meeting with Noble was held on July 10, 2008. The 100% design plans were received in May 2009 and are being reviewed. The design is a 226 foot x 10 foot concrete dock with a gangway that can be lifted above the flood level. The City is applying for grant funding but no funding was granted for 2009. The grant is through the California Department of Boating and Waterways. Construction has been delayed until the summer of 2010 due to a lack of funding.

PROJECT SCHEDULE			Actual Percentage Complete														
Component	Start Date	End Date	2008			Q1			Q2			Q3			Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design Phase 1	Jan-09	Jun-09			40%			60%			80%			98%			
Bid & Award	Jun-09	Aug-09															
Construction	Aug-09	Oct-09															

### BUDGET STATUS:

BUDGET: \$100,000

BUDGET EXPENDED: \$2,000

NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The \$100,000 includes Public Works administrative charges, permitting, and grant work.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

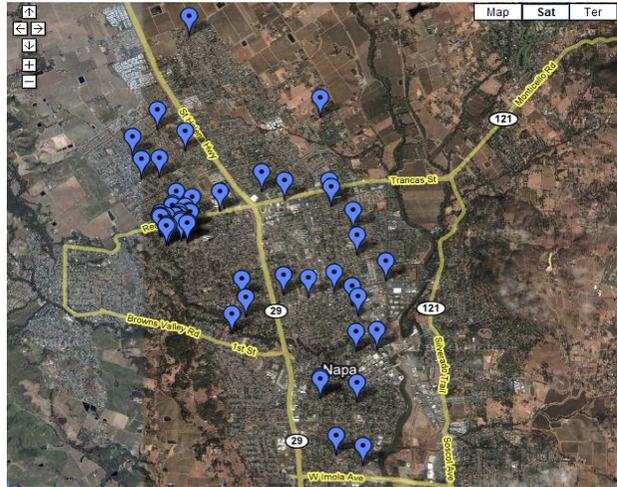
## CITYWIDE SIDEWALK REPAIR 2008 (5651-527)

### PROJECT DESCRIPTION:

Removal and replacement of sidewalk, curb & gutter, and street trees. Project is inclusive of trip and fall claim sites, blow down sites, Service Request site, and the completion of the Mac Tract. More than 140 sites planned for improvement. To date, the amount of repair sites has been increased to 164.

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mike Socorro - Project Engineer



### PROJECT STATUS:

- Design - Complete
- Bid opening - 7/2/2008
- Award - 8/8/08 to Hess Concrete Construction
- Construction - Notice to Proceed was issued on 9/15/08. The project was deemed complete in April 2009. A Notice of Completion was filed on 5/7/09.

### PROJECT SCHEDULE

#### Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete											
			2008			Q1			Q2			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	Jan-08	Jun-08	100%											
Bid & Award	Jul-08	Aug-08		100%										
Construction	Sep-09	Dec-09			5%			45%			95%			100%

### BUDGET STATUS:

PROJECT BUDGET: \$1,209,836  
 BUDGET EXPENDED TO DATE:  
 Design - Approximately \$25,000 (2% of the total budget)  
 Construction - \$1,033,995 (85% of total budget)  
 Total to Date - \$1,121,958

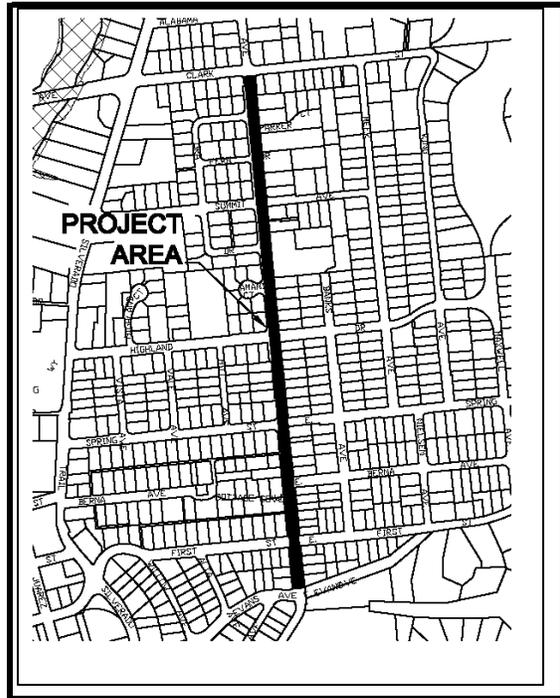
NOTES: The Engineer's Estimate for construction of the project was approximately \$1,103,780. Project experienced a bid dispute. The Lowest bidder (Sansei Gardens) was determined to be non-responsive. The second lowest bidder (Hess Concrete Construction) was then awarded the job.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **EAST AVENUE ROAD REHABILITATION PROJECT (5651-547)**

### **PROJECT DESCRIPTION:**

The East Avenue Road Rehabilitation Project will include a full road rehabilitation with storm drain improvements of East Avenue from Silverado Trail to Silverado Trail.



### **PROJECT MANAGEMENT:**

Public Works Department, Engineering Division  
Engineering Division: Neil Mathiesen

### **PROJECT STATUS:**

Design is being performed in-house using the Public Works, Engineering Division. Design of the project will be completed in December 2009 and will be submitted to Caltrans Local Assistance for obligation of Federal funds for construction. The project will lag the East Avenue Sidewalk Rehabilitation by one month.

### **PROJECT SCHEDULE:**

	Q1			Q2			Q3			Q4		
	2008									2009		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						5%			30%			40%
Bid & Award												
Construction												

### **BUDGET STATUS:**

PROJECT BUDGET: \$1,800,000 (see below).

BUDGET EXPENDED TO DATE: \$4,342.19 per AS 400 (in-house design costs)

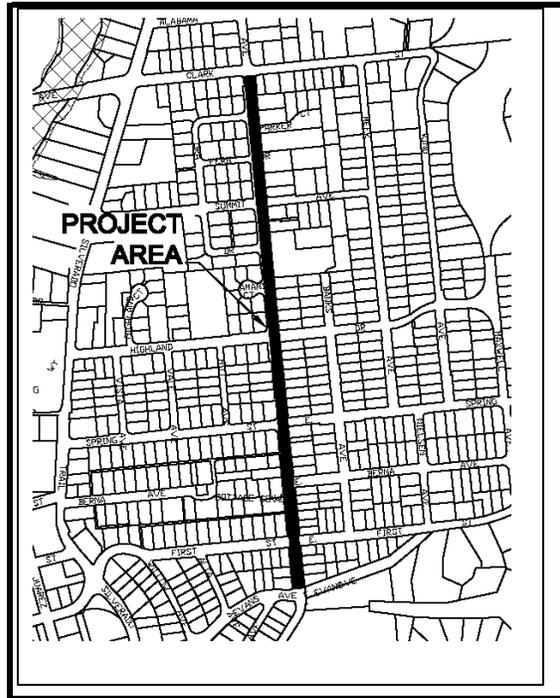
NOTES: The Engineer's Estimate for construction of the project is \$1,800,000- \$300,000 being funded by the Storm Water Service Fee, \$1,000,000 from the General Fund and \$500,000 in State Proposition 1B Funds (the Proposition 1B Funds may be withheld pending the State of California financial crisis). Additional repairs of existing storm drain facilities have been added to the project which will require additional funds to be appropriated from the Storm Water System Service Fee Account in addition to the \$1,800,000 estimate. A revised Engineer's Estimate is still being evaluated as further exploratory work is required of the existing storm drain system.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **EAST AVENUE SIDEWALK PROJECT (5651-450)**

### **PROJECT DESCRIPTION:**

The East Avenue Sidewalk Project will construct a continuous sidewalk on the east side of East Avenue between Clark Street and Alta Heights Elementary School.



### **PROJECT MANAGEMENT:**

Public Works Department, Engineering Division  
Engineering Division: Neil Mathiesen

### **PROJECT STATUS:**

Design is being performed in-house using the Public Works, Engineering Division. Design of the project was completed and delivered to Caltrans Local Assistance on September 30 for obligation of Federal funds for construction. The Federal Highway Administration (FHWA) had already closed the funding obligation for September; therefore, the City will work through NCTPA to obtain future funding as part of the Transportation Enhancements Program.

### **PROJECT SCHEDULE:**

	Q1			Q2			Q3			Q4		
	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			25%			40%			50%			75%
Bid & Award												
Construction												

### **BUDGET STATUS:**

PROJECT BUDGET: \$550,000 (of which \$467,000 is federally funded)

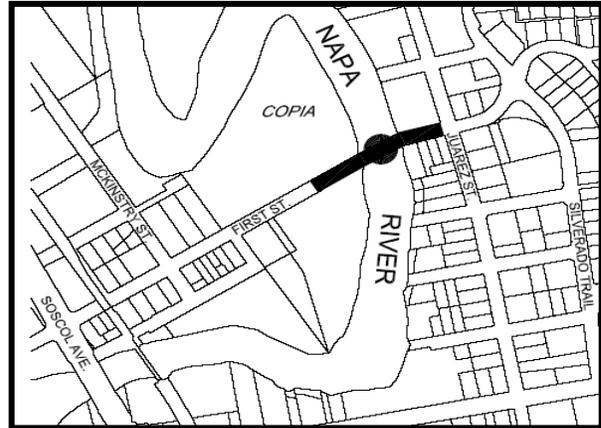
BUDGET EXPENDED TO DATE: Approximately \$40,000 has been spent on design (7% of the total budget).

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **(5651-354) FIRST STREET BRIDGE OVER NAPA RIVER REPLACEMENT PROJECT**

### **PROJECT DESCRIPTION:**

This project consists of demolishing the existing bridge and constructing a new two-lane bridge and approaches. New driveways will be constructed to connect to the higher roadway and a traffic handling plan will be implemented.



### **PROJECT MANAGEMENT:**

Public Works Department  
Jason Holley x7372

### **PROJECT STATUS:**

Design, Bidding & Award of Project is complete.  
Construction begin on 06/10/08 and demolition of existing bridge is complete.  
Construction of the bridge superstructure and roadway approach retaining walls is complete  
Project is on schedule to open 1st St. to open to vehicle traffic in Aug '09

### **PROJECT SCHEDULE**

Actual Percentage Complete

2008-09 FISCAL YEAR			Actual Percentage Complete												
Component	Start	End	Q1			Q2			Q3			Q4			
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Design	Jan-04	Jan-08													100%
Bid & Award	Feb-08	Mar-08													100%
Construction	May-08	Oct-09													80%

### **BUDGET STATUS:**

PROJECT BUDGET: \$15.3M (of which \$13.3M is federally reimbursable)

BUDGET EXPENDED TO DATE: Approximately \$13.0 M

**NOTES:**

Construction budget - \$9.0M of the \$11.4M spent to date. Change orders represent 6% of construction budget thus far.

## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

### EDWARD I BARWICK JAMIESON CANYON WATER TREATMENT PLANT IMPROVEMENTS PROJECT (53201-54501)

**PROJECT DESCRIPTION:**

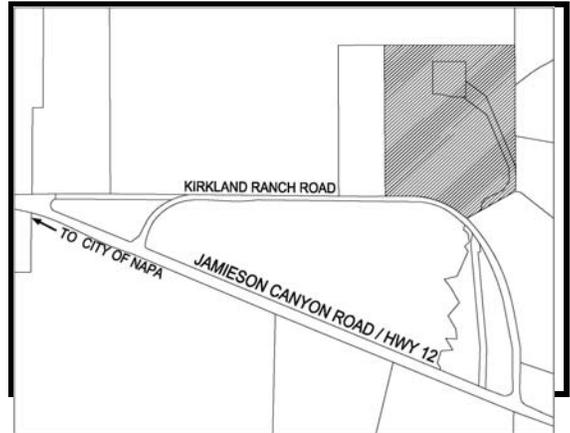
This project consists of \$38M construction of new water treatment facilities and improvements to existing facilities. The improvements will give the City the capability to take beneficial use of existing water rights as allocated by the State Water Project.

**PROJECT MANAGEMENT:**

Joy Eldredge, Acting General Manager  
Public Works - Water Division

**PROJECT STATUS:**

Design of the project is complete and accomplished within budget. The project has been under construction since January 2008 and is scheduled for contract completion in January 2011. The last major concrete facility is currently undergoing the hydraulic test. The new chemical storage building, new pretreatment basins and new filters are expected to be brought online during the next quarter. Demolition and remodel work inside the operations and maintenance building is underway. The washwater recovery tanks/clarifiers will start to have mechanical equipment installed during Q1 2010. Staff have vacated the Operations and Maintenance building and plant controls and laboratory analytical monitoring continues operations out of temporary field trailers.



**PROJECT SCHEDULE**

Component	Start Date	End Date	Actual Percentage Complete														
			2008			Q1			Q2			Q3			Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design	Jul-04	Oct-07	100%														
Bid & Award	Nov-07	Jan-08	100%														
Construction	Jan-08	Jan-11			31%			45%				53%				63%	

PROJECT BUDGET: \$38,588,000

BUDGET EXPENDED TO DATE: \$22,419,551

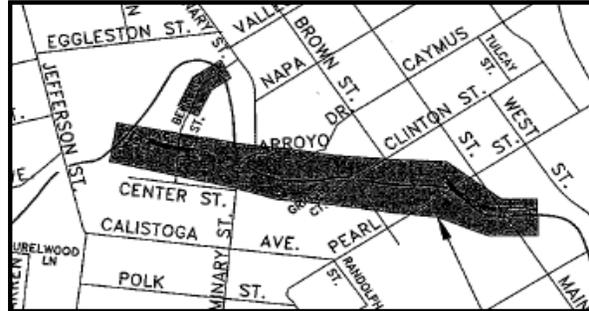
Construction is ahead of the contract schedule. The finish date is projected to be 4 months ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 1.5% of the contract amount.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **NAPA CREEK FLOOD PROTECTION PROJECT**

### **PROJECT DESCRIPTION:**

This project consists of flood protection of Napa Creek downstream of Jefferson Street by constructing upper and lower bypass culverts and a flood plain terrace.



### **PROJECT MANAGEMENT:**

United States Army Corps of Engineers

### **PROJECT STATUS:**

Design is 65% complete and estimated to be complete in 2010

### **PROJECT SCHEDULE**

#### Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete											
			2008			Q1			Q2			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	Jan-07	Jul-10												65%
Bid & Award														0%
Construction														0%

### **BUDGET STATUS:**

1) Corps of Engineers was awarded \$30M of stimulus funds for this project

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## RIVER PARK CANAL MAINTENANCE DISTRICT DISTRICT (5951-005)

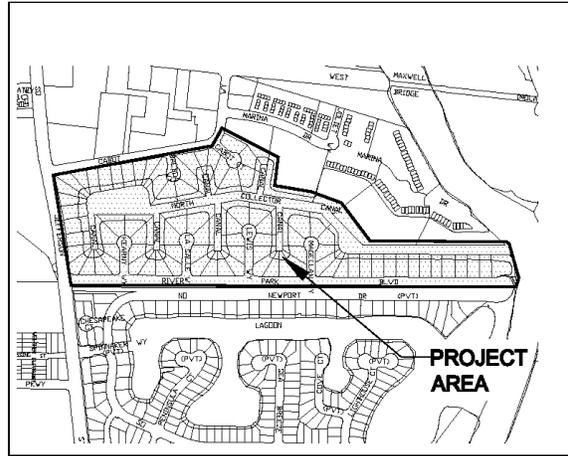
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**PROJECT DESCRIPTION:**

Repair damaged slopes in the River Park Canal Maintenance District due to failures consisting of slumping banks and sloughing rock protection.

**PROJECT MANAGEMENT:**

Public Works Department, Construction Division  
Mark Tomko



**PROJECT STATUS:**

The estimate to complete all of the repairs identified by Winzler & Kelly and dredge is approximately \$6,000,000 and the current account balance is approximately \$2,400,00 with estimated revenues of \$280,000 per year. The documents for the CEQA and permitting are complete. The project was awarded to Ghilotti Bros/Cooper Crane JV for \$1,845,824. The City/Contractor were unable to secure the Napa Plant Site for disposal of dredge material due to a combination of requirements and information requests from several agencies including the Department of Fish and Game, National Marine Fisheries Service, San Francisco Bay Conservation and Development Commission, and the Army Corps of Engineers. The only available approved upland disposal site left was Winter Island but adds an extra \$30 per cubic yard due to the distance to the site, for a total additional cost of \$428,730. This change order was approved by City Council on October 6, 2009 but depletes all of the River Park Funds through Fiscal Year 2009/2010.

PROJECT SCHEDULE			Actual Percentage Complete											
			2008			Q1			Q2			Q3		
Component	Start Date	End Date	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design Phase 1	Jan-09	Jun-09			20%			45%			70%			95%
Bid & Award	Jun-09	Aug-09												50%
Construction	Aug-09	Oct-09												

**BUDGET STATUS:**

RIVER PARK FUND BALANCE: \$2,400,000 expected rev. for FY09/10 is \$280,000 for a total budget of \$2,680,000  
 Construction Budget \$2,505,000

NOTES: This is an assessment district that has approximately \$2,400,000 and receives \$280,000 per year in assessment revenue and interest.

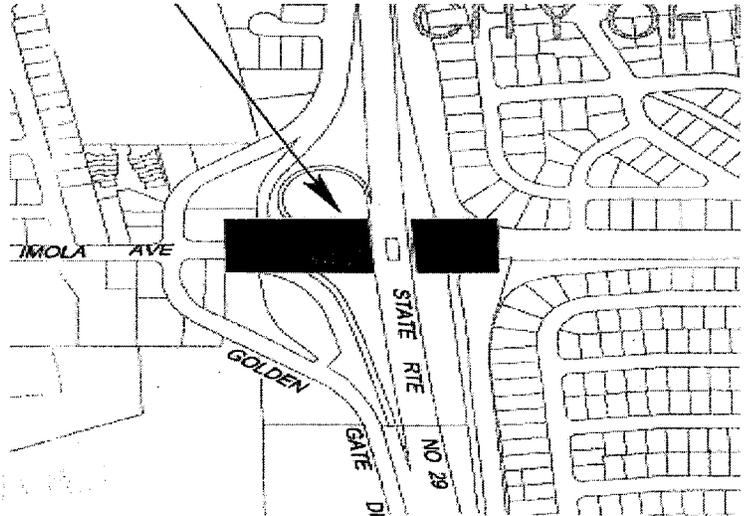
# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## ROUTE 29/IMOLA AVENUE SIGNALIZATION (5651-511)

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**PROJECT DESCRIPTION:**

This project consists of constructing new interconnected traffic signals at the intersections of Imola Avenue with the northbound and southbound SR 29 freeway ramps.



**PROJECT MANAGEMENT:**

Public Works Department, Construction Division  
Mark Tomko

**PROJECT STATUS:**

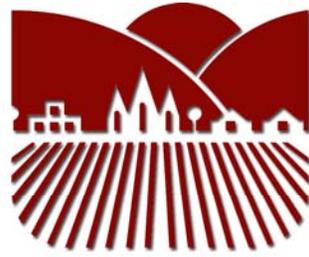
The project opened bids on April 16, 2009 and was awarded to Richard A. Heaps Electrical Contractor on May 5, 2009. The Notice to Proceed was issued on July 14 with project completion scheduled for December 2009.

PROJECT SCHEDULE	Actual Percentage Complete													
	2008			Q1			Q2			Q3			Q4	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Design Phase 1								100%						
Bid & Award												100%		
Construction														

**BUDGET STATUS:**

BUDGET: \$1,100,000

BUDGET EXPENDED: \$20,000



CITY of NAPA

Citizen Relationship  
Management  
(CRM)



## Report on Citizen Relationship Management (CRM) Activity For Fourth Quarter 2008-09

### **Report on Citizen Relationship Management (CRM) activity Q4 FY 2008-09**

The City of Napa Citizen Relationship Management (CRM) system is a web-based software system that contains a database of frequently asked questions and answers, allows a citizen to submit questions that are routed to staff based on the question content, and allows citizens to submit 23 different types of specific service requests.

This report focuses on the service request component of the CRM system. These can be fully completed online by the citizen through the Service Center portal accessed from [www.cityofnapa.org](http://www.cityofnapa.org). Internally, staff can generate service requests on behalf of the citizen as information is delivered in telephone calls, email, or in-person contact.

The attached chart "All Service Requests Q4 2008-09" shows the total number of service requests made in the 23 available request types during the period April-June 2009. (Note: the number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City as these issues are tracked through a system separate from the CRM. This is the only significant service request that has not been fully incorporated into the CRM system, and will be absorbed into the CRM over time as other systems are phased out.)

The second chart titled "Service Request Average Time Open vs. Time Allowed" shows the same 23 service request types with data lines indicating the performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) (Note: The extended average time to complete in the categories such as "water leak" and "water pressure problem" is drawn from only one (1) Service Request of this type during the quarter being reported. The extended average time to complete in the "graffiti category" is based on 11 Service Requests. But is distorted by one particular request that was taken care of in a timely way but erroneously left as an "open" request in the CRM system for 269 days. The remaining 10 requests in this quarter were handled within a range of one to four days. Administration continues to work with departmental staff to evaluate what may be extensive requests, and identify when a service request should be closed out in the CRM system and moved to a project list.)



Report on  
Citizen Relationship Management (CRM) Activity  
For Fourth Quarter 2008-09

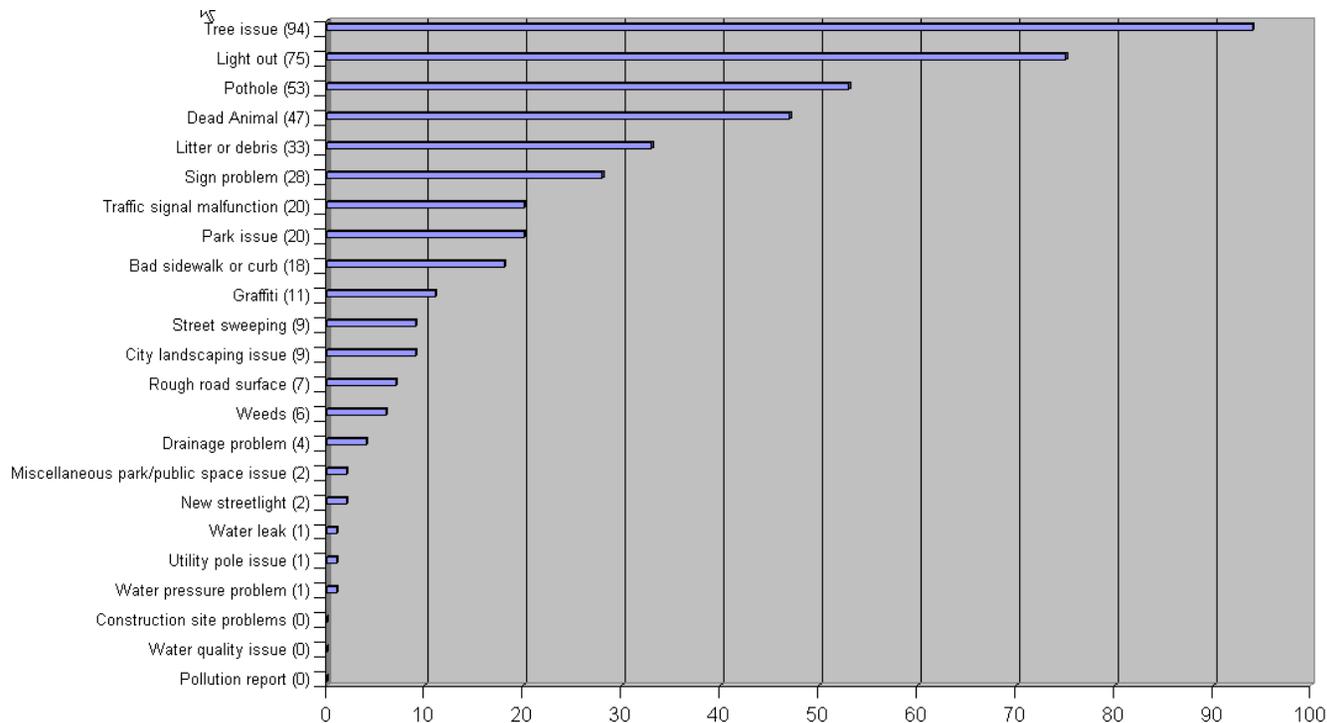
Over the next quarter of the year, we will continue to evaluate whether the SLAs that were established at the outset need to be adjusted, or if the response times can be shortened. We will also continue the training process so that all staff understand the importance of processing requests through to completion and assigning to a project list the more extensive projects that develop out of from CRM requests. In the long view, this system is still new to us, and over the near term we will make the changes needed to produce the best possible tracking data.

*Report provided by Barry Martin, Oct. 8, 2009*



## Report on Citizen Relationship Management (CRM) Activity For Fourth Quarter 2008-09

A total of 411 external service requests were entered into the CRM system in the fourth quarter of FY 2008-09. This compares with 388 total service requests in the previous quarter. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins. The chart below shows the service request types with the number of each request shown in parentheses.





## Report on Citizen Relationship Management (CRM) Activity For Fourth Quarter 2008-09

Each Service Request has a specific amount of time allowed for completion. This time allowance is called the Service Level Agreement (SLA) which were set by each Department at the start of CRM implementation and have been adjusted over the last year of use. This chart below shows all the Service Request types and compares the Average Time to Close (in blue) compared to the SLA (in red)

