

CITY of NAPA

Second Quarter Report
FY 2013-2014



CITY MANAGER
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February 18, 2014

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 2nd quarter financial report for FY2013-14. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

In addition, the report contains reports describing ongoing priority projects being addressed by the various City departments. Each project includes a description of the underlying goal for the project, describes the process and timeline being followed to complete the effort, and assigns responsibility for each activity. These reports are intended to keep the Council informed of the status of projects that have been assigned with priority status. It also serves as a communication vehicle to ensure that the City Council and staff are working on the right priorities and the direction of each project is consistent with the goals of the City Council. We anticipate coming back to you in future reports with updates to project timelines as we continue to adjust City priorities based on workload demand and changing resources.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mike Parness
City Manager



Quarterly Financial Report *As of December 31, 2013*

Introduction

This report provides an analysis of the City's General Fund and Proprietary Fund revenues and expenditures for the second quarter of the 2013-14 fiscal year.

Management's Overview

The City's two year budget for fiscal years 2013-14 and 2014-15 was adopted by the City Council on June 18, 2013. The purpose of the quarterly report is to provide regular updates to the Council regarding revenue and expenditure trends to ensure the City Council has a strong understanding of the City's current financial condition. The numbers in this report are based on the FY 2013-14 revenues and expenditures through December 31, 2013. A discussion of the significant budget items is presented below.

FY 2013-14 Budget Update

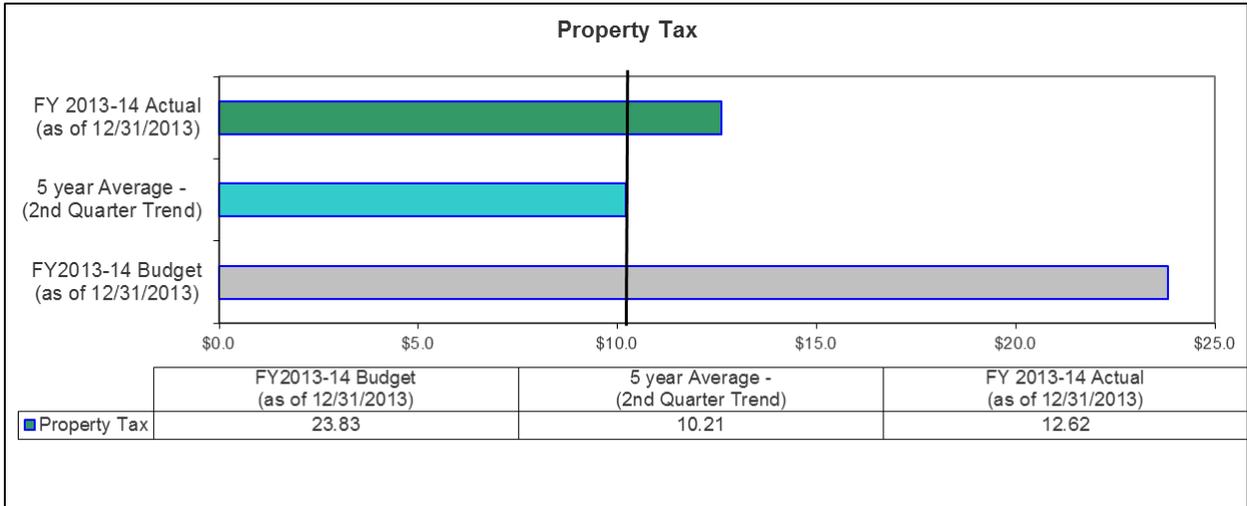
The FY 2013-14 budget as originally adopted estimated revenues of \$66.9 million to fund expenditures of \$66.7 million, resulting in a balanced General Fund budget. Additional information on the City's major revenue sources was gathered during the first quarter of this fiscal year and as a result TOT revenues were adjusted by \$0.6 million in the first quarter. That adjustment, along with budget carryovers and Council approved appropriation increases result in an adjusted budget of \$67.6 million in revenues and \$67.1 million in expenses for a projected \$0.5 million surplus for the 2013-14 fiscal year.

General Fund Summary							
	FY 2013-14 Budget <i>(as of 12/31/2013)</i>	FY 2013-14 YTD Actual <i>(as of 12/31/2013)</i>	% to date (Budget to Actual)	FY 2012-13 YTD Actual <i>(as of 12/31/2012)</i>	% to date (Budget to Actual as of 12/31/2012)	Proposed Second Quarter Adjustment	FY 2013-14 Proposed Budget
Operating Revenues							
Property Tax	23,828,112	12,619,928	53%	10,930,156	47%	-	23,828,112
Sales Tax	14,750,387	5,903,531	40%	5,619,748	42%	-	14,750,387
Transient Occupancy Tax	13,968,000	7,063,745	51%	6,114,373	53%	-	13,968,000
Business License Tax	2,705,000	1,249,851	46%	1,211,956	43%	-	2,705,000
Other Taxes ⁽¹⁾	1,930,980	444,121	23%	411,851	24%	-	1,930,980
Licenses and Permits	1,281,000	731,954	57%	577,680	48%	-	1,281,000
Charges for Services	4,684,577	2,723,607	58%	2,507,424	51%	-	4,684,577
Intergovernmental	633,630	85,370	13%	415,117	53%	-	633,630
Investment Earnings	170,000	78,345	46%	49,486	33%	-	170,000
Miscellaneous Revenues	216,347	111,298	51%	64,449	21%	-	216,347
Transfers In	3,402,702	1,748,646	51%	1,717,411	41%	-	3,402,702
Sub-Total Operating Revenues	67,570,734	32,760,394	48%	29,619,651	45%	-	67,570,734
Operating Expenditures							
City Council / City Clerk	1,001,009	388,495	39%	416,721	42%	-	1,001,009
City Manager	1,214,627	568,571	47%	519,249	44%	-	1,214,627
Finance	5,099,691	2,202,679	43%	2,434,701	48%	-	5,099,691
City Attorney	961,922	402,343	42%	407,443	44%	-	961,922
Human Resources	1,101,665	474,709	43%	421,756	40%	-	1,101,665
Community Development	3,251,296	1,202,153	37%	1,294,245	41%	-	3,251,296
General Government	4,408,997	959,490	22%	1,492,835	49%	-	4,408,997
Police Department	22,291,081	9,952,481	45%	9,981,914	47%	-	22,291,081
Fire Department	13,249,864	6,669,844	50%	6,475,484	50%	-	13,249,864
Public Works	7,137,130	3,535,906	50%	3,564,900	54%	-	7,137,130
Parks & Recreation	7,335,763	3,342,267	46%	3,241,371	50%	-	7,335,763
Sub-Total Operating Expenditures	67,053,044	29,698,936	44%	30,250,619	48%	-	67,053,044
Operating Surplus/ (Deficit) <i>(Operating Revenues less Total Expenditures)</i>	517,691					-	517,691
Non-Recurring Revenues							
Property Tax (Excess ERAF)	2,322,766	2,322,766	100%	2,115,591	100%	-	2,322,766
Charges for Services	644,483	375,541	58%	45,061	198%	-	644,483
Intergovernmental	730,840	177,489	24%	296,526	132%	-	730,840
Miscellaneous Revenues	6,000	3,000	50%	6,000	100%	-	6,000
Transfers In	-	-	0%	25,000	100%	-	-
Non-Recurring Revenues	3,704,090	2,878,796	78%	2,488,178	50%	-	3,704,090
Non Recurring Expenditures							
City Council / City Clerk	75,000	27	0%	1,221	1%	-	75,000
City Manager	10,000	2,012	20%	-	0%	15,000	25,000
Finance	-	-	0%	550	0%	-	-
City Attorney	86,563	-	0%	-	0%	-	86,563
Human Resources	-	-	0%	-	0%	-	-
Community Development	624,944	70,526	11%	71,954	22%	-	624,944
General Government	759,965	641,432	84%	1,525,000	100%	-	759,965
Police Department	603,317	189,295	31%	201,188	26%	-	603,317
Fire Department	93,400	50,769	54%	-	0%	-	93,400
Public Works	716,358	23,988	3%	(5,370)	-8%	-	716,358
Non-Recurring Expenditures	2,969,547	978,048	33%	1,794,542	35%	15,000	2,984,547
Net Impact of Non Recurring	734,542					(15,000)	719,542

Major Revenues

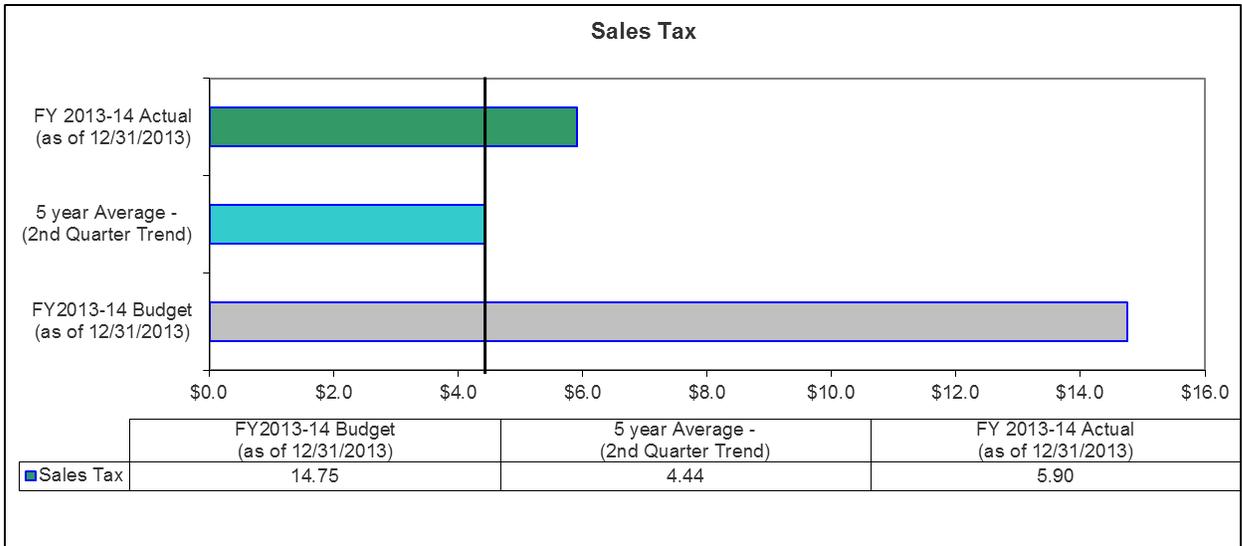
Property Tax - The FY 2013-14 Property Tax revenues were budgeted at \$23.8 million. The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (12.2%) and industrial property (5.1%). The first Property Tax installment for FY 2013-14 was received in the second quarter. The following graph tracks Property Tax receipts as compared to the second quarter average trend over the past five years and indicates that we are above that trend by \$2.4 million. It must be noted, however, that the five year trend, while historically useful in projecting current year performance, is less useful in times of recovery from recession. For example,

when compared to fiscal year 2012-13, we had received 47% of the property tax receipts by December 31, 2012. Through December 31, 2013, we have received approximately 53% of our budgeted revenues. The timing of property reassessment due to resale is responsible for the 2nd quarter variance. It is uncertain to what extent this trend will continue. We will continue to watch property tax receipts and propose an adjustment in the 4th quarter if necessary.



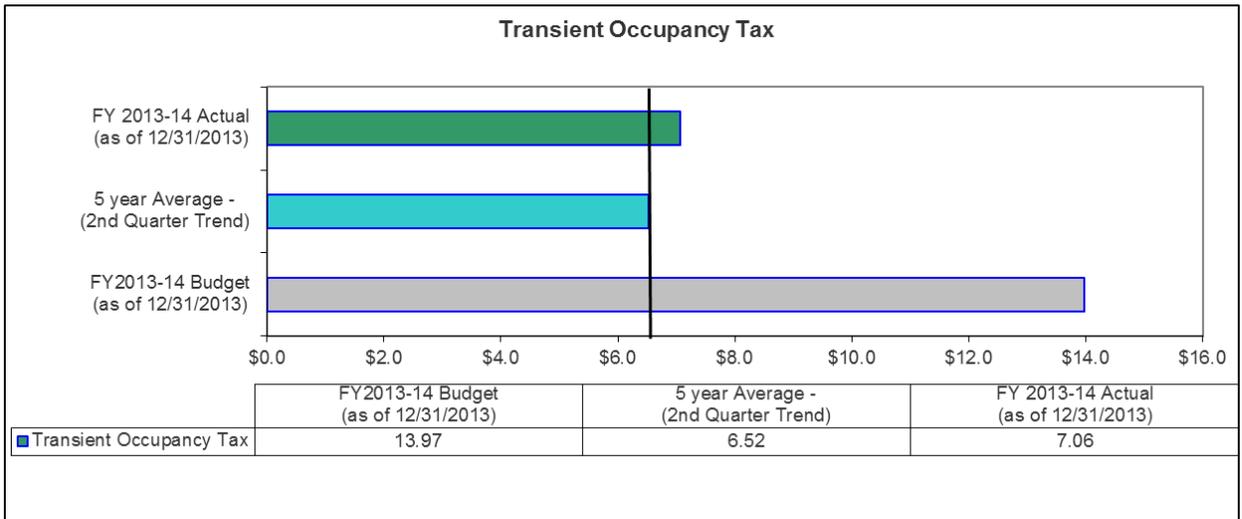
Sales Tax – Sales Tax for FY 2013-14 was budgeted at \$14.8 million. The following graph tracks the Sales Tax as compared to the second quarter average trend over the past five years and indicates that we are above that trend by \$1.5 million. As with Property Tax, it is important to understand the impact of the recent recession on five year trends. As the recession has eased, we have experienced a shifting of when certain payments (e.g. the triple-flip “in-lieu” sales tax paid twice a year from property tax receipts) are received. This payment was not received until the 3rd quarter in fiscal year 2009-10 through fiscal year 2011-12, skewing the historical average, while that same payment was received in the 2nd quarter both in FY 2012-13 and FY 2013-14, and equated to \$1.8 million for FY 2013-14. When compared to fiscal year 2012-13, we had received 42% of the sales tax receipts by December 31, 2012. Through December 31, 2013, we have received approximately 40% of our budgeted revenues and are trending slightly behind last year’s receipts. As with all revenues we will continue to watch Sales tax receipts and propose an adjustment in the 3rd quarter if indicated.

The top individual sales tax contributors through September 30, 2012 continue to be auto dealers and service stations. Restaurant taxable sales have reached a high in the quarter ending September 30, 2013 and continue to be the strongest growing source of sales tax revenues in Napa. The Food Products category as a whole is closing in on General Retail as Napa’s largest category sales tax generator.



Transient Occupancy Tax - FY 2013-14 TOT revenue was originally budgeted at \$13.4 million, then adjusted by \$0.6 million in the first quarter, for a total of \$14 million. There are currently 24 hotels, 19 bed and breakfast establishments and 38 vacation rentals generating transient occupancy tax revenue within the City.

The following graph tracks the Transient Occupancy Tax as compared to the second quarter average trend over the past five years and indicates that we are slightly above that trend by \$0.5 million, while we are trending slightly behind the 2nd quarter FY 2012-13 receipts at 51% of the annual budget received by December 31, 2013.



Other Revenues:

Charges for Services are trending at 58%, while Licenses and Permits are trending at 57% of annual budget as of the 2nd Quarter. We will continue to watch these revenues and work with operating departments to determine whether adjustments are warranted as part of the 3rd Quarter Report. We may

also need to adjust operating department expenditure budgets accordingly to ensure adequate support is provided to the increased development activity.

Expenditures

As of December 31, 2013 departments were operating within 50% of their approved budgets. The Fire Department is slightly over 50% at 50.34% due to additional overtime costs to backfill for the recent retirements and the firefighter vacancy pending completion of a recruitment. The following table provides the expenditure budget and actual amounts spent to date for each department through December 31, 2013.

Expenditures by Department	Budget 12/31/13 (\$ in Millions)	Actual 12/31/2013 (\$ in Millions)	%
City Council / City Clerk	1.00	0.39	38.81%
City Manager	1.21	0.57	46.81%
Finance	5.10	2.20	43.19%
City Attorney	0.96	0.40	41.83%
Human Resources	1.10	0.47	43.09%
Community Development	3.25	1.20	36.97%
General Government	4.41	0.96	21.76%
Police Department	22.29	9.95	44.65%
Fire Department	13.25	6.67	50.34%
Public Works	7.14	3.54	49.54%
Parks & Recreation	7.34	3.34	45.56%
Total Expenditures	67.05	29.70	44.29%

General Fund Operating Position

The FY 2013-14 General Fund budget is balanced with a positive operating position of \$0.5 million projected at year end.

Non-Recurring General Fund

As of December 31, 2013, the Non-recurring General Fund received 78% of budgeted revenues and expended 33% of the adopted expenditure budget for the fiscal year. With the proposed adjustment to increase the budget for the performance measure consulting contract, the FY 2013-14 Non-Recurring General Fund budget is projected to have a positive operating position of \$0.7 million.

Other City Funds

In addition to the General Fund, the Quarterly Report also provides a snapshot of the City's Proprietary Funds. These funds are made up of Enterprise Funds and

Internal Service Funds. A listing of these funds and summary of the quarterly activity follows below:

Enterprise Funds – Enterprise Funds are those that provide goods or services to the public for a fee that makes the entity self-supporting. Napa’s Enterprise Funds include: Solid Waste & Materials Diversion, and Water.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments of the city. Napa’s Internal Service Funds include: Fleet Management, Central Stores, Information Technology Replacement, Risk Management, and Post-Employment Benefits. The Central Stores Fund will be eliminated during this biennial budget cycle. Remaining inventory will be issued as needed, and is anticipated to be fully liquidated prior to June 30, 2015.

The table below lists the activity for each of the Proprietary Funds through December 31, 2013. All funds are operating within approved budgets. Although it appears the Post Employment Benefit Expenditures are outpacing revenues, the fund will be brought back into balance at the end of the year through reimbursement from the OPEB Trust fund (set up for that purpose).

Proprietary Funds Summary

Proprietary Fund	FY 2013-14	FY 2013-14	% to date (as of 12/31/2013)	FY 2012-13	% to date (as of 12/31/2012)
	Budget (as of 12/31/2013)	YTD Actual (as of 12/31/2013)		YTD Actual (as of 12/31/2012)	
Solid Waste & MDF Revenues	25,574,100	12,194,996	47.68%	12,251,416	43.13%
Solid Waste & MDF Operating Expenditures	26,132,097	9,990,543	38.23%	9,556,115	30.14%
Solid Waste & MDF Capital & Non Recurring Revenues	482,700	212,741	44.07%	(199)	-0.20%
Solid Waste & MDF Capital & Non Recurring Expenditures	4,305,151	257,426	5.98%	123,643	49.46%
Fund Balance Addition/(Reduction)	(4,863,148)	1,947,027		2,571,658	
Water Revenues	27,033,070	14,384,668	53.21%	11,800,632	51.57%
Water Operating Expenditures	24,620,744	8,664,763	35.19%	8,553,241	32.80%
Water Capital & Non Recurring Revenues	585,000	270,201	46.19%	313,606	5.05%
Water Capital & Non Recurring Expenditures	9,326,118	2,654,354	28.46%	1,286,261	36.39%
Fund Balance Addition/(Reduction)	(6,913,792)	3,065,551		1,961,130	
Fleet Replacement Revenues	3,300,791	1,676,798	50.80%	1,632,479	46.39%
Fleet Replacement Expenditures	3,475,280	1,430,112	41.15%	1,731,241	49.87%
Fund Balance Addition/(Reduction)	(174,489)	246,686		(98,762)	
Central Stores Revenues	818,748	324,484	39.63%	330,680	48.99%
Central Stores Expenditures	786,880	321,862	40.90%	264,420	41.03%
Fund Balance Addition/(Reduction)	31,868	2,621		66,260	
IT Replacement Revenues	171,200	83,706	48.89%	83,351	49.16%
IT Replacement Expenditures	171,200	104,190	60.86%	40,951	24.15%
Fund Balance Addition/(Reduction)	-	(20,484)		42,400	
Risk Management Revenues	4,169,668	2,109,540	50.59%	1,384,664	35.16%
Risk Management Expenditures	4,169,668	1,804,277	43.27%	1,628,609	39.22%
Fund Balance Addition/(Reduction)	-	305,263		(243,945)	
Post Employment Benefit Revenues	1,031,903	502,564	48.70%	471,379	37.53%
Post Employment Benefit Expenditures	1,031,903	949,969	92.06%	921,094	73.34%
Fund Balance Addition/(Reduction)	-	(447,405)		(449,715)	

What We Are Watching

Nationally:

We continue to be cautiously optimistic for the future as the recovery from the economic recession makes steady progress. In particular, we will continue to pay close attention to the unsettled financial climate in Washington, to make sure we understand and are able to adjust to how this will affect the national, state and local economies.

State:

At the State level, the condition of the economy continues to be unsettled. While a balanced state budget has been adopted which includes increased funding for schools, the state is experiencing a drought which could have a significant impact on the economy. In addition, the State continues to add responsibilities and mandates on the backs of cities and counties, increasing costs borne by local agencies while reducing the funding for such state mandated programs. On a positive note, the unemployment rate in the state, although still high (8.5% in November 2013 as reported by the U.S. Bureau of Labor Statistics) has fallen since the beginning of the fiscal year (8.7% in July 2013).

Local Economic Condition:

The City of Napa continues to realize growth in its major taxes (property, sales and TOT). The housing market is also continuing to strengthen, as the median house prices continue to rise.

As City revenue sources continue to experience growth, we have a difficult job ahead of us to ensure accurate budgeting and appropriate use of those additional revenues. TOT, in particular, has experienced significant increases. We will continue to watch our primary sources of revenue closely and keep contact with local businesses to ensure we are budgeting accurately for those revenue sources.

Recommendation

Adopt a Resolution approving amendments to the Budget for the 2013-14 Fiscal Year, with the following adjustments:

Proposed Non-recurring General Fund Budget Adjustments:			
Key/Object	FY 2013-14	Recommended	FY 2013-14
	Budget <i>(as of 12/31/2013)</i>		Proposed Budget
Expenditures:			
49320.53201 <i>City Manager Professional Services</i>	10,000	15,000	25,000
Total Expenditure Adjustments	10,000	15,000	25,000
Net Impact of Adjustments		(15,000)	

In accordance with Resolution R2013 52 Section 7 and 8, as part of the Budget Adoption, the City Manager is authorized to increase appropriations for specific purposes, as long as the expenditure appropriations do not exceed the amount of the donation, and the adjustment is reported to the City Council as part of the Quarterly Financial Report.

The appropriations authorized by the City Manager in the second quarter of FY 2013-14 are listed below:

Budget Adjustment Summary (Fund / Department / Purpose)	Revenues	Expenditures
CIP Fund - 911 Donations	39,926.17	39,926.17
General Fund - Police - Fund Legacy Program	35,000.00	35,000.00
General Fund - Police - Shop with a Cop	1,500.00	1,500.00
Special Revenue Fund - Housing - CDBG Grant Update	121,409.00	121,409.00
CIP Fund - Housing - CDBG Grant Update	47,039.00	47,039.00
TOTAL	244,874.17	244,874.17



City of Napa
Quarterly Investment Report
as of December 31, 2013

Introduction

This report represents the City’s investment portfolio as of December 31, 2013. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City’s adopted Statement of Investment Policy.

Investment Approach

The City’s investments are guided by an Investment Policy which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council in June 2012 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City relies on an investment advisor and the State investment pool known as the Local Agency Investment Fund (LAIF).

Current Market Conditions

Long-term interest rates rose in December on strong economic data as well as the Federal Reserve’s decision to taper its bond purchase program by \$10 billion a month. Short-term rates remain anchored at low levels by the Fed’s monetary policy. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. The LAIF apportionment rate stayed at 0.26% during the quarter.

Total Return Comparison
Periods Ending December 31, 2013

	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	0.15%	0.14%	1.64%	2.35%
Merrill Lynch 1-5 Year Government Index	-0.09%	-0.16%	1.33%	1.67%
LAIF	0.07%	0.26%	0.35%	0.56%

** Returns for periods under one year are periodic; all other returns are annualized.*

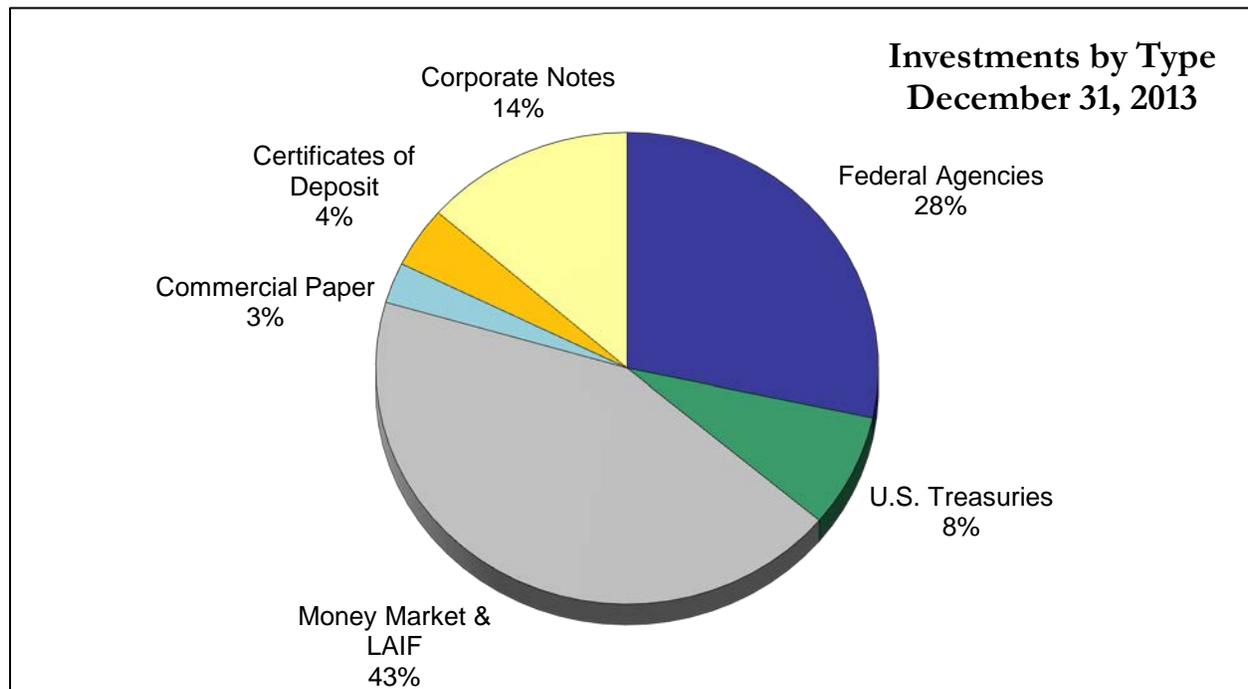


City of Napa
Quarterly Investment Report
as of December 31, 2013

Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of December 31, 2013 invested funds totaled \$104,697,395, which is \$14.1 million more than the \$90.6 million invested funds total at the end of the 1st quarter of FY 2013/14. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste, and Recycling Funds.

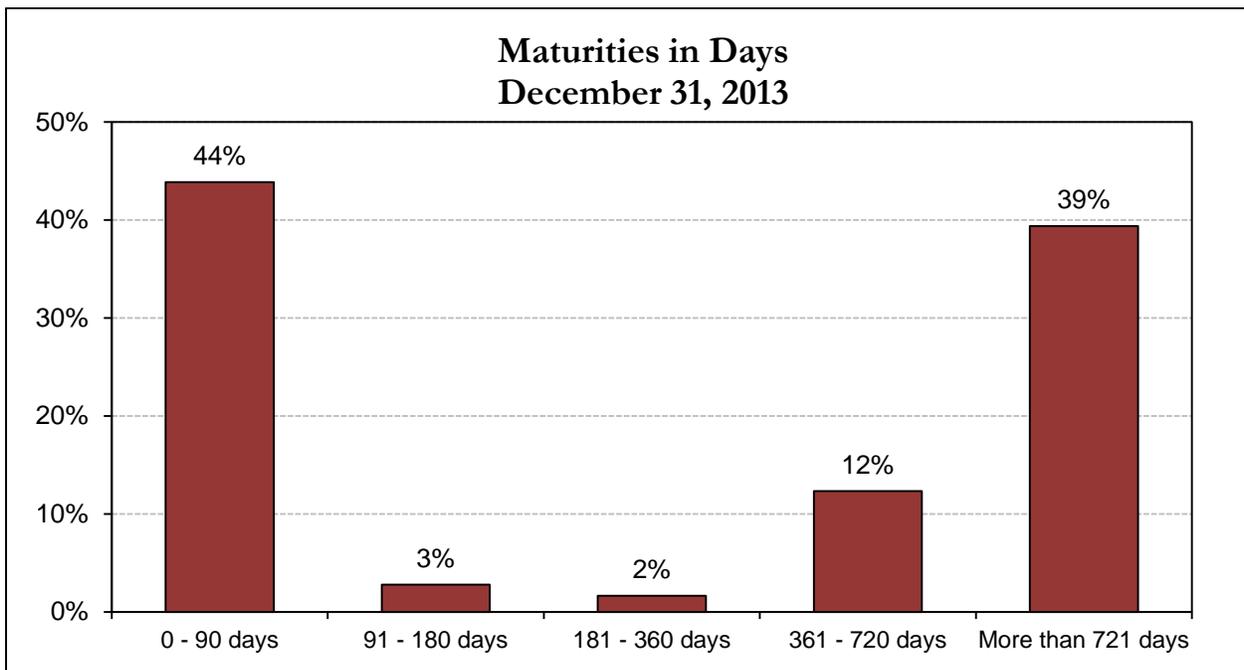
The current City portfolio consists of seven types of investments: U.S. Treasuries, Federal Agencies, Corporate Debt, Commercial Paper, Negotiable Certificates of Deposit, and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of September 30, 2013 was heavily weighted towards the State Local Agency Investment Fund (LAIF) and high-quality (AA+ rated) Federal Agency securities to maintain the focus on safety and liquidity.





City of Napa
Quarterly Investment Report
as of December 31, 2013

The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of December 31, 2013, 44% of the City's funds were invested in very short-term liquid investments, 17% of the funds were invested with maturities between 90 days and 2 years, and 39% of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



Conclusion

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City's investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer-term maturities (to realize a higher rate of return) is appropriate given the current market conditions.

The investment portfolio will continue to be closely monitored to ensure the avoidance of risk and to respond to changes in market conditions.



City of Napa
Quarterly Investment Report - Holdings Report
as of December 31, 2013

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 1Q14	FY Quarter 2Q14								
LAIF and Money Market											
N/A	California Asset Management Trust	AAAm	AAAm	8,117,716.76	12/31/2013	0.06%	1/1/2014	8,117,716.76	0.06%	-	8,117,716.76
N/A	Local Agency Investment Fund	NR	NR	38,560,936.50	12/31/2013	0.26%	1/1/2014	38,560,936.50	0.26%	-	38,560,936.50
Total LAIF and Money Market				46,678,653.26				46,678,653.26	0.23%	-	46,678,653.26
U.S. Treasuries											
912828PJ3	U.S. Treasury	AA+	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	241.76	203,867.19
912828PJ3	U.S. Treasury	AA+	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	803.85	677,858.40
912828PS3	U.S. Treasury	AA+	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	5,440.22	671,327.80
912828QA1	U.S. Treasury	AA+	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	3,736.61	675,949.22
912828KZ2	U.S. Treasury	AA+	AA+	600,000.00	2/23/2012	3.25%	6/30/2016	664,195.31	0.75%	53.87	640,125.00
912828LP3	U.S. Treasury	AA+	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	8,431.32	1,169,093.20
912828LU2	U.S. Treasury	AA+	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	4,281.77	853,624.80
912828SM3	U.S. Treasury	AA+	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	1,801.24	706,542.54
912828NR7	U.S. Treasury	AA+	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	3,031.35	318,701.17
912828TG5	U.S. Treasury	AA+	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	1,496.06	699,973.56
912828UE8	U.S. Treasury	AA+	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	11.91	562,241.90
912828UE8	U.S. Treasury	AA+	AA+	120,000.00	1/31/2013	0.75%	12/31/2017	119,254.69	0.88%	2.49	117,337.44
912828UR9	U.S. Treasury	AA+	AA+	565,000.00	3/8/2013	0.75%	2/28/2018	562,307.42	0.85%	1,439.81	550,124.61
912828UZ1	U.S. Treasury	AA+	AA+	550,000.00	5/15/2013	0.63%	4/30/2018	544,994.14	0.81%	588.74	530,406.25
Total U.S. Treasuries				8,200,000.00				8,508,126.31	0.96%	31,361.00	8,377,173.08
Federal Agencies											
3135G0KM4	Federal National Mortgage Association	AA+	AA+	355,000.00	4/19/2012	0.50%	5/27/2015	353,974.05	0.59%	167.64	355,940.75
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	AA+	480,000.00	4/4/2013	4.38%	7/17/2015	524,078.40	0.34%	9,566.67	510,204.00
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	AA+	1,880,000.00	4/5/2013	4.38%	7/17/2015	2,052,960.00	0.33%	37,469.44	1,998,299.00
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	1,187.08	225,129.74
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	450,000.00	9/9/2011	1.75%	9/10/2015	466,213.50	0.83%	2,428.13	460,492.65
313370JB5	Federal Home Loan Banks	AA+	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	3,475.69	664,925.95
31398A4M1	Federal National Mortgage Association	AA+	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	2,934.03	1,021,851.00
3135G0SB0	Federal National Mortgage Association	AA+	AA+	25,000.00	11/16/2012	0.38%	12/21/2015	24,941.75	0.45%	2.60	24,961.75
3135G0SB0	Federal National Mortgage Association	AA+	AA+	1,000,000.00	5/9/2013	0.38%	12/21/2015	1,000,660.00	0.35%	104.17	998,470.00
31331J6C2	Federal Farm Credit Bureau	AA+	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	217.38	384,108.10
3130A0GK0	Federal Home Loan Banks	AA+	AA+	1,850,000.00	12/30/2013	0.38%	12/30/2015	1,849,445.00	0.39%	19.27	1,846,901.25
3136FPDC8	Federal National Mortgage Association	AA+	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	2,040.28	335,381.15
3135G0AL7	Federal National Mortgage Association	AA+	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	4,273.13	668,923.05
3135G0VA8	Federal National Mortgage Association	AA+	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	2,072.78	1,638,237.00
3135G0VA8	Federal National Mortgage Association	AA+	AA+	1,000,000.00	5/9/2013	0.50%	3/30/2016	1,002,880.00	0.40%	1,263.89	998,925.00
3135G0BA0	Federal National Mortgage Association	AA+	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	3,430.56	677,080.30
3135G0BA0	Federal National Mortgage Association	AA+	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	3,826.39	755,204.95
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	1,499.31	664,586.56
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	1,121.53	497,131.68
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	1,000,000.00	5/3/2013	2.50%	5/27/2016	1,064,870.00	0.37%	2,361.11	1,046,593.00
3135G0CM3	Federal National Mortgage Association	AA+	AA+	1,400,000.00	10/3/2013	1.25%	9/28/2016	1,421,008.54	0.74%	4,520.83	1,419,989.20
3137EADS5	Federal Home Loan Mortgage Corporation	AA+	AA+	1,580,000.00	10/3/2013	0.88%	10/14/2016	1,584,803.20	0.77%	2,957.01	1,585,465.22
3135G0ES8	Federal National Mortgage Association	AA+	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	2,749.62	1,591,260.70
3135G0JA2	Federal National Mortgage Association	AA+	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	1,450.00	727,820.25



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CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 1Q14	FY Quarter 2Q14								
3135G0JA2	Federal National Mortgage Association	AA+	AA+	1,000,000.00	5/1/2013	1.13%	4/27/2017	1,021,280.00	0.58%	2,000.00	1,003,890.00
313379DD8	Federal Home Loan Banks	AA+	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	222.22	797,504.80
3137EADH9	Federal Home Loan Mortgage Corporation	AA+	AA+	1,300,000.00	11/7/2013	1.00%	6/29/2017	1,300,260.00	0.99%	72.22	1,292,202.60
3135G0MZ3	Federal National Mortgage Association	AA+	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	2,511.25	829,352.16
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	2,811.11	1,087,115.70
3135G0PQ0	Federal National Mortgage Association	AA+	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	1,161.20	722,497.65
3135G0PQ0	Federal National Mortgage Association	AA+	AA+	2,450,000.00	12/3/2013	0.88%	10/26/2017	2,431,257.50	1.08%	3,870.66	2,408,325.50
3135G0WJ8	Federal National Mortgage Association	AA+	AA+	890,000.00	5/28/2013	0.88%	5/21/2018	882,194.70	1.06%	865.28	860,907.68
3135G0WJ8	Federal National Mortgage Association	AA+	AA+	470,000.00	5/31/2013	0.88%	5/21/2018	463,250.80	1.17%	456.94	454,636.64
Total Federal Agencies				30,230,000.00				30,789,228.20	0.82%	105,109.42	30,554,314.98
Commercial Paper											
0556N1DQ3	BNP Paribas	A-1	A-1	1,500,000.00	11/8/2013	0.00%	4/24/2014	1,497,912.50	0.30%	-	1,498,897.50
06538CE72	Bank of Tokyo Mitsubishi	A-1	A-1	1,500,000.00	11/8/2013	0.00%	5/7/2014	1,498,125.00	0.25%	-	1,498,813.50
Total Commercial Paper				3,000,000.00				2,996,037.50	0.28%	-	2,997,711.00
Certificates of Deposit											
85325BVS0	Standard Chartered Bank NY	A-1+	A-1+	500,000.00	3/18/2013	0.33%	3/18/2014	500,000.00	0.37%	49.65	500,015.00
86958CVF8	Svenska Handelsbanken NY	AA-	AA-	500,000.00	4/5/2013	0.42%	10/6/2014	499,923.86	0.48%	511.33	500,417.00
22549TPN2	Credit Suisse NY	A-1	A-1	1,000,000.00	12/9/2013	0.50%	12/5/2014	1,000,000.00	0.50%	319.44	1,000,779.40
06417FPL8	Bank of Nova Scotia Houston	A+	A+	500,000.00	3/6/2013	0.51%	3/6/2015	500,000.00	0.59%	181.81	501,497.00
83051HJH0	Skandinaviska Enskilda NY	A+	A+	1,000,000.00	4/16/2013	0.61%	4/16/2015	1,000,000.00	0.66%	1,327.82	1,003,000.00
21684BEP5	Rabobank Nederland NV NY	AA-	AA-	1,000,000.00	4/29/2013	0.60%	4/29/2015	1,000,000.00	0.61%	1,066.67	997,845.00
Total Certificates of Deposit				4,500,000.00				4,499,923.86	0.55%	3,456.72	4,503,553.40
Corporate Notes											
24422ERA9	Deere & Company	A	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	393.33	75,161.40
06406HBZ1	Bank of New York Mellon	A+	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	454.28	262,811.12
713448BM9	PepsiCo	A-	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	3,001.83	215,766.18
713448BM9	PepsiCo	A-	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	1,429.44	102,745.80
713448BM9	PepsiCo	A-	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	1,000.61	71,922.06
713448BM9	PepsiCo	A-	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	1,286.50	92,471.22
084670AV0	Berkshire Hathaway	AA	AA	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	4,915.56	407,125.71
084670AV0	Berkshire Hathaway	AA	AA	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	871.11	72,148.86
742718DM8	Procter & Gamble	AA-	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	3,305.56	258,272.50
06406HCC1	Bank of New York Mellon	A+	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	1,899.50	438,341.24
14912L5D9	Caterpillar Financial	A	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	518.22	534,270.21
24422ERV3	Deere & Company	A	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	796.25	351,372.70
46623EJR1	JPMorgan Chase	A	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	627.00	271,029.78
36962G4T8	General Electric Capital Corporation	AA+	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	2,080.00	659,591.04
742718DS5	Procter & Gamble	AA-	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	345.00	153,466.20
36962G6R0	General Electric Capital Corporation	AA+	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	1,081.25	225,562.50
14912L5N7	Caterpillar Financial	A	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	291.67	119,809.80
713448CE6	PepsiCo	A-	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	315.97	129,325.82
931142DC4	Wal-Mart Stores	AA	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	1,773.33	314,212.80
459200HL8	IBM	AA-	AA-	1,520,000.00	5/7/2013	0.45%	5/6/2016	1,515,713.60	0.54%	1,045.00	1,507,174.24
478160AY0	Johnson & Johnson	AAA	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	686.81	258,406.25



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CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 1Q14	FY Quarter 2Q14								
89236TAL9	Toyota Motor Credit Corporation	AA-	AA-	640,000.00	5/17/2013	0.80%	5/17/2016	639,737.60	0.81%	625.78	640,682.88
94974BFL9	Wells Fargo	A+	A+	940,000.00	7/29/2013	1.25%	7/20/2016	939,097.60	1.28%	4,961.11	946,972.92
084664BX8	Berkshire Hathaway	AA	AA	180,000.00	10/15/2013	0.95%	8/15/2016	179,658.00	1.02%	646.00	180,816.48
02665WAB7	American Honda Finance	A+	A+	650,000.00	10/10/2013	1.13%	10/7/2016	647,738.00	1.24%	1,645.31	652,656.55
25468PCS3	Walt Disney	A	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	2,295.00	536,693.04
25468PCS3	Walt Disney	A	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	1,275.00	298,162.80
166764AA8	Chevron	AA	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	207.31	254,278.18
46625HGY0	JPMorgan Chase	A	A	530,000.00	12/10/2013	6.00%	1/15/2018	612,287.80	2.03%	14,663.33	610,282.81
084670BH0	Berkshire Hathaway	AA	AA	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	2,262.14	365,835.28
931142DF7	Wal-Mart Stores	AA	AA	365,000.00	4/11/2013	1.13%	4/11/2018	364,664.20	1.14%	912.50	354,232.50
594918AS3	Microsoft	AAA	AAA	245,000.00	5/2/2013	1.00%	5/1/2018	244,845.65	1.01%	408.33	239,015.63
037833AJ9	Apple	AA+	AA+	445,000.00	5/3/2013	1.00%	5/3/2018	443,357.95	1.08%	716.94	430,291.42
084664BW0	Berkshire Hathaway	AA	AA	180,000.00	5/15/2013	1.30%	5/15/2018	179,895.60	1.31%	299.00	175,893.12
166764AE0	Chevron	AA	AA	900,000.00	6/24/2013	1.72%	6/24/2018	900,000.00	1.72%	300.65	896,603.40
191216BF6	Coca-Cola	AA-	AA-	1,500,000.00	11/1/2013	1.65%	11/1/2018	1,497,855.00	1.68%	4,125.00	1,480,296.00
Total Corporate Notes				14,485,000.00				14,593,216.90	1.41%	63,461.62	14,583,700.44
Total LAIF and Securities				104,093,653.26				105,069,148.53	0.64%	203,388.76	104,697,395.16



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CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
LAIF and Money Market											
N/A	California Asset Management Trust	AAAm	8,117,716.76	12/31/2013	0.06%	1/1/2014	8,117,716.76	0.06%	-	8,117,716.76	1
N/A	Local Agency Investment Fund	NR	38,560,936.50	12/31/2013	0.26%	1/1/2014	38,560,936.50	0.26%	-	38,560,936.50	1
Total LAIF and Money Market			46,678,653.26				46,678,653.26		-	46,678,653.26	
Other											
24422ERA9	Deere & Company	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	393.33	75,161.40	62
85325BVS0	Standard Chartered Bank NY	A-1+	500,000.00	3/18/2013	0.33%	3/18/2014	500,000.00	0.37%	49.65	500,015.00	77
0556N1DQ3	BNP Paribas	A-1	1,500,000.00	11/8/2013	0.00%	4/24/2014	1,497,912.50	0.30%	-	1,498,897.50	114
06538CE72	Bank of Tokyo Mitsubishi	A-1	1,500,000.00	11/8/2013	0.00%	5/7/2014	1,498,125.00	0.25%	-	1,498,813.50	127
86958CVF8	Svenska Handelsbanken NY	AA-	500,000.00	4/5/2013	0.42%	10/6/2014	499,923.86	0.48%	511.33	500,417.00	279
06406HBZ1	Bank of New York Mellon	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	454.28	262,811.12	328
22549TPN2	Credit Suisse NY	A-1	1,000,000.00	12/9/2013	0.50%	12/5/2014	1,000,000.00	0.50%	319.44	1,000,779.40	339
713448BM9	PepsiCo	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	3,001.83	215,766.18	380
713448BM9	PepsiCo	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	1,429.44	102,745.80	380
713448BM9	PepsiCo	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	1,000.61	71,922.06	380
713448BM9	PepsiCo	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	1,286.50	92,471.22	380
084670AV0	Berkshire Hathaway	AA	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	4,915.56	407,125.71	407
084670AV0	Berkshire Hathaway	AA	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	871.11	72,148.86	407
742718DM8	Procter & Gamble	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	3,305.56	258,272.50	411
06406HCC1	Bank of New York Mellon	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	1,899.50	438,341.24	416
06417FPL8	Bank of Nova Scotia Houston	A+	500,000.00	3/6/2013	0.51%	3/6/2015	500,000.00	0.59%	181.81	501,497.00	430
83051HJH0	Skandinaviska Enskilda NY	A+	1,000,000.00	4/16/2013	0.61%	4/16/2015	1,000,000.00	0.66%	1,327.82	1,003,000.00	471
21684BEP5	Rabobank Nederland NV NY	AA-	1,000,000.00	4/29/2013	0.60%	4/29/2015	1,000,000.00	0.61%	1,066.67	997,845.00	484
3135G0KM4	Federal National Mortgage Association	AA+	355,000.00	4/19/2012	0.50%	5/27/2015	353,974.05	0.59%	167.64	355,940.75	512
14912L5D9	Caterpillar Financial	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	518.22	534,270.21	514
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	480,000.00	4/4/2013	4.38%	7/17/2015	524,078.40	0.34%	9,566.67	510,204.00	563
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	1,880,000.00	4/5/2013	4.38%	7/17/2015	2,052,960.00	0.33%	37,469.44	1,998,299.00	563
24422ERV3	Deere & Company	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	796.25	351,372.70	612
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	1,187.08	225,129.74	618
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	450,000.00	9/9/2011	1.75%	9/10/2015	466,213.50	0.83%	2,428.13	460,492.65	618
313370JB5	Federal Home Loan Banks	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	3,475.69	664,925.95	619
46623EJR1	JPMorgan Chase	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	627.00	271,029.78	653
31398A4M1	Federal National Mortgage Association	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	2,934.03	1,021,851.00	664
36962G4T8	General Electric Capital Corporation	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	2,080.00	659,591.04	678
742718DS5	Procter & Gamble	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	345.00	153,466.20	684
912828PJ3	U.S. Treasury	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	241.76	203,867.19	699
912828PJ3	U.S. Treasury	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	803.85	677,858.40	699
3135G0SB0	Federal National Mortgage Association	AA+	25,000.00	11/16/2012	0.38%	12/21/2015	24,941.75	0.45%	2.60	24,961.75	720
3135G0SB0	Federal National Mortgage Association	AA+	1,000,000.00	5/9/2013	0.38%	12/21/2015	1,000,660.00	0.35%	104.17	998,470.00	720
31331J6C2	Federal Farm Credit Bureau	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	217.38	384,108.10	721
3130A0GK0	Federal Home Loan Banks	AA+	1,850,000.00	12/30/2013	0.38%	12/30/2015	1,849,445.00	0.39%	19.27	1,846,901.25	729
36962G6R0	General Electric Capital Corporation	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	1,081.25	225,562.50	738
912828PS3	U.S. Treasury	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	5,440.22	671,327.80	761
14912L5N7	Caterpillar Financial	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	291.67	119,809.80	787
713448CE6	PepsiCo	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	315.97	129,325.82	787



City of Napa
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as of December 31, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
3136FPDC8	Federal National Mortgage Association	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	2,040.28	335,381.15	798
3135G0AL7	Federal National Mortgage Association	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	4,273.13	668,923.05	805
3135G0VA8	Federal National Mortgage Association	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	2,072.78	1,638,237.00	820
3135G0VA8	Federal National Mortgage Association	AA+	1,000,000.00	5/9/2013	0.50%	3/30/2016	1,002,880.00	0.40%	1,263.89	998,925.00	820
912828QA1	U.S. Treasury	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	3,736.61	675,949.22	821
3135G0BA0	Federal National Mortgage Association	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	3,430.56	677,080.30	832
3135G0BA0	Federal National Mortgage Association	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	3,826.39	755,204.95	832
931142DC4	Wal-Mart Stores	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	1,773.33	314,212.80	836
459200HL8	IBM	AA-	1,520,000.00	5/7/2013	0.45%	5/6/2016	1,515,713.60	0.54%	1,045.00	1,507,174.24	857
478160AY0	Johnson & Johnson	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	686.81	258,406.25	866
89236TAL9	Toyota Motor Credit Corporation	AA-	640,000.00	5/17/2013	0.80%	5/17/2016	639,737.60	0.81%	625.78	640,682.88	868
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	1,499.31	664,586.56	878
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	1,121.53	497,131.68	878
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	1,000,000.00	5/3/2013	2.50%	5/27/2016	1,064,870.00	0.37%	2,361.11	1,046,593.00	878
912828KZ2	U.S. Treasury	AA+	600,000.00	2/23/2012	3.25%	6/30/2016	664,195.31	0.75%	53.87	640,125.00	912
94974BFL9	Wells Fargo	A+	940,000.00	7/29/2013	1.25%	7/20/2016	939,097.60	1.28%	4,961.11	946,972.92	932
084664BX8	Berkshire Hathaway	AA	180,000.00	10/15/2013	0.95%	8/15/2016	179,658.00	1.02%	646.00	180,816.48	958
3135G0CM3	Federal National Mortgage Association	AA+	1,400,000.00	10/3/2013	1.25%	9/28/2016	1,421,008.54	0.74%	4,520.83	1,419,989.20	1,002
912828LP3	U.S. Treasury	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	8,431.32	1,169,093.20	1,004
02665WAB7	American Honda Finance	A+	650,000.00	10/10/2013	1.13%	10/7/2016	647,738.00	1.24%	1,645.31	652,656.55	1,011
3137EADS5	Federal Home Loan Mortgage Corporation	AA+	1,580,000.00	10/3/2013	0.88%	10/14/2016	1,584,803.20	0.77%	2,957.01	1,585,465.22	1,018
912828LU2	U.S. Treasury	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	4,281.77	853,624.80	1,035
3135G0ES8	Federal National Mortgage Association	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	2,749.62	1,591,260.70	1,050
25468PCS3	Walt Disney	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	2,295.00	536,693.04	1,142
25468PCS3	Walt Disney	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	1,275.00	298,162.80	1,142
912828SM3	U.S. Treasury	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	1,801.24	706,542.54	1,186
3135G0JA2	Federal National Mortgage Association	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	1,450.00	727,820.25	1,213
3135G0JA2	Federal National Mortgage Association	AA+	1,000,000.00	5/1/2013	1.13%	4/27/2017	1,021,280.00	0.58%	2,000.00	1,003,890.00	1,213
313379DD8	Federal Home Loan Banks	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	222.22	797,504.80	1,268
3137EADH9	Federal Home Loan Mortgage Corporation	AA+	1,300,000.00	11/7/2013	1.00%	6/29/2017	1,300,260.00	0.99%	72.22	1,292,202.60	1,276
912828NR7	U.S. Treasury	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	3,031.35	318,701.17	1,308
912828TG5	U.S. Treasury	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	1,496.06	699,973.56	1,308
3135G0MZ3	Federal National Mortgage Association	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	2,511.25	829,352.16	1,336
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	2,811.11	1,087,115.70	1,368
3135G0PQ0	Federal National Mortgage Association	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	1,161.20	722,497.65	1,395
3135G0PQ0	Federal National Mortgage Association	AA+	2,450,000.00	12/3/2013	0.88%	10/26/2017	2,431,257.50	1.08%	3,870.66	2,408,325.50	1,395
166764AA8	Chevron	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	207.31	254,278.18	1,435
912828UE8	U.S. Treasury	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	11.91	562,241.90	1,461
912828UE8	U.S. Treasury	AA+	120,000.00	1/31/2013	0.75%	12/31/2017	119,254.69	0.88%	2.49	117,337.44	1,461
46625HGY0	JPMorgan Chase	A	530,000.00	12/10/2013	6.00%	1/15/2018	612,287.80	2.03%	14,663.33	610,282.81	1,476
084670BH0	Berkshire Hathaway	AA	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	2,262.14	365,835.28	1,501
912828UR9	U.S. Treasury	AA+	565,000.00	3/8/2013	0.75%	2/28/2018	562,307.42	0.85%	1,439.81	550,124.61	1,520
931142DF7	Wal-Mart Stores	AA	365,000.00	4/11/2013	1.13%	4/11/2018	364,664.20	1.14%	912.50	354,232.50	1,562
912828UZ1	U.S. Treasury	AA+	550,000.00	5/15/2013	0.63%	4/30/2018	544,994.14	0.81%	588.74	530,406.25	1,581
594918AS3	Microsoft	AAA	245,000.00	5/2/2013	1.00%	5/1/2018	244,845.65	1.01%	408.33	239,015.63	1,582
037833AJ9	Apple	AA+	445,000.00	5/3/2013	1.00%	5/3/2018	443,357.95	1.08%	716.94	430,291.42	1,584



City of Napa
Quarterly Investment Report - Maturity Report
as of December 31, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
084664BW0	Berkshire Hathaway	AA	180,000.00	5/15/2013	1.30%	5/15/2018	179,895.60	1.31%	299.00	175,893.12	1,596
3135G0WJ8	Federal National Mortgage Association	AA+	890,000.00	5/28/2013	0.88%	5/21/2018	882,194.70	1.06%	865.28	860,907.68	1,602
3135G0WJ8	Federal National Mortgage Association	AA+	470,000.00	5/31/2013	0.88%	5/21/2018	463,250.80	1.17%	456.94	454,636.64	1,602
166764AE0	Chevron	AA	900,000.00	6/24/2013	1.72%	6/24/2018	900,000.00	1.72%	300.65	896,603.40	1,636
191216BF6	Coca-Cola	AA-	1,500,000.00	11/1/2013	1.65%	11/1/2018	1,497,855.00	1.68%	4,125.00	1,480,296.00	1,766
Total Other			60,415,000.00				61,386,532.77		203,388.76	61,016,452.90	
Total LAIF and Securities			107,093,653.26				108,065,186.03		203,388.76	107,695,106.16	

RESOLUTION R2013-48

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, TO ADOPT AN UPDATE TO THE CITY'S STATEMENT OF INVESTMENT POLICY, AND DELEGATE AUTHORITY TO THE CITY TREASURER TO INVEST FUNDS IN ACCORDANCE WITH THE STATEMENT OF INVESTMENT POLICY

WHEREAS, consistent with California Government Code Section 53646, the City Treasurer annually renders to the City Council a statement of investment policy; and

WHEREAS, consistent with Government Code Section 53607, the City Council annually delegates authority to the City Treasurer to make investments on behalf of the City; and

WHEREAS, the Council appointed the Finance Director to serve as the City Treasurer on October 3, 2006; and

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

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

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.

2. The City Council of the City of Napa, State of California hereby adopts the update of the City's Statement of Investment Policy attached hereby as Exhibit "A".

3. The City Council hereby delegates authority to the City Treasurer to invest funds in accordance with the City's Statement of Investment Policy.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 18th day of June, 2013, by the following vote:

AYES: Mott, Sedgley, Inman, Pedroza, Techel

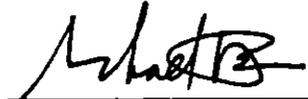
NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: 
Dorothy Roberts
City Clerk

Approved as to form:



Michael W. Barrett
City Attorney

**CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013**

1. Policy

It is the policy of the City of Napa to invest public funds in a manner which will provide maximum security, meet the daily cash flow demands of the City, and provide highest investment return while conforming to all California laws and local statutes governing the investment of public funds.

2. Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City of Napa, including that of the Housing Authority of the City of Napa and the Successor Agency to the Napa Community Redevelopment Agency. Excluded from these funds are the employees' retirement funds which are separately administered and the reserve requirements of certain debt issues which are invested by trustees appointed under indenture agreements. Funds are accounted for in the City's Comprehensive Financial Report and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds

3. Prudence

All persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

4. Objective

The primary objectives in priority order, of the City of Napa's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Napa shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or the City's risk preferences.

4.2 Liquidity: The City of Napa's investment portfolio will remain sufficiently liquid to

**CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013**

enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 Return on Investment: The City of Napa's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

5. Delegation of Authority

Pursuant to the City of Napa Municipal Code Section 2.32.030(g), the Finance Director/Treasurer is delegated investment authority and is responsible for investment decisions and activities. Section 53607 of the California Government Code requires that delegation of authority is only valid for a one-year period or until the delegation of the authority is revoked or expires. Authority must be renewed each year. The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: Safekeeping, master repurchase agreement, wire transfer agreement, collateral/depository agreement and banking service contract. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No City personnel may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. He or she shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisors Act of 1940.

6. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Napa's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City's, particularly with regard to the time of purchases and sales.

7. Authorized Money Managers, Financial Dealers and Institutions

The City may contract with professional money managers to assist in the management of all or part of its investment portfolio in compliance with the investment guidelines detailed in "Appendix A".

If the City Treasurer directly invests in individual securities, then the City will maintain a list of financial institutions and primary dealers authorized to provide investment services. Professional money managers working with the City may maintain their own list. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013

All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the City with the following: audited financial statements, proof of National Association of Security Dealers certification when applicable, trading resolution, proof of State of California registration when applicable, completed questionnaire and certification of having read the City of Napa's investment policy and depository contracts.

A current audited financial statement is required to be on file for each financial institution and dealer.

8. Authorized Investments

The City is governed by the California Government Code Sections 53600 et seq. Authorized investments of the City are detailed in Appendix "A" which is made part of this investment policy.

9. Collateralization

Collateralization will be required as indicated in Appendix "A". Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the city and retained. The right of collateral substitution may be granted.

10. Safekeeping and Custody

All securities owned by the City, shall be held in safekeeping by the City's custodian bank or a third party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City. All securities will be received and delivered using standard delivery-versus-payment (DVP) procedures. ;

11. Diversification

The City will diversify its investments by security type and institution as detailed in Appendix "A".

12. Maximum Maturities

Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of purchase (See exception indicated in Appendix "A").

13. Internal Control

The Treasurer shall establish a system of written internal controls which shall be reviewed by an independent auditor. This review will provide internal control by assuring compliance with policies and procedures. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the city. Controls deemed most important include: control of collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and code of ethics standards.'

14. Performance Standards

The investment portfolio shall be designed to attain a market average rate of return through budgetary and economic cycles, taking into account the investment risk constraints and cash

**CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013**

flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market benchmark index. The current benchmark index for the portfolio is the Merrill Lynch U.S. Treasuries/Agencies 1-5 Year Index.

15. Reporting

Per California Government Code section 53607, the Finance Director/Treasurer shall provide monthly transactions to the City Council.

Per California Government Code section 53646, the Finance Director/Treasurer shall render a quarterly report to the City Council. This report shall include:

- Type of investment, issuer,
- Date of maturity,
- Par and dollar amount invested on all securities,

The quarterly report shall state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance. The quarterly report shall also include a statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

Monthly statements generated by the City's contracted investment managers shall provide the following information:

- Type of investment
- Issuer
- Maturity date
- Par and dollar amount invested on all securities
- Market value as of the date of the report and source of valuation

16. Investment Policy Adoption

The City of Napa's investment policy shall be adopted by City Council resolution. Any modifications made thereto must be approved by the City Council.

**CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013**

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

A. INVESTMENTS-all credit and concentration limits shall apply at time of purchase.

1. U.S. Treasury Securities (bills, notes and bonds) are sold to finance gaps between the federal government's receipts and expenditures.

A treasury bill (or T-bill) is an obligation of the U.S. government to pay the bearer a fixed sum on a specific date. Bills are sold by the Treasury at a discount from their par (face) value through a competitive auction.

Treasury notes are coupon securities paying interest every six months and have a fixed maturity of not less than one year and not more than 10 years.

Treasury bonds are coupon securities paying interest every six months with maturities of more than 10 years.

California Government Code Section 53601 Requirement: No limit specified:

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum par value total size - None
- 3) Maximum par value per issue- None
- 4) Credit- Full faith and credit of the Federal Government

2. U.S. Agency & Government Sponsored Enterprise Securities are not direct obligations of the United States but rather are direct obligations of agencies of the federal government or government-sponsored enterprises.

Securities issued by U.S. government agencies are backed by the full faith and credit of the U.S. government. They include the following agencies:

- Government National Mortgage Association (GNMA)
- Export-Import Bank (EXIMBANK)
- Small Business Administration (SBAs)
- Farmers Home Administration (FHA)
- General Services Administration (GSA)
- Maritime Administration

The federal government has sponsored the creation of, or the financial support of several corporations, also known as government-sponsored enterprises. None of these organizations carry the federal government guarantee.

They include:

- Federal National Mortgage Association (FNMA)
- Federal Farm Credit Bank (FFCB)
- Federal Home Loan Bank (FHLB)
- Federal Home Loan Mortgage Corporation (FHLMC)
- Tennessee Valley Authority (TVA)

FDIC-guaranteed securities were a new fixed-income asset class in 2008 that resulted from the Federal Depository Insurance Corporation's creation of the Temporary Liquidity Guarantee Program (TLGP). Eligible banking institutions participating in the TLGP Program

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

were able to issue debt guaranteed by the FDIC through 10/31/09. The Program covers commercial paper and corporate debt issued by participating banks and bank holding companies for issues that are greater than 30 days maturity, but maturing on or before 12/31/2012.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum par value total size- no limitation
- 3) Maximum par value per issue- no limitation
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing agency. Although these issues have either the implicit or explicit guarantee of the federal government, market perception often limits the liquidity of these issues.

3. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency, or by a department, board, agency or authority of the state or any local agency.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum par value total size- no limitation
- 3) Maximum par value per issue- 5%
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing State or agency.

4. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of these states.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum par value total size- no limitation
- 3) Maximum par value per issue- 5%
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing State.

5. Bankers acceptances are typically created from a letter of credit issued in a foreign trade transaction. It is a time draft drawn on and accepted by a bank to pay a specified amount of money on a specified date.

**CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2013**

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

California Government Code Section 53601 Requirement:

- 1) Purchases may not exceed 180 days.
- 2) Purchases are restricted to 40% of the agency's surplus money.
- 3) No more than 30% of the City's surplus money may be invested in the bankers' acceptances of any one commercial bank.
- 4) Include only those that are eligible for discounting with the Federal Reserve System.

City of Napa Limitation:

- 1) Maximum par value size 30% of portfolio
- 2) Maximum par value per institution- regardless of sector, \$2,000,000 or 5% whichever is lower.
- 3) Credit - financial institutions that shall only include banks that have short-term credit ratings of A-1, P-1 or equivalent ratings from other recognized rating services.

6. Certificate of Deposit

6A. Certificate of Deposit (Time Deposit) is a time deposit in a financial institution documented by a certificate that bears a specified dollar amount of the deposit, a specified maturity date and a specified interest rate.

California Government Code Section 53635.8 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity - 2 years
- 2) Maximum par value total size - No restriction
- 3) Maximum par value per institution - \$500,000
- 4) Credit - from City authorized financial institutions. Collateralization must comply with statutory regulations.

6B. Negotiable Certificate of Deposits are issued by nationally or state-chartered banks, savings associations or federal associations (as defined by Section 5102 of the Financial Code), state or federal credit unions, or by federally- or state-licensed branches of foreign banks and are traditionally trade in lots of at least \$1,000,000.

California Government Code Section 53601 Requirement: Shall not exceed the net worth of the institution.

City of Napa Limitation:

- 1) Maximum Maturity- 2 years
- 2) Maximum par value total size - 30%
- 3) Maximum par value per institution - \$1,000,000
- 4) Credit - Must be rated A or higher by a nationally recognized statistical-rating organization.

7. Commercial Paper are short-term unsecured promissory notes issued by various

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STATEMENT OF INVESTMENT POLICY
June 2013**

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

economic entities in the open market to finance certain short-term credit needs.

California Government Code Section 53601 Requirement:

- 1) Prime quality of the highest ranking or of the highest letter and numerical rating as provided for by nationally recognized statistical-rating organization.
- 2) Issuing corporation must be organized and operating within the United States.
- 3) Issuing corporation must have total assets in excess of five hundred million dollars (\$500,000,000).
- 4) Issuing corporation must have an "A" or higher rating by a nationally recognized statistical-rating organization for the issuer's debt, other than commercial paper.
- 5) Purchases may not exceed 270 days maturity.
- 6) Purchases may not represent more than 10% of the outstanding paper of an issuing corporation.
- 7) Purchases may not exceed 25% of the agency's surplus money.

City of Napa Limitation:

- 1) Maximum maturity- 270 days
- 2) Maximum par value per name- 5% per issuer regardless of sector.
- 3) Credit- CA GC Section 53601 requirements.

8. Medium Term Notes (MTNs) issued by corporations organized and operating within the United States.

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be rated A or better by a nationally recognized statistical ratings organization.
- 3) May not exceed 30% of surplus money

City of Napa Limitation:

- 1) Maximum par value per issuer- 5%
- 2) Credit - from City authorized institutions that shall only include institutions rated A or higher by a nationally recognized statistical-rating organization. Any downgrading of these issues after purchase shall be reported to the Council in the quarterly reports.

9. Local Agency Investment Fund (LAIF) was established by the State to enable treasurers to place funds in a pool for investments.

City of Napa Limitation: None

LAIF Limitations:

- 1) \$50,000,000 per account
- 2) No more than 15 transactions in a month

10. A Repurchase Agreement is not a security but a contractual agreement. It consists of two simultaneous transactions. First, an investor purchases securities (collateral) from a bank

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or dealer. At the same time, the selling bank or dealer contractually agrees to repurchase the collateral security at the same price (plus interest) at some mutually agreed future date.

California Government Code Section 53601 Requirement:

- 1) Term of repurchase agreements shall be for 1 year or less.
- 2) All securities under a repurchase agreement shall be held by the agency's safekeeping agent.
- 3) The seller of repurchase securities shall not be entitled to substitute securities, except as authorized by the City. New or substitute securities should be reasonably identical to the original securities in terms of maturity, yield, quality and liquidity.

City of Napa Limitation: This investment vehicle, although allowed by the City's policy, is not currently recommended. However, when utilized, the following guidelines will be further followed:

- 1) Maximum maturity - 30 days
- 2) Maximum par value total size - 20%
- 3) Maximum par value per institution - 20%
- 4) Credit-
 - a) Securities shall be marked to market daily and shall be maintained at a value no lower than \$102.
 - b) Securities acceptable as collateral shall be U.S. Treasury obligations only.
 - c) It should be covered by a master repurchase agreement.
- 5) Repurchase agreements shall only be made with primary dealers of the Federal Reserve Bank of New York.

11. Money market funds The City is authorized to invest in shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and are subject to either one of the following requirements:

- 1) The institutions shall have the highest rating provided by not less than two nationally recognized rating services.
- 2) The institutions' investment advisors shall be registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares of beneficial interest purchased shall not include any commission that these companies may charge.

City of Napa Limitation:

- 1) Maximum par value total size- 20% of agency's funds.
- 2) Maximum of 10% per any one money market mutual fund.

12. California Asset Management Program. The City is authorized to invest in shares of the California Asset Management Program, a joint powers authority established to provide investment services for California public agencies under section 53601(p).

- 1) **City of Napa Limitation:** None

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STATEMENT OF INVESTMENT POLICY
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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

- 2) CAMP Limitations: City's investment may not comprise more than 10% of the CAMP Pool.

Other Investments not authorized by the City of Napa (with the exception of LAIF and CAMP):

- 1) Reverse repurchase agreement
- 2) Mutual funds
- 3) Derivatives such as financial futures and options, step-ups, floaters, inverse floaters, collateralized mortgage obligations (CMO's), Interest-only (IOs), Principal-only (POs), forwards, currency and interest rate swaps, caps, floors, collars, STRIPS except those already owned as of 12/31/83), etc.
- 4) Local government investment pools other than LAIF unless specifically approved by the City Council.
- 5) Eurodollar and Yankee CDs issued by banks not domiciled in the United States.
- 6) Federal (Fed) funds.
- 7) Bonds, notes or other instruments issued by manufacturers of assault weapons that are illegal for sale in the state of California.

B. ADDITIONAL GUIDELINES

- 1) Adequate liquidity equivalent to six-month expenditures shall be maintained.
- 2) No more than 50% of the overall City portfolio shall mature beyond 2 years.
- 3) Securities shall not be purchased with trading or speculation (such as anticipating an appreciation of capital value through changes in market interest rates) as the dominant criterion for the selection of the security.
- 4) Transfer of funds to any one institution of more than \$5,000,000 should be approved by the Treasurer.
- 5) All new financial institutions or primary dealers not already approved by professional money managers working with the City shall be approved by the Treasurer.
- 6) Trading is prohibited when cash or securities are not available to pay for the securities being purchased. Taking of short position, i.e. selling securities which the City does not own, is also prohibited.
- 7) Written policies and procedures for the delegation of authority for all investment activities shall be strictly followed.
- 8) Written investment procedures shall be strictly followed.
- 9) In case a financial institution or depository is downgraded, the Treasurer shall promptly make and implement an informed decision on whether to sell, withdraw, or retain any security or deposit in the City portfolio issued or held by such affected financial institution or depository.
- 10) Written policies and procedures for the selection and maintenance of qualified financial institutions should be strictly followed. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.



CITY of NAPA

FY 2013-2014

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2nd Quarter

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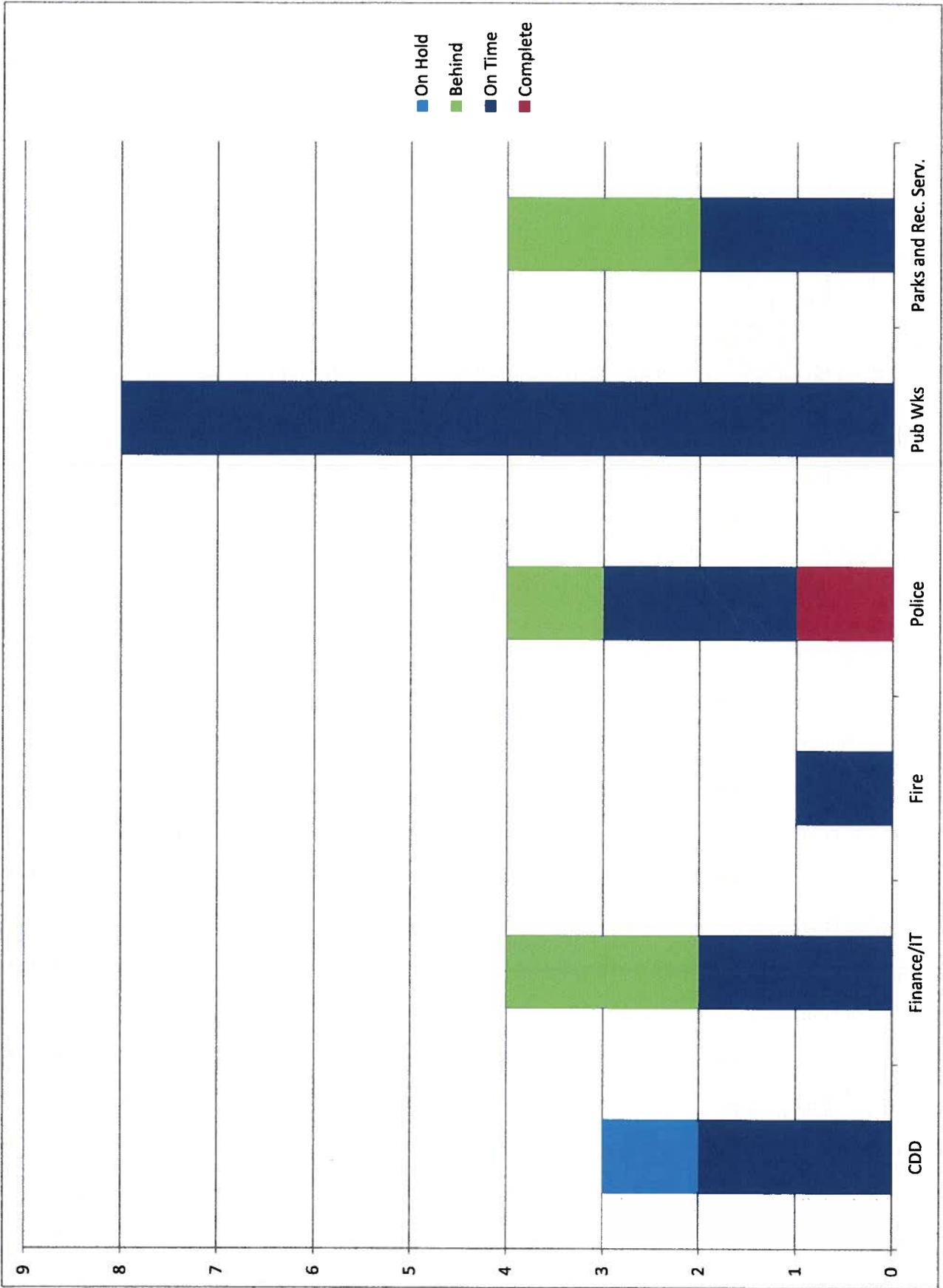
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Project Status by Department





Project Tracking Summary

by Department

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00648	Napa Pipe LAFCO Application	1 of 2	On Time	6/30/2014	Rick Tooker
Total Projects for CDD, Planning: 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-00642	Performance Management System	1 of 2	On Time	6/30/2014	N. Weiss
CM-00656	City Charter Review (personnel system)	1 of 2	On Time	6/30/2014	N. Weiss
CM-00661	Improved Communication and Outreach	1 of 1	On Time	6/30/2014	Barry Martin
Total Projects for City Manager: 3					

Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00637	Parking Management Plan	1 of 1	On Hold	6/30/2014	Tooker/LaLiberte
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-00640	Audit Firm Selection	1 of 1	On Time	3/4/2014	Deanna Andrews
Total Projects for Finance, Accounting: 1					



CITY OF NAPA

Project Tracking Summary

by Department

Finance, Administration

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00638	Master Fee Schedule Update	1 of 1	Behind	6/3/2014	Sara Gallegos
FIN-00639	Development Impact Fee Review	1 of 2	Behind	6/30/2014	Sara Gallegos
FIN-00657	Implementation of Finance Dept Ops Study Findings	1 of 3	On Time	6/30/2014	Roberta Raper

Total Projects for Finance, Administration: 3

Fire

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FD-00627	Transition Ladder Truck to ALS	1 of 1	On Time	3/31/2014	Callanan

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-00644	Laurel Manor Rehabilitation Project	2 of 3	On Time	6/30/2014	Lark Ferrell

Total Projects for Housing: 1

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00578	Implement Police Reserve Officer Program	2 of 2	On Time	6/30/2014	Steve Potter
PD-00624	Transition NSIB/County to City Oversight & Admin.	1 of 1	Behind	3/31/2014	Steve Potter
PD-00625	Integrate Mental Health into Daily Police	1 of 1	Complete	10/1/2013	Potter
PD-00660	Geographic Neighborhood Policing	2 of 3	On Time	3/1/2014	Steve Potter

2/10/2014



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>
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Total Projects for Police: 4

PW, Admin

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00650	City Facility Study/Planning	1 of 1	On Time	2/14/2014	Julie Lucido
PW-00651	Downtown Two-way Street Conversion	1 of 2	On Time	5/6/2014	Julie Lucido
PW-00652	Oxbow Bypass Project	1 of 1	On Time	6/30/2014	Julie Lucido
PW-00653	Five-way Intersection Preliminary Study	1 of 2	On Time	6/30/2014	Julie Lucido
PW-00654	Sustainability Plan Implementation	1 of 1	On Time	6/30/2014	Julie Lucido
PW-00665	Tulocay Creek Pedestrian Bridge	1 of 1	On Time	6/3/2014	Julie Lucido

Total Projects for PW, Admin: 6

PW, Maintenance

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00646	LED Streetlights	1 of 1	On Time	5/30/2014	Phil Brun
PW-00647	Work Order Asset Management Program	1 of 2	On Time	6/30/2014	Phil Brun

Total Projects for PW, Maintenance: 2

Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00620	Skate Board Park Design and Implementation	2 of 2	Behind	6/30/2014	Perazzo



CITY OF NAPA

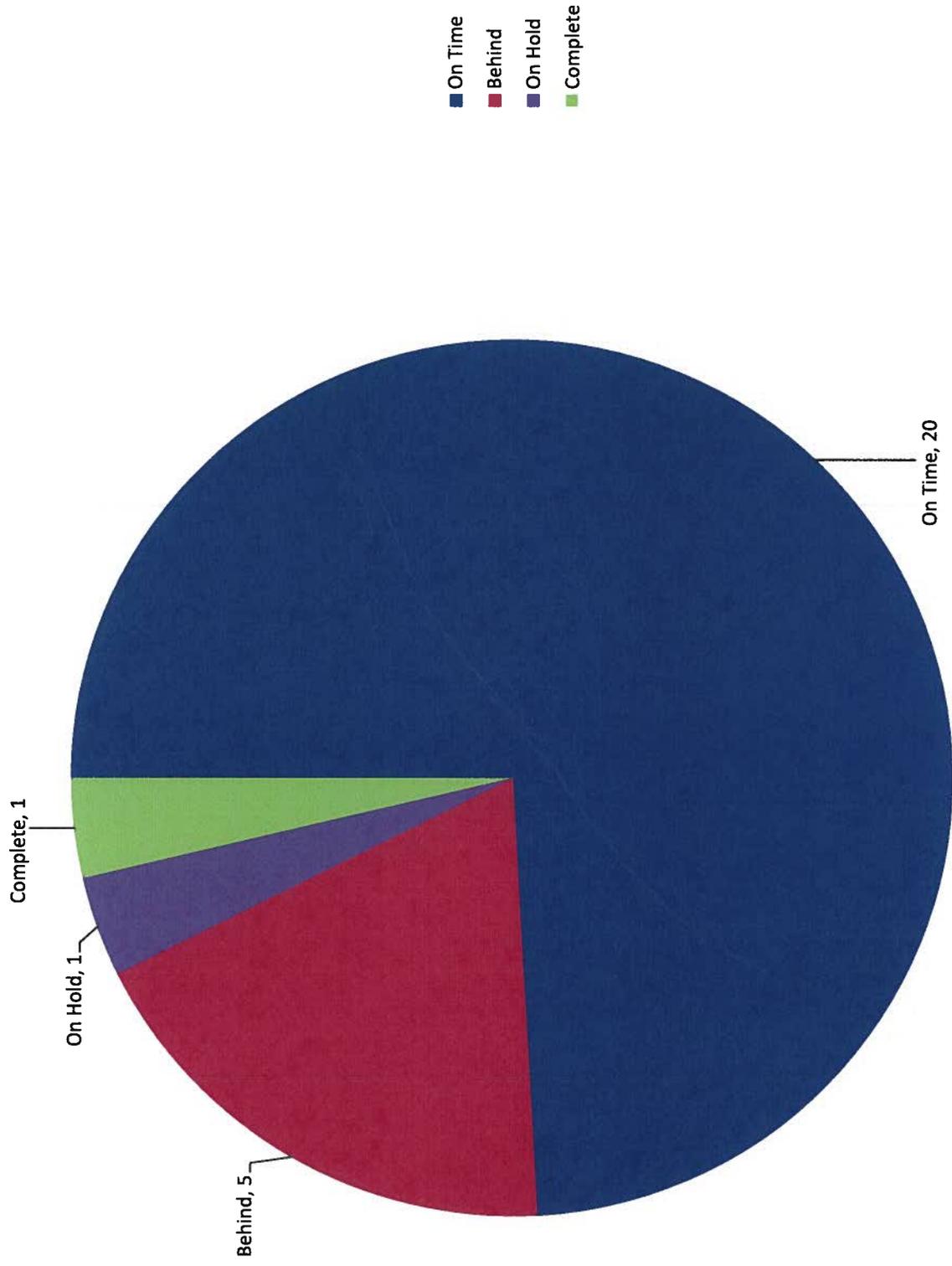
Project Tracking Summary

by Department

<u>Recreation</u>	<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
	REC-00629	Relocation of Parks and Recreation Admin Office	1 of 1	On Time	4/1/2014	Cindy Bannister
	REC-00636	Kennedy Park Master Plan - Phase 2	1 of 2	Behind	4/15/2014	Dave Perazzo
	REC-00641	Senior Center Facility Modernization Master Plan	1 of 2	On Time	6/1/2014	Dave Perazzo

Total Projects for Recreation: 4

Project 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>
FIN-00638	Master Fee Schedule Update	1 of 1	6/3/2014	Finance, Administratio	Sara Gallegos
FIN-00639	Development Impact Fee Review	1 of 2	6/30/2014	Finance, Administratio	Sara Gallegos
PD-00624	Transition NSIB/County to City Oversight & Admin.	1 of 1	3/31/2014	Police	Steve Potter
REC-00620	Skate Board Park Design and Implementation	2 of 2	6/30/2014	Recreation	Perazzo
REC-00636	Kennedy Park Master Plan - Phase 2	1 of 2	4/15/2014	Recreation	Dave Perazzo

Total Projects with Behind Status: 5

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00625	Integrate Mental Health into Daily Police	1 of 1	10/1/2013	Police	Potter

Total Projects with Complete Status: 1

On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
ED-00637	Parking Management Plan	1 of 1	6/30/2014	Economic Developmen	Tooker/LaLiberte

Total Projects with On Hold Status: 1

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-00648	Napa Pipe LAFCO Application	1 of 2	6/30/2014	CDD, Planning	Rick Tooker
CM-00642	Performance Management System	1 of 2	6/30/2014	City Manager	N. Weiss

2/10/2014



CITY OF NAPA

Project Tracking Summary

by Project Status

<u>On Time</u>	<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
	CM-00656	City Charter Review (personnel system)	1 of 2	6/30/2014	City Manager	N. Weiss
	CM-00661	Improved Communication and Outreach	1 of 1	6/30/2014	City Manager	Barry Martin
	FD-00627	Transition Ladder Truck to ALS	1 of 1	3/31/2014	Fire	Callanan
	FIN-00640	Audit Firm Selection	1 of 1	3/4/2014	Finance, Accounting	Deanna Andrews
	FIN-00657	Implementation of Finance Dept Ops Study Findings	1 of 3	6/30/2014	Finance, Administratio	Roberta Raper
	HSG-00644	Laurel Manor Rehabilitation Project	2 of 3	6/30/2014	Housing	Lark Ferrell
	PD-00578	Implement Police Reserve Officer Program	2 of 2	6/30/2014	Police	Steve Potter
	PD-00660	Geographic Neighborhood Policing	2 of 3	3/1/2014	Police	Steve Potter
	PW-00646	LED Streetlights	1 of 1	5/30/2014	PW, Maintenance	Phil Brun
	PW-00647	Work Order Asset Management Program	1 of 2	6/30/2014	PW, Maintenance	Phil Brun
	PW-00650	City Facility Study/Planning	1 of 1	2/14/2014	PW, Admin	Julie Lucido
	PW-00651	Downtown Two-way Street Conversion	1 of 2	5/6/2014	PW, Admin	Julie Lucido
	PW-00652	Oxbow Bypass Project	1 of 1	6/30/2014	PW, Admin	Julie Lucido
	PW-00653	Five-way Intersection Preliminary Study	1 of 2	6/30/2014	PW, Admin	Julie Lucido
	PW-00654	Sustainability Plan Implementation	1 of 1	6/30/2014	PW, Admin	Julie Lucido
	PW-00665	Tulocay Creek Pedestrian Bridge	1 of 1	6/3/2014	PW, Admin	Julie Lucido
	REC-00629	Relocation of Parks and Recreation Admin Office	1 of 1	4/1/2014	Recreation	Cindy Bannister
	REC-00641	Senior Center Facility Modernization Master Plan	1 of 2	6/1/2014	Recreation	Dave Perazzo

Total Projects with On Time Status: 20



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00656	Project Status	On Time
Project Title	City Charter Review (personnel system)			Phase	1 of 2
Project Start Date	9/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$25,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

This project will evaluate potential updates to the civil service provisions of the City Charter, including a collaborative review by a task force of City employees representing all bargaining groups, and including input from the Civil Service Commission. The City Manager will present the results of the task force's evaluation, along with a recommendation to City Council for a potential ballot measure to be presented to the voters for consideration for the November 2014 election.

The civil service provisions in the City Charter (at Sections 75 and 76.1) were initially established in 1964. Under this civil service system, the City Council retains authority to approve policy provisions of the civil service system (such as approving Civil Service Rules, class specifications and salaries for employees, establishing staffing levels for approved positions, and some disciplinary appeals). The City Manager and department heads appointed by the City Manager, retain certain administrative responsibilities under the civil service system (such as making hiring decisions for vacant positions, and the management and potential imposition of discipline on employees). However, this civil service system also establishes the responsibilities and authority of a five member Civil Service Commission, and a Personnel Director selected by the Commission, to make policy recommendations to the City Council, to implement Civil Service Rules (regarding the recruitment and examination process, including the establishment of lists of qualified candidates for employment), and to consider initial decisions on disciplinary appeals.

The original civil service system was established in an environment with few State or Federal level workplace laws and regulations. In the fifty years that have transpired since this original system was designed, the law has changed substantially at the State and Federal level. Concurrently, the City workforce needs have expanded in size and sophistication, and local residents and businesses expect increased efficiency for City government operations.

One of the most significant changes to State law related to civil service systems was the adoption of the Myers-Milias-Brown Act (MMBA) in 1968, when employees and their unions were given the right to collectively bargain terms and conditions of employment. While many municipal agencies modified outdated civil service systems after adoption of the MMBA, Napa's 1964 charter provisions have not been

comprehensively examined in nearly 50 years.

Phase 1 Change Implemented:

In 2010, in response to significant concerns raised by City employees at all levels of the organization regarding inefficiencies in personnel services, primarily due to the need to update recruitment and classification processes to meet organizational needs, the City Council authorized a reorganization of the existing Personnel Department and created a new Human Resources Department. Prior to the 2010 reorganization, the Personnel Department performed functions in two distinct categories: (1) civil service responsibilities that were required under the City Charter, and (2) broader Human Resources responsibilities that were not required under the City Charter, but were delegated to the Personnel Director by the City Manager. Through the 2010 reorganization, the responsibilities of the Personnel Director were limited to those specifically required by the Charter, and the broader Human Resources functions were assigned to a new Human Resources Director reporting to the City Manager and accountable to an elected City Council.

At the time the 2010 reorganization was initiated, the stakeholders (Civil Service Commission, Council, employee bargaining groups and related staff) acknowledged that actions taken should be considered as a first phase of a reorganization; and, ultimately, additional review and evaluation of the underlying structure of the Charter was necessary to fully realize the goals of the first phase redesign. The ultimate goals of the redesign are to improve the efficiency and effectiveness of the City's Human Resources Systems, and ensure that the City's priorities are reflected in the recruitment, selection, management, training and development of the City workforce, while maintaining hiring practices that meet "merit based" principles.

Phase 2 - Charter Review & Update Plans:

Staff plans to conduct a collaborative process involving employee stakeholders including bargaining unit representatives and department managers heavily involved in the hiring process. A neutral facilitator will be used to assist with the employee group. The Civil Service Commission and City Council will be kept informed of progress of the group's meetings. Staff also plans to review current civil service system issues and recommend specific changes and modifications needed to create a comprehensive and agile, but fair and principled, human resource system.

The anticipated outcomes and deliverables of this Charter Review process will be to:

1. Generate a list of recommended improvements and initiatives that, if implemented, will model best practices for City of Napa Human Resources systems;
2. Recommend a list of substantive, as well as procedural, changes to the City Charter related to the Civil Service System;
3. Present these recommended changes to employee bargaining groups and the Civil Service Commission for review, and then to Council by April 2014.
4. If authorized, the City Manager will prepare recommended revisions to the Charter for Council

Status Update

2/13/2014 - nweiss:

2/11/2014 - nweiss: Charter task force has met 7 times since mid October. It is anticipated that their work will be completed by Mid March with recommendations presented to the City Manager for potential changes to the City Charter and other policy documents such as Personnel Rules.

Staff intends to meet with bargaining group representatives in mid to late February to discuss meet and

confer process, once the Task Force recommendations are completed.

11/12/2013 - nweiss: The task force was convened in October. John Glaser, former consultant and schools superintendent, was selected to facilitate the task force process. Input was solicited from key stakeholders including the Civil Service Commission and City Council as well as task force members regarding potential Charter changes related to the City's personnel systems.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Process framework for stakeholders group	City Manager	N. Weiss/consultant	0%	9/30/2013	Complete
Select facilitator	City Manager	N. Weiss	0%	9/30/2013	Complete
Identify & solicit internal stakeholders	City Manager	N. Weiss	0%	10/1/2013	Complete
Info for internal stakeholders group	Human Resources	D. Colaso/N. Weiss	0%	10/6/2013	Complete
Stakeholder interviews	City Manager	Consultant	5%	10/20/2013	Complete
Commence task force meetings	City Manager	D. Colaso/N. weiss	5%	10/21/2013	Complete
Kickoff meeting	City Manager	N. Weiss	0%	10/21/2013	Complete
Mgmt review of potential Charter changes	Human Resources	D. Colaso/N. Weiss	5%	10/30/2013	On Time
List of rec initiatives, Charter changes	City Manager	D. Colaso/N. Weiss	5%	3/31/2014	Not Started
Conclude group meetings	City Manager	D. Colaso/N. Weiss	50%	3/31/2014	Not Started
Begin meet & confer with barg units	City Manager	N. Weiss	5%	4/1/2014	Not Started
Workshops with Civil Service Commission	Human Resources	D. Colaso	5%	4/15/2014	Not Started
Council action on recommended changes	Human Resources	D. Colaso/N. Weiss	5%	5/1/2014	Not Started
Auth to prepare draft ballot language	City Manager	N. Weiss	%	5/13/2014	Not Started
Finalize ballot measure language	City Attorney	M. Barrett	10%	5/28/2014	Not Started
Conclude Meet & Confer process	City Manager	N. Weiss	5%	6/1/2014	Not Started
First Public Hearing	City Manager	N. Weiss	0%	6/3/2014	Not Started

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CM-00642	Project Status	On Time
Project Title	Performance Management System			Phase	1 of 2
Project Start Date	9/9/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$25,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

Work with key City departments to develop departmental performance measures linked to Council priorities and initiatives to identify and respond to changing service needs (for residents, businesses, and the community) to ensure City resource decisions are based on solid program and financial analysis.

Performance measures can be a helpful tool to make program planning more effective by helping cities to establish and clarify expectations for results to be accomplished. Performance measures are a key component of an overall performance management system. They are used to monitor, track and manage ongoing work activities at the program level and to identify opportunities for improvement. They can help to inform service deliverers, customers and policy makers what they get for their money.

The key objectives for establishing performance measures are: (1) Measure the efficiency and effectiveness (quality) of how the City is providing services to meet Council goals. This includes focus on qualitative measures including workload trends and output.; (2) provide a decision making tool for departments to manage and allocate resources; and (3) link to the City budget to measure productivity and cost efficiency.

Approach: Departments will assist in developing a customized system that is an easy to use, meaningful and sustainable management tool that will eventually be linked to a program budget. We hope to ultimately use performance measures to benchmark to other cities for comparative purposes on a base year.

A consultant will work with departments to identify core services and programs to be measured. A process will then be developed to establish performance measures that City departments, with focus on the key operating departments (Police, Fire, Public Works, Community Development, and Parks & Recreation). Qualitative measures will be refined using a variety of tools including internal and external surveys to determine customer satisfaction.

Performance measures will be linked to City goals and strategies. A reporting system will be tied into the budget and possibly quarterly report and be presented to Council on a regular basis.

For the FY2015-17 budget cycle, staff will be working toward implementing a program budget linking citywide and departmental strategic goals with the resources to achieve those goals.

Status Update

2/11/2014 - nweiss:

Consultant has been selected to assist with the development of performance measures and implementation of a system. Data collection and assessment phase has begun and a project kickoff held with Department Heads in late January. Interviews with Departments Heads and department work sessions will be conducted in mid-February thru March to define performance measures and determine implementation plan. Project will be wrapped up for Phase I in May 2014.

11/12/2013 - nweiss: initial discussions with departments regarding potential performance measures and process has been initiated. Solicitations have been made for hiring a consultant to assist with the process.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Meet with Finance re: program budget	City Manager	N. Weiss	0%	10/31/2013	On Time
Select consultant to facilitate process	City Manager	N. Weiss	5%	11/1/2013	On Time
Identify programs to measure performance	City Manager	Multiple Departments	5%	11/30/2013	Not Started
Review budget trends, service levels	City Manager	Consultant, Finance	5%	12/13/2013	Not Started
ID program goals and objectives process	City Manager	N. Weiss/consultant	5%	12/15/2013	Not Started
Assess technology tools to support sys	City Manager	Consultant, Finance	0%	2/1/2014	Not Started
ID & collect data for perf measures	City Manager	Consultant	40%	2/1/2014	Not Started
Depts prepare prf measures for dept prog	City Manager	Multiple Departments	25%	3/1/2014	Not Started
Review by CM of dept perf measures	City Manager	Mike Parness	5%	5/1/2014	Not Started
Finalize dept performance measures	City Manager	Consultant	10%	6/30/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00661	Project Status	On Time
Project Title	Improved Communication and Outreach			Phase	1 of 1
Project Start Date	8/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	Barry Martin		
Project Budget	\$0				
Funding Sources	<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report				

Project Description

Multi-faceted project to update and improve the communications infrastructure and deliver the City's message to a wider audience.

Aspects of the project include:

- Broader and more effective use of appropriate social media under a Citywide social media policy;
- An upgrade of the City's official website including an updated operating system, adding functionality, and freshening of the visual appeal
- City promotion and recognition through application for League of Cities Helen Putnam Award
- Improved communication to neighborhoods using various methods

Status Update

2/5/2014 - bmartin: The upgrade of the City website is taking place on a developmental server and is about 75% complete. New completion date March 1, 2014. A mobile app for smart phones has been developed along with the website refresh and will roll out at the same time. A social media use policy is close to completion and expansion of social media use is on time. City promotion and recognition has been performed through the State of the City process in Jan-Feb and will continue with preparation of a Helen Putnam award entry.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Upgrade of City website	City Manager	Barry Martin	45%	1/17/2014	Behind
Social media expansion	City Manager	Barry Martin	15%	3/31/2014	On Time
City promotion and recognition	City Manager	Barry Martin	25%	4/14/2014	Not Started
Neighborhood communication	City Manager	Barry Martin	15%	6/30/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Project Number	HSG-00644	Project Status	On Time
Project Title	Laurel Manor Rehabilitation Project		Phase	2 of 3
Project Start Date	7/1/2013	Project Due Date	6/30/2014	
Requested Start Date		Requested Due Date		
Lead Department	Housing	Project Leader	Lark Ferrell	
Project Budget	\$2,700,000			
Funding Sources	CDBG Rehab Loan and Laurel Manor Fund			

City Manager's Report City Council's Report

Project Description

The Laurel Manor Rehabilitation Project will fully renovate the 50-unit senior apartment complex owned by the City of Napa Housing Authority. Four units underwent interior renovations several years ago. The rehabilitation project is being undertaken over three years. This will minimize the cost and the impact of temporarily relocating the residents.

FY12/13

New concrete patios, windows and patio doors were installed in all units. Asbestos was removed from 14 vacant units. Installation of new fencing was completed. Electrical upgrades were completed in all 50 units. Central heat and air conditioning was installed in the 14 vacant units. Additionally, the contract for renovations of these vacant units was awarded.

FY 13/14

In addition to completing renovations of the 14 vacant units begun in FY 12/13, 10 additional units will be fully renovated during FY 13/14. Work on 10 additional units will begin. New exterior lighting and water-efficient landscaping will be installed.

FY 14/15

In addition to completing renovations of the 10 units begun in FY 13/14, work will be completed on the final 12 units. Exteriors painted. ADA bathroom conversion will be completed in the community room. The project will be fully complete.

Status Update

1/28/2014 - lferrell: Renovations of 14 vacant units has been completed. Additionally, installation of new exterior lighting has been completed. Asbestos removal and new heating and air conditioning systems has been installed in an additional 17 units, which the general contractor has begun the interior renovations to each of these units. The due date for completing landscaping has been revised from February 28, 2014 to June 30, 2014. This revision occurred because the original landscape design had to be revised to make it lower maintenance and less water intensive. Staff believes the revised plan will serve the project better in the long term. However, the landscaping project is currently out to bid.

10/2/2013 - Iferrell: Work is continuing to progress at Laurel Manor. The renovation of the 14 vacant units is on schedule to be completed by late October. In late September, a contract for the exterior lighting improvements was awarded and landscape improvement plans were completed. Additionally, a moving company was been hired to handle the temporary on-site relocation of tenants while their units are renovated.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete remodel of the 14 vacant units	Housing	Joe Wiencek	20%	10/31/2013	Complete
Begin exterior lighting work	Housing	Joe Wiencek	10%	11/30/2013	Complete
Complete exterior lighting installation	Housing	Joe Wiencek	20%	2/28/2014	Complete
Complete renovations of 10 more units	Housing	Joe Wiencek	20%	3/15/2014	On Time
Begin renovations of 10 more units	Housing	Joe Wiencek	10%	4/15/2014	Not Started
Complete landscaping	Housing	Joe Wiencek	20%	6/30/2014	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00637	Project Status	On Hold
Project Title	Parking Management Plan			Phase	1 of 1
Project Start Date	1/15/2014	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	Tooker/LaLiberte		
Project Budget	\$100,000				
Funding Sources	Priority Development Area Grant				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

As infill development continues in the Downtown consistent with the goals and objectives of the Downtown Specific Plan, it is important for the City to be strategic about managing its parking assets, and to be proactive with its parking policies so that private investment is not curtailed due to inadequate infrastructure. The City received a grant through the Metropolitan Transportation Commission's Priority Development Area planning program to complete a Parking Management Plan. The Plan will evaluate existing parking structures, identify optimal locations for future parking needs in Downtown and the Oxbow area, recommend a strategy for utilizing and leveraging parking properties to meet objectives, and evaluate the City's resources dedicated to parking maintenance and operations as well as parking policies. The Plan will examine the existing Parking Exempt District boundary and fees, and identify costs of recommended strategies and implementation measures, including potential financing tools and funding sources the City could pursue for implementation.

Status Update

10/3/2013 - jlliberte: Staff will prepare the request for proposals / scope of work in late 2013 to issue in January 2014. Grant funds are anticipated in early 2014 to fund parking consultant agreement.

1/29/14 -- jlliberte: Staff has been advised that the City was awarded approximately \$275,000 in grant funds as part of its Priority Development Area (PDA) grant application, \$100,000 of which will be applied to preparation of a Downtown Parking Management Plan. The remaining funds will be applied to preparation of a streetscape plan and infrastructure financing plan as part of the City's implementation of the Downtown Specific Plan. Release of the PDA grant funds by the Metropolitan Transportation Commission (MTC) has been delayed until March. The City cannot proceed and expend resources on preparation of the Parking Management Plan until authorization has been received by MTC. In the meantime, staff has completed a Request for Proposals which will be released in February, and staff will aim to award a contract to the firm who will complete the Parking Management Plan to coincide with MTC's authorization to proceed.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Scope of Work and RFP	Economic Development	LaLiberte	5%	12/31/2013	Complete
Issue RFP	Economic Development	LaLiberte	5%	1/15/2014	On Hold
Select Parking Consultant Team	Economic Development	LaLiberte	5%	2/28/2014	Not Started
Outreach as needed	Economic Development	LaLiberte	10%	4/30/2014	Not Started
Develop Plan	Economic Development	LaLiberte	65%	4/30/2014	Not Started
Council workshop to review draft Plan	Economic Development	LaLiberte	5%	5/31/2014	Not Started
Council consideration of Final Plan	Economic Development	LaLiberte	5%	6/30/2014	Not Started

Project Progress: 5% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00648	Project Status	On Time
Project Title	Napa Pipe LAFCO Application			Phase	1 of 2
Project Start Date	7/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Rick Tooker		
Project Budget	\$87,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

The City Council and County Board of Supervisors adopted a MOU in September 2013 establishing a process for review of certain applications relating to the Napa Pipe Project. A significant component of this agreement is consideration of a ballot measure on the November 4, 2014 election whether or not Napa voters will support extending the Rural Urban Limit Line (RUL) to include the Napa Pipe Project site.

Depending on the timing of other critical applications for the Napa Pipe Project, it is possible that the Council will have already completed by November 2014 its review and approval of the Project's development plan, design guidelines, development agreement, and the associated additional agreements (e.g., RHNA agreement, tax share agreement, municipal water service agreement, etc.), and the City's sphere of influence (SOI) will have already been approved by LAFCO. If this is the case, the ballot measure will simply determine whether the Napa voters want Napa Pipe located within the City's RUL. However, it is possible that delays in preparing these documents, or delays in addressing the City's concerns by the County or Developer relating to these documents, may result in the Napa voters deciding whether to accept extending the RUL to include the Napa Pipe Project site before the project has been approved.

The following is a list of the applications/actions needed for the Napa Pipe Project: and a schedule associated with these applications/actions is presented in the tasks table as part of this project tracking report. Note that these milestones were developed by the County and they are dynamic as reflected by frequent changes and updates, but the City has little control over the process due to our reliance on timely County and/or Developer submittals. This project tracking report is largely intended to keep the Council informed of the status of this complex project.

Phase I (Anticipated to occur within FY 13-14)

- MOU between the City and County
- Development Plan
- Design Guidelines/Form Based Code
- Development Agreement
- Tax share exchange agreement

- Municipal water service agreement
- Joint or shared municipal/County services agreement
- Contract for third party review of ministerial projects (e.g., development plans, final maps, building permits, etc.)
- LAFCO application filed by Developer
- Council authorization to forward the LAFCO application for the SOI extension and to provide municipal water service to the site
- Developer's LAFCO application reviewed by the Council and approved for forwarding onto LAFCO for consideration including adopting a commitment to provide municipal water service to the project
- Preparation of a draft ballot measure.

Phase II

- Decision by the Napa voters whether or not to extend the RUL to include the Napa Pipe Project site (will occur in FY 14-15)

Status Update

2/5/2014 - rtooker: City staff has reviewed several drafts of the subagreements to the MOU between the City and County to include the: (1) Tax Revenue Sharing Agreement, (2) Joint City-County Shared Provision of Municipal/County Service Agreement, (3) Third Party Review and Services Agreement, (4) RHNA Agreement, and (5) Agreement Regarding Development Standards and Requirements as Part of the City's SOI Expansion. Each of these draft agreements is nearing completion, however, they are part of the Development Agreement which is in the initial stages of preparation.

Additionally, City staff has completed its review of Development Plan #2 (received on December 20th), which describes how the public realm including the streets, sidewalks, trails and parks will be constructed, and there will most assuredly be a third submittal based on the number of City/County comments received to date. The initial draft Design Guidelines have also been submitted (received on January 15th) and the Planning Commission has begun its review. A third joint City/County Planning Commission was held on February 6th to receive a report from the County's consultant who prepared the guidelines as a primer to begin the Commission's review.

On the basis of the work prepared to date, it is possible that the documents will not be ready to review by the City Council until the summer or later. Delays have occurred on several fronts, including the developer providing information in drips and drabs to be used in a fiscal feasibility study of the project's impact on the community and future homeowners, plans for the public streetscape have lacked sufficient detail, the developer is now working with City staff on possibly relocating Fire Station #4 to address what has been several months of conversation regarding inadequate response time by the City to serve the project in the case of an emergency, and no information has been submitted to date on flood control associated with the flood gates. Additionally, the draft design guidelines were scheduled to be completed in October and arrived in January, and their condition will likely result in substantial revisions before they are determined to be complete.

The project is described as being "on time" because the deliverables are controlled by the developer and County. While the County's desire was to have the LAFCO approval by December, this will not occur until the summer or later.

10/15/2013 - rtooker: On October 8, 2013, the County Board of Supervisors reconsidered its previous decision to approve the City-County MOU with additional terms relating to electing not to deed restrict

moderate income housing units. The Supervisor's October 8th action resulted in approval of the City-County MOU, as drafted and adopted by the Council on September 17, 2013.

9/26/2013 - rtooker: The County Board of Supervisors considered the MOU already approved by the Council on September 17th. The action taken by the County was to approve the MOU as adopted by the Council, adding a provision not previously seen by the Council relating to the provisions for moderate-income housing. Specifically, as an alternative to recording on the deed of a property containing a moderate-income unit that the unit shall remain affordable to moderate-income households in the future, no recording measures would be required if the unit was acquired through the County's Work Proximity Housing Program. This item will be scheduled for Council consideration on September 15th since it has the potential to impact the initial City-County MOU agreement which insured that there would be 50 moderate-income units on the site. If a moderate-income purchaser were to sell his/her home under the County's Work Proximity Housing program, there is no assurance that the unit would be sold to another qualified moderate-income purchaser. This has the potential of the number of moderate-income households falling below 50 inconsistent with the draft terms originally negotiated between the City and County before the MOU was approved by the Council and considered by the Board.

9/17/2013 - rtooker: Council adopted a resolution approving the MOU, which is scheduled for County Board approval on September 24th.

9/12/2013 - rtooker: The draft MOU between the City and County was completed on August 30, 2013 and scheduled for Council review on September 17th. The County Supervisors reviewed the MOU on September 24, 2013. This sets the process for joint review of the applications relating to the Napa Pipe Project.

The draft Development Plan was received by the City for review on August 23rd, later than anticipated, and comments are due back to the County/Developer on September 26th. The draft Design Guidelines were scheduled for delivery on September 9th, but have not yet been received. Once the Development Plan and Design Guidelines are determined to be complete, the City's Planning Commission will begin its review and future recommendation to the Council. A joint City-County Planning Commission meeting may be scheduled for a site tour and to receive a presentation on the draft Development Plan and Design Guidelines in October; however, formal consideration will not begin until these documents contain the necessary information to review and forward a recommendation to the Council.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit Development Plan for City Review	CDD, Planning	Rick Tooker	10%	8/23/2013	On Time
Complete MOU	CDD, Planning	Rick Tooker	10%	8/30/2013	Complete
Submit Design Guidelines for City Review	CDD, Planning	Rick Tooker	10%	9/9/2013	On Time
Receive LAFCO application	CDD, Planning	Rick Tooker	5%	10/1/2013	Complete
Other agreements (e.g., RHNA, tax share)	CDD, Planning	Rick Tooker	10%	10/4/2013	On Time
Submit Development Agreement	CDD, Planning	Rick Tooker	10%	11/1/2013	On Time
Complete PC review and CC recommendation	CDD, Planning	Rick Tooker	20%	11/21/2013	Not Started
Complete analysis and CEQA on LAFCO app.	CDD, Planning	Rick Tooker	10%	11/21/2013	Not Started

CC review	CDD, Planning	Rick Tooker	10%	12/17/2013	Not Started
Prepare ballot measure for review	CDD, Planning	Multiple Departments	5%	3/3/2014	Not Started

Project Progress: 15% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** FIN-00638 **Project Status** Behind
Project Title Master Fee Schedule Update **Phase** 1 of 1
Project Start Date 9/2/2013 **Project Due Date** 3/3/2014
Requested Start Date **Requested Due Date** 6/3/2014
Lead Department Finance, Administration **Project Leader** Sara Gallegos
Project Budget \$0
Funding Sources

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

Project Description

Review and update City's miscellaneous fees.

Status Update

2/4/2014 - rrafer: NOTE: Dates have been adjusted for the phases of this project based on staff's availability to complete the work with the utmost of accuracy, and to allow additional time to work with departments on the various fees, staff time inputs and proposed changes, and to ensure the plan is updated to reflect the current cost of providing various services to the citizens of Napa.

1/31/2014 - dandrews: Finance will finalize meetings with departments and provide master fee schedule updates to Department Heads and City Attorney in February, 2014 with City Manager review now scheduled for March, 2014. Council review and stakeholder meetings are scheduled for Spring, 2014, with Council consideration of the fee adjustments currently scheduled for May/June 2014.

10/10/2013 - dandrews: Finance will be meeting with departments over the next few weeks to review the proposed master fee schedule structure and update of fee calculations.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit proposed fee revisions to depts	Finance, Administration	Sara Gallegos	25 %	2/28/2014	Behind
Prepare mat'l for City Council Workshop	Finance, Administration	Sara Gallegos	25 %	4/9/2014	Not Started
Present recommendations to City Council	Finance, Administration	Roberta Raper	25 %	4/22/2014	Not Started
City Council approval of fee revisions	Finance, Administration	Roberta Raper	25 %	6/3/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	FIN-00639	Project Status	Behind
Project Title	Development Impact Fee Review			Phase	1 of 2
Project Start Date	11/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	Finance, Administration	Project Leader	Sara Gallegos		
Project Budget	\$25,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

Review and update as necessary the City's development impact fees.

FY 2013-14

The Finance Department is currently working with departments to identify major issues/concerns and to develop the best process to meet the needs of all departments and the various types of development impact fees to be reviewed. An RFP will be issued in Spring of 2014.

FY 2014-15

Contract(s) will be awarded and consultant(s) will work with departments on various development fee issues, needs and updates with final report/recommendations anticipated to be presented to Council in FY 2014-15.

Status Update

1/31/2014 - dandrews: The RFP for the Development Impact Fee review will be issued in the Spring of 2014, with the significant work occurring in FY 2014-15. The Finance Department is currently working with departments to identify major issues/concerns and to develop the best process to meet the needs of all departments and the various types of development impact fees to be reviewed.

10/10/2013 - dandrews: Finance is in the process of working with departments in order to conduct the fee review meetings over the next few months.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Fee review meetings with staff	Finance, Administration	Sara Gallegos	25 %	12/31/2013	Behind
City Council Workshop - Dev. Impact Fees	Finance, Administration	Roberta Raper	25 %	1/31/2014	Behind
Issue RFP	Finance, Administration	Sara Gallegos	20 %	6/30/2014	Not Started

Project Progress: 0% of 70% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	FIN-00657	Project Status	On Time
Project Title	Implementation of Finance Dept Ops Study Findings			Phase	1 of 3
Project Start Date	9/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	Finance, Administration	Project Leader	Roberta Raper		
Project Budget	\$0				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

This project will track the implementation of the Finance Department Operations Review findings. This study was conducted to analyze the efficiency and internal controls of the City's Finance Department. Specifically, the consultants reviewed the cash receipts/billing, purchasing, grants management and accounting/budget monitoring and reporting activities.

FY13/14

In FY13/14 the Finance Department will complete annual project and other budget carryforwards by October in order to facilitate transparency and project manager review of projects to ensure projects are remaining within approved appropriations. A "true-up" of carryforward budget amounts will be conducted after finalization of the City's FY12/13 audit and financial reports in early 2014.

The Finance Department has begun the process to cross-train key functions within the department by shifting employees to different functions within the organization effective July 2013. It is intended that the cross-training will take place over the course of an entire fiscal year to ensure the employees are adequately trained on all functions of the position.

The Finance Department has begun developing grant tracking procedures in lieu of the IFAS Grant Tracking module and has been working with the audit firm to ensure appropriate tracking of all necessary information for single audit as well as for grant tracking and reporting purposes. The new procedures will be tested and revised as part of the FY12/13 single audit process which will be complete in March 2014.

The Finance Department will begin a review of financial policies in FY13/14, focusing first on necessary updates to existing policies. We will then determine what additional policies should be implemented (best practice) and begin developing the remaining policies for implementation in FY13/14 and FY14/15.

Begin developing foundation for programmatic budget and performance measures.

FY14/15

While the foundation for programmatic budget and performance measures will begin to be developed in

FY13/14, this phase of the project will not be complete until FY14/15 as we begin the new budget cycle and develop the budgets and budget document format for the change to program budgeting. This piece of the project will require changes to the financial system set-up to accommodate identified programs not currently tracked separately within the system as well as decisions on how to handle City-wide and departmental cost allocation.

As part of the audit services RFP process, and in coordination with the newly (to be) selected audit firm, the Finance Department will develop an internal audit schedule to ensure thorough review of all finance processes through the annual financial and internal control audit procedures. Any processes not included in the annual financial audit will be performed internally, or by a consultant hired specifically for that purpose.

FY15/16

IT Master Plan will be budgeted as part of the FY15/16 budget.

Status Update

1/31/2014 - finance: The true-up to the carry forwards is awaiting finalization of the FY 2012-13 audit. The true-up will be presented to the City Manager for consideration in February, 2014. The true-up adjustments are relatively small in both number and size. Cross training in key functions within the finance department is continuing on schedule. Grant tracking in support of the Single Audit was completed for FY 2012-13. Documentation of the grant tracking procedure is currently being developed. A number of the City's financial policies are currently being reviewed and updated and necessary policies are also in process of being developed. The foundation for transitioning to a program budget is being developed in parallel with the development of a performance management system. It is anticipated performance measures will be identified and the transition to a program budget will begin with the next biennial budget process in FY2014/15.

11/12/2013 - rrapr: Updated to split out tasks intended to be completed this fiscal year and those which will cross into FY14/15 and FY15/16.

10/10/2013 - dandrews: The proposed carry forward appropriations (from FY 2012-13 to FY 2013-14) have been requested by departments and reviewed by Finance. The carry forwards will be presented to the City Manager for review / approval (in accordance with R2013-52) prior to the close of the September 30, 2013 accounting period.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete Annual Project Carry forwards	Finance, Administration	Deanna Andrews	5%	10/15/2013	Complete
Prepare Foundation for Programmatic Bud	Finance, Administration	Sara Gallegos	15%	6/30/2014	On Time
Cross-Train key functions	Finance, Administration	Deanna Andrews	10%	6/30/2014	On Time
Update Existing Financial Policies	Finance, Administration	Deanna Andrews	15%	6/30/2014	On Time
Develop Grant Tracking Procedures	Finance, Administration	Deanna Andrews	15%	6/30/2014	On Time

Project Progress: 5% of 60% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** FD-00627 **Project Status** On Time
Project Title Transition Ladder Truck to ALS **Phase** 1 of 1
Project Start Date 7/24/2013 **Project Due Date** 3/31/2014
Requested Start Date **Requested Due Date**
Lead Department Fire **Project Leader** Callanan
Project Budget \$40,000
Funding Sources

City Manager's Report City Council's Report

Project Description

Transition Ladder Truck from a Basic Life Support unit to an Advanced Life Support Unit.

Status Update

1/31/2014 - mrandolph: The Advanced Life Support (ALS) equipment has been purchased and placed on the ladder truck. We are anticipating an implementation date of mid-February, 2014.

10/10/2013 - mrandolph: The MOU changes necessary to make the ladder truck ALS have been adopted. We have started to purchase the necessary equipment.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Language change in NCFA MOU	City Manager	Nancy Weiss	10%	10/31/2013	Complete
Purchase ALS Equipment	Fire	John Callanan	30%	12/31/2013	Complete
Reconfigure CAD Deployment	IT	Gus Ulloth	40%	2/28/2014	On Time
Implement ALS Truck In service	Fire	John Callanan	20%	3/31/2014	On Time

Project Progress: 40% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	REC-00641	Project Status	On Time
Project Title	Senior Center Facility Modernization Master Plan			Phase	1 of 2
Project Start Date	1/2/2014	Project Due Date	6/1/2014		
Requested Start Date		Requested Due Date			
Lead Department	Recreation	Project Leader	Dave Perazzo		
Project Budget	\$35,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

The existing Senior Center is over 40 years old and was constructed when Napa was less than one-half of its current population. It does not currently meet existing senior recreation and social needs, now or in the near future. In its current configuration, many of the rooms are either too large or too small and much of the existing facility space is inefficient for existing service groups and senior activities. Additionally, very little modernization has occurred since it was first constructed so much of the facility is old and dated. Parking continues to be a challenge, as there are too few parking spaces which creates parking conflicts when more than one large group/organization is scheduled to use the facilities.

The Senior Center Facility Modernization Project will look at modernization of the existing buildings, developing more efficient use of the buildings and the possibility of planning additional building space, and creatively developing additional parking space.

This project will overlap two-fiscal years (FY13/14 and FY14/15) and will be split into two project phases. Phase I, which will begin January 2014 will focus on developing the RFQ, selection of a planning/design firm and inventory of existing facilities. Phase II, which will begin in July 2014, will include a facility and needs assessment, community input/public meetings and development of overall findings and future recommendations.

Status Update

2/5/2014 - dperazzo: Attended the January 15, 2014 Senior Advisory Commission (SAC) meeting to review the RFP process. A subcommittee of the SAC was formed to work on the selection process. Subcommittee pulled together information on basics for the project scope. Met with the subcommittee on February 10 to explain process and receive information for the project scope that will be outlined in the RFP process. Review of scope with subcommittee is set for February 18th.

10/11/2013 -Project is scheduled to start in January

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Phase I - Development of RFQ	Recreation	Dave Perazzo	30 %	1/31/2014	On Time
Phase I - Selection of Planning Firm		Dave Perazzo	30 %	3/31/2014	Not Started
Phase I - Facility Inventory		Dave Perazzo	40 %	6/30/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	REC-00620	Project Status	Behind
Project Title	Skate Board Park Design and Implementation			Phase	2 of 2
Project Start Date	7/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	Recreation	Project Leader	Perazzo		
Project Budget	\$1,400,000				
Funding Sources	Quadrant Funds				

City Manager's Report City Council's Report

Project Description

This is the second phase of the development of a new Skate Park facility. The first phase of the project determined the location and design firm selection process for the new Skate Park. This phase will include the actual design and construction of the project. The design portion will include the public interactive process related to design, amenities and location of the new skate park. The designs and specifications will then be prepared for construction. This phase will also include any necessary bidding, completion of contracts and agreements and final construction of the project.

Status Update

2/5/2014 - dperazzo: California Skateparks was selected as the design build firm to construct the new skate park through the RFQ process. Additional time was needed for review of the qualifications of this firm due to subsequent questions that were brought up during the review process which altered the timeline for this part of the process. An in depth background was completed and the contract was brought forth and approved by the City Council at their November 19, 2013 meeting. A topographical survey was performed in December on the park to determine the best site of the available locations as it relates to drainage, environmental regulations, utilities and access to existing amenities. With the most suitable site determined the first public workshop was held on January 9th. Information gathered from the 35 participants at that workshop will be brought back into a draft plan at the second workshop scheduled for February 20th.

10/11/2013 - dperazzo: The department is presently working to finalize the selection of the design build firm for the project. The selection committee has made a recommendation that has been supported by the Parks and Recreation Advisory Commission. Staff is verifying reference and background information on the selected firm and will be bringing the recommendation to the City Council in November. The second phase of the project will include design and construction and on track to start in January.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design Process	Recreation	Dave Perazzo	25%	1/31/2014	Behind
Environmental docs design specifications	Recreation	Dave Perazzo	25%	3/3/2014	Not Started
Construction of Skate Park	Recreation	Dave Perazzo	50%	6/30/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	REC-00636	Project Status	Behind
Project Title	Kennedy Park Master Plan - Phase 2			Phase	1 of 2
Project Start Date	7/1/2013	Project Due Date	10/30/2013		
Requested Start Date		Requested Due Date	4/15/2014		
Lead Department	Recreation	Project Leader	Dave Perazzo		
Project Budget	\$90,000				
Funding Sources	Quadrant Funds				

City Manager's Report City Council's Report

Project Description

Development of a Site Master Plan for Kennedy Park. The City's Park and Recreation Facilities Park Master Plan states the need to finish master planning this park. Approximately 40-50% (65-75 acres) of the park is currently undeveloped. The City's Parks and Recreation Facilities Master Plan states that future city developed recreation elements should be designed for this park due in large part to its available space.

This project will focus on determining where future unmet recreational facility needs will be located. Unmet recreational facility needs are prioritized in the City Park and Facilities Master Plan and were determined by a process that included input from the community and local sports organizations.

Status Update

2/5/2014 - dperazzo: The RFQ was distributed to twenty firms in early December. The City received 5 submittal packages to the RFQ by the deadline of December 16th. Staff is presently reviewing the qualifications of the submittal packages and will invite back those firms that have met all of the qualifications as required in the submittal. Those firms will be interviewed by a panel consisting of members of the Parks and Recreation Advisory Commission and City staff from various departments. The interview process is tentatively set for late February or early March.

10/11/2013 - lmazzuca: RFQ will be completed and distributed to interested firms by the end of October 2013. The goal is to schedule and hold interviews prior to the end of December 2013.

7/29/2013 - lmazzuca: Due to department operational priorities and staffing vacancy impacts, this project has fallen behind schedule. The RFQ should be completed by the end of September 2013. It is anticipated that the project will be completed in early 2014.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete RFQ	Recreation	L. Mazzuca	20 %	10/15/2013	On Time
Select/Interview/Recommend Design Firms	Recreation	L. Mazzuca	15 %	12/1/2013	Behind
Hold Public Meetings	Recreation	L. Mazzuca	30 %	1/30/2014	Not Started
Complete Draft Master Plan	Recreation	L. Mazzuca	25 %	3/15/2014	Not Started
Recommend Draft/Final MP to City Council	Recreation	L. Mazzuca	10 %	4/15/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00629	Project Status	On Time
Project Title	Relocation of Parks and Recreation Admin Office			Phase	1 of 1
Project Start Date	7/1/2013	Project Due Date	4/1/2014		
Requested Start Date		Requested Due Date			
Lead Department	Recreation	Project Leader	Cindy Bannister		
Project Budget	\$0				
Funding Sources					

- City Manager's Report City Council's Report

Project Description

Due to the anticipated Flood Control By-Pass construction start date of April 1, 2014, it is required that the Parks and Recreation Administrative offices, located at 1100 West Street, be relocated. Estimated square footage that is needed to house the administrative and recreation staff, provide for adequate storage and a functional conference room, is approximately 5,500 square feet. The location should be easily accessible to the community, the downtown government center, and to the corporation yard where field staff are currently assigned. The facility should be ADA compliant and provide appropriate parking. The administrative facility services the Napa community interested in registering for recreation programs, for reserving park facilities, for requesting street tree services, and submitting special event applications. The volume of customers is highest April through October.

To minimize the impact on the community during the transition to a new facility, the move should take place between the months of November through January. This would also coincide with the distribution of the winter/spring recreation activity guide to publicize our new location.

The current facility is a modified house that has served as the administrative facility since the mid-1980's. The city currently owns the facility and the property where the facility is located. The facility is maintained by the facilities division of the department.

Status Update

1/27/2014 - cbannister: The lease has been executed and tenant improvements have begun. The construction calendar anticipates the occupancy permit will be issued by March 27, 2014. The existing 1100 West Street office will be closed to the public on April 3rd and 4th. The Parks and Recreation Administration office will reopen at the new location, 1850 Soscol Ave., Suite #201, on Monday, April 7, 2014. During the two day office closure, customer service operations will be temporarily transferred to the Senior Center.

Tenant improvements include the build-out of seven offices, a front counter/support services staff area with five workstations, a customer lobby, two conference rooms, a copy room, a storage room, and an employee break room. Existing furniture from four offices, one conference room and the copy room will

be re-used in the new facility. A new front counter with three customer service stations and two work cubicles will also be purchased and installed. New furniture will also be installed in two executive offices. The second conference room is a dual purpose room, serving as a part-time work space for extra help staff in our afterschool and summer camp programs.

City paid tenant improvements include window coverings, break room amenities, and an ADA open assist for the office entrance door. City staff is responsible for installation of the IT cabling for phone, computers, networks, and alarms. Staff will also install the white boards, bulletin boards, door access card readers, an exterior drop box and IT related equipment.

Staff has begun the first phase of the packing process which includes identifying documents that can be disposed of based on the approved retention schedule. Documents of historical value are being moved to storage. Obsolete or non-working office equipment and supplies are being organized for disposal. City staff will be responsible for packing (and unpacking) the remaining items that will move to the new location.

Community outreach has begun with information that was included in our Winter/Spring Recreation Programming Guide, distributed to 30,000 households the first week of January. Additional notifications will be issued in our Summer guide (mailed approximately mid April), on our Facebook page and on the City's website.

10/11/2013 - cbannister: Estimated move-in date is April 1, 2014. Time lines have been adjusted accordingly. City Council approved appropriations for current Fiscal Year and authorized the City Manager to enter into the lease agreement at their October 15, 2013 meeting. The draft lease is completed; still needs final City Attorney review and final tenant improvement plan. Cost estimates are being secured for physical move, build-out of customer lobby, and two new office desks/workstations. Staff have begun the process of reviewing files to convert to electronic files, reducing the number of boxes to be moved.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify and visit available properties	PW, Admin	Jeff Freitas	15%	8/15/2013	Complete
Secure appropriations for expenditures	Finance, Accounting	Deanna Andrews	5%	10/15/2013	Complete
Negotiate and enter into lease agreement	PW, Admin	Jeff Freitas	15%	10/31/2013	Complete
Develop site plan for Tenant Improvement	Recreation	Cindy Bannister	15%	10/31/2013	Complete
Calculate costs, one-time & ongoing	Recreation	Cindy Bannister	5%	11/1/2013	Complete
Construct Tenant Improvements	Recreation	Cindy Bannister	25%	3/31/2014	On Time
Physical Move	Recreation	Cindy Bannister	15%	4/7/2014	On Time
Community Outreach and Public Relations	Recreation	Cindy Bannister	5%	5/1/2014	On Time

Project Progress: 55% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PD-00624	Project Status	Behind
Project Title	Transition NSIB/County to City Oversight & Admin.			Phase	1 of 1
Project Start Date	7/25/2013	Project Due Date	12/31/2013		
Requested Start Date		Requested Due Date	3/31/2014		
Lead Department	Police	Project Leader	Steve Potter		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

Transition of Napa Special Investigations Bureau (NSIB) from current County administration to City of Napa administration and oversight.

Status Update

1/30/2014 - spotter: The Napa Sheriff has changed his beliefs on how the NSIB unit should be managed and how the financial component is supported. This has caused the City of Napa to withdraw from writing a JPA and taking over the financial accounts. Additionally the Sheriff is not supportive of moving NSIB to an offsite "neutral" location. The County has completed an MOU and has retained the support of the financial component. The completed MOU also redefines the role and scope of NSIB. The MOU is currently being circulated for signatures and this project is expected to be completed within four weeks.

9/27/2013 - spotter: Task added-"County to develop MOU"- to replace "Develop a JPA" for involved entities.

9/26/2013 - spotter: The City Attorney's Office originally drafted a JPA for review by participating agencies (and it was completed within the timeline). The County has now taken on responsibility for developing an MOU that will be acceptable for all involved agencies. This portion of the project is now out of our hands.

The role and scope of NSIB is being redefined in the MOU currently being drafted by County Council and we hope to be able to review the draft within a month.

A secure location has been identified and Chief Melton will be meeting with the City Manager to discuss this issue soon.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop a JPA for involved entities	Police	Potter	5%	8/30/2013	Withdrawn
Redefine the role and scope of NSIB	Police	Potter	50%	9/30/2013	Complete
County to develop an MOU	Police	Potter	15%	10/31/2013	Complete
Secure a location	Police	Potter	5%	10/31/2013	Withdrawn
Transfer financial accounts to City	Police	Potter	25%	12/31/2013	Withdrawn

Project Progress: 65% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PD-00625	Project Status	Complete
Project Title	Integrate Mental Health into Daily Police			Phase	1 of 1
Project Start Date	7/24/2013	Project Due Date	10/1/2013		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Potter		
Project Budget	\$0				
Funding Sources	<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report				

Project Description

Integrate Napa County Health and Human Services (Mental Health & Drug/Alcohol) into daily Police Operations.

Status Update

9/26/2013 - spotter: The case load has been built by police employees and by the part-time Napa County Health and Human Services Agency (HHSA) Mental Health employee assigned to work out of the Police Department. The case load will continue to be updated as clients are added or moved to other care providers.

The workstation has been identified on the second floor of the police building and computer and telephone access have been provided.

HHSA has provided an full-time employee on a part-time basis to work with us. They are still recruiting a part-time bilingual person to fill this position. Once a qualified person has been identified and hired HHSA will replace the current employee with the bilingual one.

This project has been completed.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Begin Building Case Load	Police	Potter	30%	10/1/2013	Complete
Identify Workstation within Police Dept	Police	Potter	30%	10/1/2013	Complete
Identify Qualified County Employee	Police	Potter	40%	10/1/2013	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PD-00660	Project Status	On Time
Project Title	Geographic Neighborhood Policing			Phase	2 of 3
Project Start Date	7/1/2013	Project Due Date	3/1/2014		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Steve Potter		
Project Budget	\$0				
Funding Sources					

City Manager's Report City Council's Report

Project Description

The purpose of this project is to transition the Police Patrol Bureau to a Geographic Neighborhood Policing model. This change will be used to address quality of life as well as crime issues. The concept of this project is to encourage the established neighborhoods in Napa to address their self-recognized issues and to improve access to the various governmental, private and for-profit organizations that can best address their various concerns. We also believe that a neighborhood focus and better access to Police services will increase interaction between community members and Officers and will help citizens to seek out appropriate non-Police resources. It is understood that issues affecting one area of town are not necessarily the same that affect the other areas of town. To do this we will:

- * Establish a web-based neighborhood map that allows community members to directly contact the Officers assigned to their neighborhood. The Officers will then have a better opportunity to share information and address concerns affecting any given neighborhood.
- * Establish a link that provides community members a list of frequently used federal, state, county, city, non-profit and for-profit organizations. We believe that by providing this information directly to members of the community this will improve customer service and reduce non-emergency calls to the 911 emergency center.
- * Officers will be assigned to work specific neighborhoods for one-year deployment periods. This will allow for more consistent community member/Officer interaction through direct contact and community meetings.
- * Neighborhood residents will be encouraged to interact with their neighbors to heighten awareness, security and address issues in their infancy.

Status Update

1/30/2014 - spotter: The list of on line resources has been completed along with the Police website update. Training of the Neighborhood Based Policing (NBP) philosophy to Department Staff will be done by March 1, 2014. The Department is still addressing the crime analysis workflow with current staffing.

9/27/2013 - spotter: Revised dates for project added. Delays caused by the community survey which was an important component of the web site upgrade. The community survey is now complete and the web site is close to completion. Once the web site is completed staff training will take place as well as the beginning of community meetings. Our plan is to have the entire project completed before March 1, 2014.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Train Department Staff	Police	Potter	30%	3/1/2014	Not Started
Establish a list/line of Resources	Police	Potter	10%	3/1/2014	Complete
Review/Develop Crime Analysis reports	Police	Potter	20%	3/1/2014	Not Started
Complete Police web-site update	Police	Potter	30%	3/1/2014	Complete
Begin Neighborhood meetings	Police	Potter	10%	4/1/2014	Not Started

Project Progress: 40% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PW-00650	Project Status	On Time
Project Title	City Facility Study/Planning			Phase	1 of 1
Project Start Date	8/12/2013	Project Due Date	12/27/2013		
Requested Start Date		Requested Due Date	2/14/2014		
Lead Department	PW, Admin	Project Leader	Julie Lucido		
Project Budget	\$120,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

The City has completed several studies over the past decade to examine the feasibility of consolidating City facilities. A comprehensive evaluation of alternatives tiering off previous studies is the required next step in order to determine current costs and opportunities, options for phasing, and potential financing strategies available.

Currently, the City's administrative staff is scattered among seven separate office buildings in the downtown area. The City owns five of these buildings while two are leased spaces. The City spends approximately \$200,000 per year on leases for office space. The Parks and Recreation Services Department has relocated to new facilities in order to accommodate the Flood Project's Bypass construction contract which will begin in late spring of 2014.

The current facilities do not fully support the operational needs of the departments and the buildings are inefficient to operate and maintain due to their age and separation. The evaluation of consolidation alternatives will address operational deficiencies and tie-in the recent facility study for Police and Fire Administration that conducted an operational needs assessment and prepared recommended facility program requirements. The upcoming evaluation will recommend the most favorable locations for safety and non-safety consolidated facilities in order to best leverage City property assets and create the greatest economic impacts by potentially making some of the City's downtown properties available for redevelopment.

Status Update

2/6/2014 - jlucido: The analysis has been completed. A presentation of the findings and discussion of possible next steps is scheduled for the City Council retreat on February 14, 2014.

10/9/2013 - jlucido: The consultant has gathered the necessary data and is underway with the analysis of alternatives as part of the consolidation study. The study will present the costs and benefits of consolidating downtown City offices and the costs and benefits of the status quo of operating offices out of multiple downtown facilities.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Project Initiation and Research	PW, Admin	Julie Lucido	20%	9/20/2013	Complete
Evaluation of Existing City Facilities	PW, Admin	Julie Lucido	20%	10/4/2013	Complete
Workshop with Staff	PW, Admin	Julie Lucido	10%	11/6/2013	Complete
Analysis of Site Alternatives	PW, Admin	Julie Lucido	40%	11/15/2013	Complete
Final Feasibility Report/Presentation	PW, Admin	Julie Lucido	10%	12/20/2013	Behind

Project Progress: 90% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00651	Project Status	On Time
Project Title	Downtown Two-way Street Conversion			Phase	1 of 2
Project Start Date	7/1/2013	Project Due Date	5/6/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Admin	Project Leader	Julie Lucido		
Project Budget	\$1,500,000				
Funding Sources	GF (\$500,000) & PBID (\$1,000,000)				

City Manager's Report City Council's Report

Project Description

In May 2012, the City Council formally adopted the Downtown Napa Specific Plan, which documents recommended improvements and planning strategies to enhance the downtown and oxbow areas. In addition to addressing land uses, zoning, and aesthetic design guidelines, the plan recommends traffic circulation modifications including the conversion of First Street, Second Street, Third Street and Fourth Street from one-way streets to two-way configurations in downtown east of Jefferson.

The full list of improvements documented in the Downtown Napa Specific Plan will take multiple years to complete; however, the first phase of work, which will convert the traffic flow on First Street and Second Street (from Main Street to Jefferson Street) to two-way operations, is scheduled to be complete by Spring 2014. As part of this project, the one-way direction of Franklin Street between First Street and Clay Street will be reversed from northbound to southbound as shown in the Downtown Specific Plan. The downtown business community has identified this first two-way conversion project as a critical project for downtown circulation and access. Phase 2 will complete the two-way conversion for Third Street and Fourth Street and will be undertaken after Phase 1.

Status Update

2/6/2014 - jlucido: There were several changes to the work plan for the downtown two-way street conversion project over the last quarter. Based on feedback from the City Council, the traffic signal construction work and the construction of the left turn lane at the intersection of First Street and Main Street were separated into two contracts. Additionally, Redevelopment Bond funds became available in January 2014 and the scope of the work was increased to include the reconstruction of the brick sidewalks along First Street. An RFQ was issued to select a design-build team to construct the left-turn pocket and First Street Streetscape in December 2013. The Phase 2 tasks that will complete the conversion of Third Street and Fourth Street have been put on hold for the time being to prioritize the Streetscape project. It is anticipated that construction of the signal improvements will commence mid-February and will be followed by the sidewalk improvements which is anticipated to begin mid-March. All major work items requiring lane closures and sidewalk closures are slated to be completed by the end of May, 2014.

10/9/2013 - jlucido: The awarding of the Downtown Two-way Street Conversion Project--Phase 1 design-

build contract and budget adjustment will be presented to City Council for consideration on October 15, 2013.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Negotiate Design/Build Contract--Ph. 1	PW, Admin	Julie Lucido	10%	9/2/2013	Complete
Contract/Budget Amend to Council-Ph. 1	PW, Admin	Julie Lucido	5%	10/1/2013	Complete
RFQ for Ph. 2 Design/Build	PW, Admin	Julie Lucido	5%	1/17/2014	On Hold
Construction of Phase 1	PW, Admin	Mark Tomko	60%	3/31/2014	On Time
Select/Negotiate Contract-Ph. 2	PW, Admin	Julie Lucido	15%	4/11/2014	Not Started
Contract to Council-Ph. 2	PW, Admin	Julie Lucido	5%	5/6/2014	Not Started

Project Progress: 15% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00647	Project Status	On Time
Project Title	Work Order Asset Management Program			Phase	1 of 2
Project Start Date	10/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Maintenance	Project Leader	Phil Brun		
Project Budget	\$1,200,000				
Funding Sources	General Fund, Water Enterprise Fund				

City Manager's Report City Council's Report

Project Description

BACKGROUND

The Public Works and Parks and Recreation Departments own, operate and manage a wide variety of community infrastructure assets to serve the public including streets, sidewalks, traffic signals, streetlights, storm drain system, water system, parks, trees, building facilities, and many others. Currently, staff manages and tracks the condition, location, age, potential for failure, cost to replace and records of work performed on these assets through a variety of information silos including discrete databases and physical paper files. Most commonly this critical information is undocumented and only exists in the memory of experienced staff which is often lost through attrition. Consequently, it is difficult for management to optimize business processes and apply performance measures due to incomplete information.

PROJECT

The Workorder Asset Management Program (WAM) is a computer based system to capture and manage data related to where assets are located, what condition they are in, when they need to be replaced, and who has worked on them. As with any software solution, a successful implementation effort requires an investment in the right technology, hiring consultant services to guide staff and adding part-time or limited-term staff to perform implementation tasks. WAM is a data centric program therefore it is critical that we gather information on all City infrastructure assets as part of implementation.

Project implementation will require approximately 2-years to complete. In the first phase of the project (FY13-14) a software system will be selected, data layers for each type of infrastructure will begin to be built in the GIS system, and the work management processes will begin to be built for Water and Street assets as the software implementation proceeds. Phase 2 (FY14-15) will include the completion of processes for Water and Streets, building processes for Storm Drain, Trees, Parks and other facilities, and implementation of a customer interface application that will replace the CRM system.

Status Update

2/3/2014 - pbrun:

On November 19, 2013, City Council approved the Agreement with Cartegraph and approved initial expenditures for the project as follows:

\$249,700 - Software Purchase and Implementation Services

\$254,835 - Data Mapping Services for Asset layers (trees, sidewalks, pavement markings, signs, streets, etc.)

\$162,000 - License Agreement for 2-years

On January 10, 2014, City Staff and Cartegraph held a kick-off meeting for the project.

On January 28, 2014, City staff met with the data collection team and the collection vehicle equipped with high resolution stereo imagery video began driving the 250 miles of City streets. Data collection will be complete in 2-3 weeks. Data processing for each asset data layer will be an 8-12 month process.

The work order implementation team from Cartegraph will be here in March to kick-off that portion of the project.

10/8/2013 - pbrun:

Staff continues to negotiate final terms of an agreement with the software vendor, Cartegraph. This has caused a slight delay in taking the agreement to Council. Original plan was Council approval in October, however it has been delayed to November. The delay should not have any effect on future tasks. One area of deliverables that staff continues to negotiate is asset data collection. It appears that the agreement with Cartegraph will include data collection for streets, sidewalks, trees, storm drains and other assets using high resolution 3-D video (similar to Google Earth). This is a much more efficient and economical means of collecting data on the City's assets than the original proposal to use part-time staff to survey over a two-year period.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Agreement with Software Vendor	PW, Water	Michael Hether	5%	10/31/2013	Complete
Work Order Processes for Street Assets	PW, Maintenance	Jeff Folks	30%	6/30/2014	Not Started
Work Order Processes for Water Assets	PW, Water	Michael Hether	25%	6/30/2014	Not Started
Build GIS Data Layers	Information Technology	Scott Nielsen	40%	6/30/2014	On Time

Project Progress: 5% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00652	Project Status	On Time
Project Title	Oxbow Bypass Project			Phase	1 of 1
Project Start Date	7/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Admin	Project Leader	Julie Lucido		
Project Budget	\$0				
Funding Sources	N/A--Measure A/Federal Funds				

City Manager's Report City Council's Report

Project Description

The Oxbow Bypass is a key phase in the overall Napa River/Napa Creek Flood Protection Project. The Bypass construction will significantly reduce the flooding on the Napa River and will function as a City Park during normal Napa River flow conditions. During rain events exceeding a 2-5 year storm, the Bypass will convey river flows to reduce the risk of flooding. Federal funding in the amount of \$16.6 million was allocated to the Oxbow Bypass project through a US Army Corps of Engineers (ACOE) supplemental work plan approved in June 2013. The estimates for construction of the Bypass have varied from \$16 million to \$23 million.

The Oxbow Bypass construction contract was advertised for contractor proposals on August 26, 2013 by the ACOE. The bid documents when originally advertised excluded the floodwalls, lighting and electrical. On September 11, 2013, Napa County Flood Control District (NCFCD) received confirmation that the floodwalls, electrical, and lighting would be included in the bid documents as an optional item.

Status Update

2/6/2014 - jlucido: The US Army Corps of Engineers (ACOE) selected a contractor in December after several extensions to the proposal period. The ACOE confirmed that floodwall, lighting, and river access at the downstream end of the Bypass would be included in the project as long as the Flood District agrees to fund the required local cost share. Construction is expected to begin in the spring. The groundbreaking ceremony has been scheduled for April 5, 2014.

10/9/2013 - jlucido: The Flood District with City staff participation presented the final design of the Oxbow Bypass plan to the Parks and Recreation Committee on September 25, 2013. The presentation focused on changes to the plan since 2011. The Committee was informed that the upper river access that was to function as a kayak launch will not be constructed as part of this project. The structure required to support this river access would not be allowed under the current environmental permit and would significantly increase efforts for construction and long term maintenance.

The ACOE advertised the Oxbow Bypass for contractor proposals. The due date has been extended to October 28, 2013. The ACOE has informed the Flood District that the floodwalls are eligible for federal

funding. If the successful contractor's proposal is above the current level of federal funding (total budget of \$16.6 million), the ACOE will request additional funding for the floodwalls.

The Flood District staff issued a Request for Qualifications from consultant teams to prepare an analysis to re-evaluate the cost benefit ratio of the Flood Project features remaining after the Oxbow Bypass. Statements of Qualifications were submitted to the Flood District in early October, and City staff will be included on the selection committee.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Aid NCFCD with Bypass Outreach	PW, Admin	Julie Lucido	10%	9/25/2013	Complete
Coordinate w/ ACOE/NCFCD on Bid Docs	PW, Admin	Julie Lucido	5%	10/31/2013	Complete
Construction/Encroachment Oversight	PW, Admin	Mark Tomko	50%	6/30/2014	On Time
Aid NCFCD on Post Bypass Evaluation	PW, Admin	Julie Lucido	35%	6/30/2014	On Time
Project Progress: 15% of 100% Complete					



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00646	Project Status	On Time
Project Title	LED Streetlights			Phase	1 of 1
Project Start Date	8/1/2013	Project Due Date	5/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Maintenance	Project Leader	Phil Brun		
Project Budget	\$1,575,000				
Funding Sources	California Energy Commission Loan				

City Manager's Report City Council's Report

Project Description

The City of Napa owns approximately 4,500 high pressure sodium cobra head street lights and approximately 500 metal halide and high pressure sodium decorative post top streetlights. Light Emitting Diode (LED) technology has emerged as the next generation of streetlights as a means of both saving energy and improving street lighting. In 2011, approximately 300 LED streetlights were installed on Trancas, Soscol, Jefferson, California and Maxwell Bridge through an Energy Efficiency Conservation Block Grant. Based on the energy savings, reduced maintenance, and improved lighting generated by this small project, Staff identified an opportunity to replace all streetlights with LED technology. In January 2013, the City received approval for a 1% interest loan from the California Energy Commission to cover the estimated project cost of \$1,900,000. Based on the CEC loan criteria, the City would use energy cost savings to pay the debt service on the loan.

Status Update

2/3/2014 - pbrun:

Installation of the LED streetlights began on November 20, 2013. As of January 17, 2014, a total of 3,194 lights have been installed. These lights are predominately in residential areas and account for 68% of the City's lights. All cobra head lights are scheduled to be installed by the due date at the end of February. The installation of decorative post-top lights in Downtown and along the River Front are delayed due to material shipping times of 6-8 weeks but should be completed by late April and will not effect the overall completion date of the project.

We have received limited feedback from the public (approximately 10 calls). A few callers love the new lights while a few thought they were either too bright or too dim. Overall, the low number of calls is an indicator of general acceptance of the new lighting characteristics.

10/8/2013 - pbrun:

On September 19, 2013, Staff issued a notice to proceed on the project. Tanko Lighting started the inventory/audit phase of the project on September 30th. Installation is scheduled to start in mid-November.

Public outreach for the project includes: Marketplace Magazine (October), Napa Register (October), and project page on City website.

9/10/2013 - pbrun:

In May/June of 2013, staff conducted a Request for Qualifications process to select a design/build contractor for the project.

The project will replace 4,700 existing streetlights with LED fixtures. Once completed, all City owned streetlights will be new LED fixtures.

On August 20th, City Council approved an agreement with Tanko Lighting to provide design/build services for the project.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design/Build Agreement with Contractor	PW, Maintenance	Phil Brun	1%	9/13/2013	Complete
Design	PW, Maintenance	Mark Tomko	10%	11/29/2013	Complete
Inventory/Audit of Existing System	PW, Maintenance	Mark Tomko	10%	11/29/2013	Complete
PG&E Rate Changes	PW, Maintenance	Phil Brun	2%	2/28/2014	On Time
Installation	PW, Maintenance	Mark Tomko	75%	2/28/2014	Behind
CEC Loan Payments	PW, Maintenance	Phil Brun	2%	5/30/2014	Not Started

Project Progress: 21% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PW-00653	Project Status	On Time
Project Title	Five-way Intersection Preliminary Study			Phase	1 of 2
Project Start Date	8/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Admin	Project Leader	Julie Lucido		
Project Budget	\$250,000				
Funding Sources					

City Manager's Report City Council's Report

Project Description

The City's General Plan documents identify improving traffic operations at the intersection of Silverado Trail (SR 121)/Third Street/Coombsville Road/East Avenue ("Five-Way Intersection") as a priority project for the City. Silverado Trail (SR 121) is identified as a crucial corridor. Traffic studies have documented that this intersection has operated at a Level of Service F since before 2000. The non-standard geometry and traffic volumes at this intersection create operational deficiencies that can be improved by adding and modifying turn pockets and optimizing the traffic signalization system. The project is expected to modify the intersection geometry and signal operations to improve the level of service.

A Project Initiation Document (PID) will be prepared as the first phase of this project. Preparation of a PID is a requirement and must be completed prior to moving forward with any improvements on a Caltrans-owned facility. The efforts will identify and evaluate alternatives, specify a work plan for overall project development, and gain Caltrans approvals.

Status Update

2/6/2014 - jlucido: City Council approved a contract on January 21, 2014 with a specialized engineering consultant for the preparation of the Project Initiation Document. City staff has also worked with Caltrans to draft the necessary cooperation agreement for the reimbursement of Caltrans' staff time. State law requires local governments to reimburse Caltrans for their review. The contract is scheduled to be presented to the City Council for consideration on February 18, 2014.

10/11/2013 - jlucido: A Request for Qualifications and Proposals (RFQ/P) was issued by the City on September 11, 2013. Due to the level of interest by consultants, five weeks was allowed for consultant research and preparation of qualification statements and proposals. The proposals are due on October 15, 2013, and City staff expects to select a consultant by the first week in November.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Issue RFQ/RFP	PW, Admin	Julie Lucido	10%	9/11/2013	Complete
Select Consultant/Negotiate/Contract	PW, Admin	Julie Lucido	20%	11/5/2013	Complete
Initiate PID/Coordinate w/Caltrans	PW, Admin	Julie Lucido	20%	1/15/2014	On Time
Preparation of Draft PID Document	PW, Admin	Julie Lucido	50%	6/30/2014	Not Started

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PW-00654	Project Status	On Time
Project Title	Sustainability Plan Implementation			Phase	1 of 1
Project Start Date	7/1/2013	Project Due Date	6/30/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Admin	Project Leader	Julie Lucido		
Project Budget	\$110,000				
Funding Sources	General Fund (For Plastic Bag Ordinance)				

City Manager's Report City Council's Report

Project Description

EV Charging Stations – Staff is currently pursuing the acquisition of the first City electric vehicle (EV) charging station and electric hybrid vehicle. The first station will be installed in the Police Department parking lot. The charging station will accommodate the concurrent charging of two vehicles, with one dedicated for City vehicles and one available for use by the public. Staff is also applying for a grant under the Transportation Fund for Clear Air Program in order to pursue a project to install additional charging stations. The current preferred location for the additional stations is at the City parking lot located at the corner of Coombs Street and Second Street. This site already has adequate electrical infrastructure to support EV charging stations which substantially reduces the costs.

PACE -- Assembly Bill (AB) 811 was signed into law on July 21, 2008, and AB 474, effective January 1, 2010, amended Chapter 29 of Part 3 of Division 7 of the Streets & Highways Code of the State of California (“Chapter 29”) and authorizes a legislative body to designate an area within which authorized public officials and free and willing property owners may enter into voluntary contractual assessments to finance the installation of distributed generation renewable energy sources, energy efficiency, and/or water conservation improvements that are permanently fixed to real property, as specified. The financing for these improvements has come to be known as PACE, which stands for Property Assessed Clean Energy. The City has joined a program that covers commercial properties. Staff is evaluating an option of joining an additional program that includes the ability for residential properties to participate in PACE. This will require Council action.

Plastic Bag Ban Ordinance -- Project is to prepare and present ordinance for City Council consideration and approval that would ban single use retail carry-out plastic bags. Staff will coordinate with other cities and county on efforts

Status Update

2/5/2014 - jlucido:

EV Charging Stations –The first city EV charging station has been obtained. The City electrical crew will install the unit as time allows with other high priority projects. Additionally a grant for the Transportation

Fund for Clear Air Program is available for partial funding of additional EV charging stations.

PACE residential -- City Council approved joining the Hero PACE program on January 21, 2014 that includes financing for both residential and commercial projects. During the next several months the initial court validation will take place and the program is expected to be running by summer 2014.

Plastic Bag Ban Ordinance -- City staff has negotiated a contract with a consultant firm that provided outreach services for other Bay Area communities adopting a plastic bag ban. Obtaining additional services from an outside firm will help advance the overall schedule for adopting the ban. Outreach efforts including community meetings and contacts with businesses will occur over the next couple of months.

10/11/2013 - jlucido:

EV Charging Stations -- Staff has ordered the first EV charging station and is pursuing the acquisition of an electric hybrid vehicle. Staff has also been informed that NCTPA has recommended the grant for the Transportation Fund for Clear Air Program.

PACE residential-Initial discussions have begun with a PACE program that would include residential properties. Solano County joined this program in August after substantial review and analysis of the program. City staff in cooperation with Napa County representatives will further research the program and bring to City Council for consideration if the program is determined to be no risk to the City.

Plastic Bag Ban Ordinance-City staff facilitated a meeting with representatives from the county and all of the cities in Napa County to determine next steps in a coordinated effort to potentially ban single use retail plastic bags. Not all of the jurisdictions have made the decision to pursue the ordinance but all are participating at this time in initial discussions. City staff will complete a draft ordinance by the end of October and will begin meeting with business groups and holding public meetings to gather comments and input.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Adopt PACE Residential Program	PW, Admin	Julie Lucido	25%	11/30/2013	Complete
EV Charging Station	PW, Admin	Julie Lucido	25%	3/30/2014	On Time
Single Use Plastic Bag Ban Ordinance	PW, Admin	Julie Lucido	50%	5/30/2014	On Time

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PW-00665	Project Status	On Time
Project Title	Tulocay Creek Pedestrian Bridge			Phase	1 of 1
Project Start Date	7/1/2013	Project Due Date	6/3/2014		
Requested Start Date		Requested Due Date			
Lead Department	PW, Admin	Project Leader	Julie Lucido		
Project Budget	\$403,000				
Funding Sources	TDA-3, RTP, NCFCD, Gasser Foundation, GF				

City Manager's Report City Council's Report

Project Description

As part of the Napa River Flood Protection Project (Flood Project), the east bank of the Napa River from Kennedy Park to Third Street was reshaped creating flood and marsh plain terraces. Levees were constructed along portions of this reach. A paved recreation trail/maintenance road was constructed from Kennedy Park to just south of Tulocay Creek, and a temporary gravel maintenance road was constructed for the segment north of Tulocay Creek up to Soscol Avenue near Third Street and Riverfront Green Park. The completion of the trail by the Flood Project will likely be at least 5 years in the future due to other high priority contracts. The project to complete this gap in the trail network will include a pedestrian/bicycle bridge similar to the structure installed over the Napa Creek near Coombs and Clinton Streets and paving of the gravel trail.

This future trail segment is part of the Napa River Trail and eventually a segment of the Napa Valley Vine Trail which will traverse the City of Napa along the Commuter Bike Trail and the Napa River Trail. The City of Napa has supported the development of this trail system which is reflected in the City's General Plan.

The Napa Valley Vine Trail Coalition, Flood District, and City staff have met and concluded that there would be significant public benefit to construct this segment of trail sooner than the Flood Project will be able to. This bridge and trail paving project would close a three-quarter of a mile gap in the Napa River Trail and the Napa Valley Vine Trail. This would be a collaborative project.

Status Update

2/5/2014 - jlucido:

The City collaborated with the Vine Trail and NCTPA to apply for several grants. The project has been selected by the Recreation Trail Program to receive a grant of \$140,000. Staff is currently working to satisfy the grant requirements that include providing past documentation of cultural resource investigations, NEPA/CEQA clearance, notification to Native American groups, etc., to the satisfaction of the grant administrators. The Gasser Foundation has also committed \$100,000 towards the project. Staff has also requested TDA-3 funding through NCTPA in the amount of \$163,000. Staff has researched

similar projects and will be pursuing a design-build delivery method for the project completion.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Issue RFP for Design Build (DB) Delivery	PW, Admin	Julie Lucido	35%	4/2/2014	Not Started
Obtain TDA-3 Grant	PW, Admin	Julie Lucido	15%	4/24/2014	On Time
Selection of DB Team Based on Best Value	PW, Admin	Julie Lucido	35%	5/1/2014	Not Started
Recommend Award of DB Contract	PW, Admin	Julie Lucido	15%	6/3/2014	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

FY 2013-2014 Capital Improvement Projects 2nd Quarter

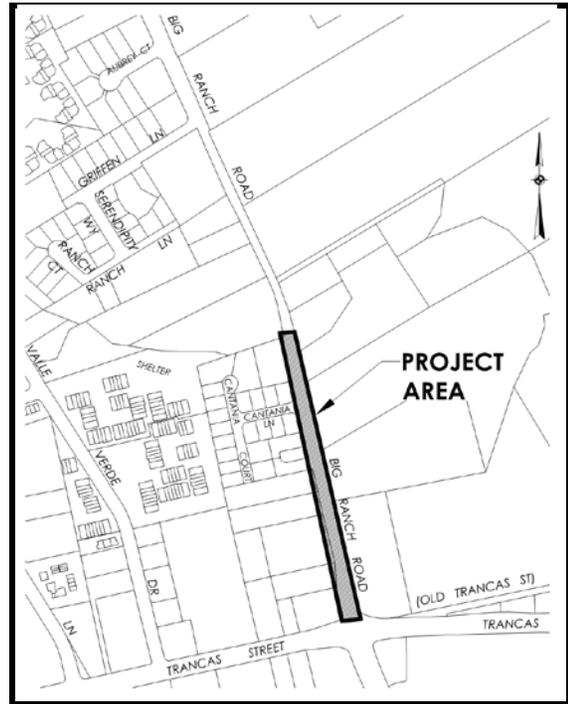
Project	Page #
○ Big Ranch Road Widening Project	96
○ China Point Overlook Project	97
○ Fire Station No. 1 Seismic Retrofit Project	98
○ Fire Station No. 5 (Browns Valley Station)	99
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CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02

PROJECT DESCRIPTION:

The Big Ranch Road Widening Project will provide four lanes of vehicular traffic on Big Ranch Road between Trancas Street and Salvador Creek.



PROJECT MANAGEMENT:

Mark P. Andrilla, Senior Civil Engineer
Public Works Department - Engineering Division

PROJECT STATUS:

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across four parcels. A total of \$1,807,000 has been appropriated from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way, complete the design, and construct the project. A contract with Riechers Spence Associates to complete the design is underway and is approximately 85% complete. Completion of design is scheduled for the summer of 2014. Right-of-way acquisition documents were completed in January 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						85%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$1,807,000

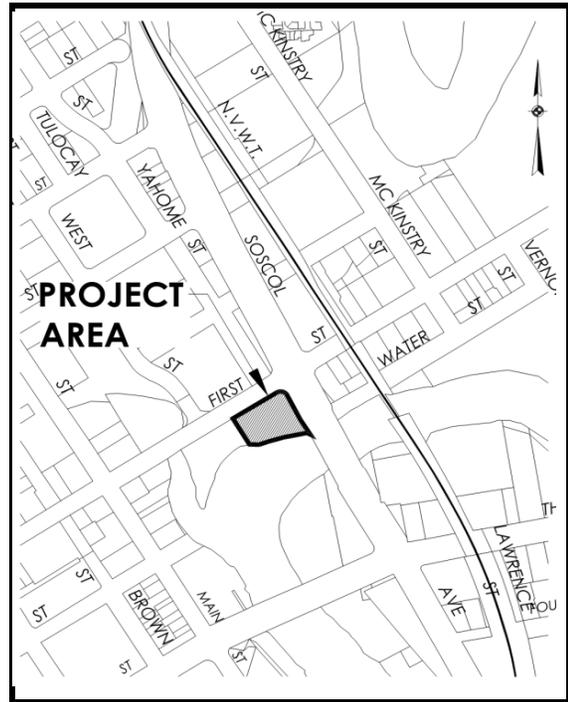
BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design prior to 2011, and approximately \$80,000 has been spent to date on the design and preparing right-of-way documents since January 2011.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

CHINA POINT OVERLOOK PROJECT PK06RA03

PROJECT DESCRIPTION:

The China Point Overlook Project consists of the development of a park site located at the southwest corner of First Street and Soscol Avenue.



PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer
Public Works Department, Engineering Division

PROJECT STATUS:

The project is in the design phase. It is being designed for the former Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project's location being adjacent to the Napa River, the City will be working closely with the Flood District and the Army Corps of Engineers, as was done with the Napa Riverfront Green project. GSM has provided 95% construction plans for review and comments. Project advertisement was anticipated for the summer of 2013 with construction to begin that fall. However, as of April 2013, project advertisement has been postponed until 2014 per the direction of the City Manager pending State Department of Finance's final determination on the availability of Redevelopment Funds and when they can be spent. With the anticipation that funding will become available the beginning of 2014, project advertisement is currently scheduled for the spring of 2014 with construction to begin that summer.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013			2014								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						95%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$660,000

BUDGET EXPENDED TO DATE: Approximately \$53,000 has been spent to date on design (\$8,000 for in-house engineering costs and \$45,000 in consultant design costs).

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

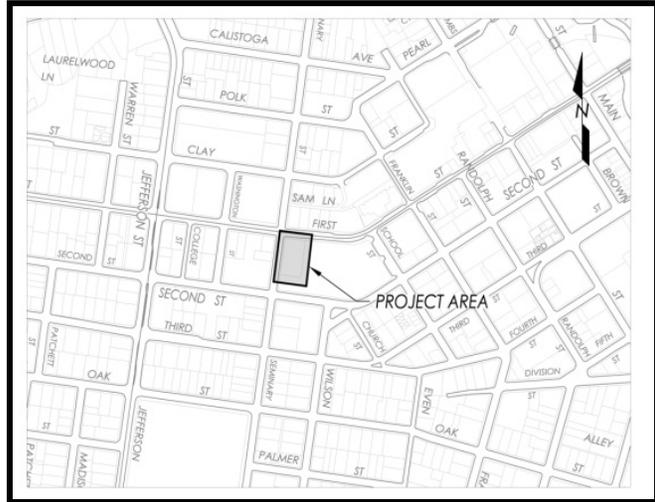
FIRE STATION NO. 1 SEISMIC RETROFIT PROJECT NO. MS12FD02

PROJECT DESCRIPTION:

The project provided seismic retrofit upgrades to the Fire Station No. 1 structure as required to prevent catastrophic structural failure during a large earthquake event and included the replacement of a chronically leaking roof.

PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer
Public Works Department - Engineering Division



PROJECT STATUS:

The seismic retrofit and re-roof construction contract work was completed and the Notice of Completion was issued to the contractor SW Allen Construction on December 16, 2013. Facilities upgrades outside of the retrofit/re-roof project contract scope of work are currently being installed. Upgrades include a new apparatus bay heating system, new carpeting and electrical upgrades. In late January, following the upgrade work, the Fire Department is scheduled to move back into the renovated station.

PROJECT SCHEDULE:	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction						99%						

BUDGET STATUS:

PROJECT BUDGET: \$174,000 for design costs. \$700,000 was moved to this account from the CIP Building Reserve Fund as part of the 2013/2014 budget to pay for project construction. An additional \$50,000 to pay for the work associated with the unanticipated field conditions was added at the City Council's October 15, 2013 meeting. The current upgrades outside of the project construction scope of work are funded by the Parks & Recreation Facilities Operating Budget.

BUDGET EXPENDED TO DATE: Approximately \$766,000 has been spent to date on consultant selection, the preliminary analysis, project design, construction and construction monitoring.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRE STATION NO. 5
PROJECT NO. FC09FD01

PROJECT DESCRIPTION:

The project consists of construction and staffing of a new fire station at the southwest corner of the intersection of Browns Valley Road and Laurel Street. The station will serve the demands of the City's new growth and provide responsive emergency access to the Browns Valley area and other areas west of Highway 29.



PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer
 Public Works Department - Engineering Division

PROJECT STATUS:

A Request for Proposals went out to architectural consulting firms on November 15, 2013 for the design of Fire Station No. 5. The Request for Proposal outlined the project requirements and included language and selection criteria that emphasized the desire to include local consultant and sub-consultant participation. Proposals were due on December 12, 2013. From the ten proposals received, three shortlisted architects were selected to participate in an interview process. Interviews with shortlisted firms were scheduled for January 8, 2014. The selected architect, Shah Kawasaki Architects, will head a design team that will be assisting staff with the required use permit, general plan amendment and rezoning processes which will include Planning Commission and City Council hearings and subsequent actions. The conceptual phase of the project will include a community workshop to answer questions and obtain public input on the station design. Following the entitlement process, the firm will prepare the project construction documents. The project will be completed using the conventional design/bid/build approach.

PROJECT SCHEDULE:	Q1			Q2			Q3			Q4		
	2013			2014								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						5%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$6,309,000 total project budget including land purchase, design, construction, equipment and staffing. \$2,050,000 is budgeted for FY 13/14.

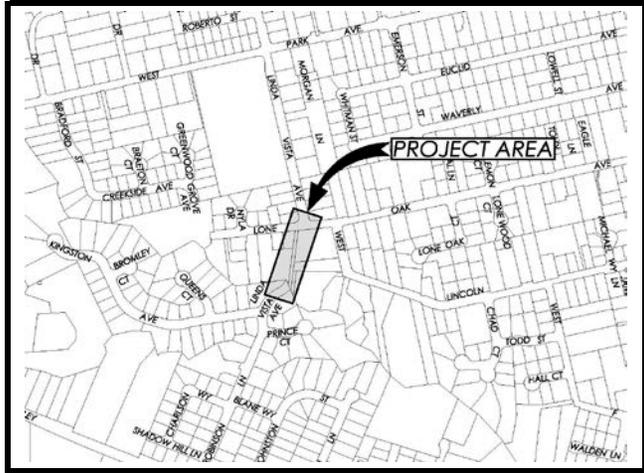
BUDGET EXPENDED TO DATE: Approximately \$22,700 has been spent to date on preliminary project development, scheduling, coordination, Request for Proposal preparation and design consultant selection process.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

LINDA VISTA BRIDGE OVER NAPA CREEK PROJECT NO. BR14PW02

PROJECT DESCRIPTION:

Construct a new bridge over Napa Creek to connect Linda Vista Avenue from Robinson Lane to Lone Oak Avenue. The project will provide connectivity to the area and improve traffic circulation and provides emergency access from the proposed Fire Station 5 to the area west of Highway 29 and south of Trancas Street/Redwood Road.



PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer
Public Works Department - Engineering Division

PROJECT STATUS:

City staff has met with property owners within, and adjacent to, the project limits and completed approximately 95% of the boundary and topographic survey work. Staff has begun to develop alternate road alignments. The alternate road alignments will then be presented at community meetings followed by a report to the City Council to discuss what transpired.

PROJECT SCHEDULE:		Q1			Q2			Q3			Q4			
	2013							2014						
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Design							27%							
Bid & Award														
Construction														

BUDGET STATUS:

PROJECT BUDGET: \$60,000 FY2013/2014

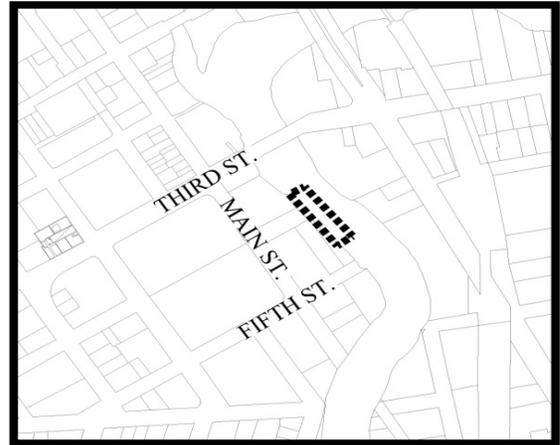
BUDGET EXPENDED TO DATE: Approximately \$20,000 has been spent to date on boundary and topographic survey work in preparation for a road alignment study.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK PROJECT PROJECT NO. MS07PW01

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

Mark A. Tomko, Senior Civil Engineer
Public Works Department - Construction Division

PROJECT STATUS:

Construction Project is complete. A dedication ceremony for the Main Street Boat Dock was held on October 23, 2013. The Notice of Completion was issued to the contractor (West Coast Contractors, Inc.) on November 22, 2013.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction						100%						

CONTRACT BUDGET: \$1,504,000
BUDGET EXPENDED TO DATE: \$1,492,878

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA RIVER DREDGING PROJECT PROJECT NO. PWRIVERDRG

PROJECT DESCRIPTION:

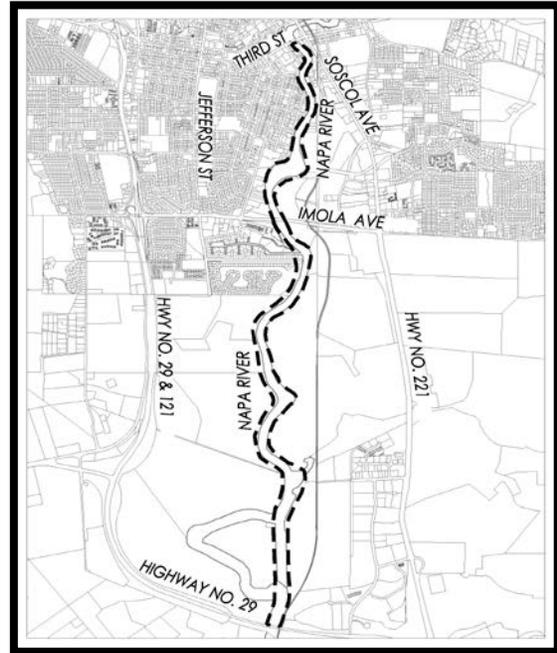
The Napa River Dredging Project is a limited-scope navigational maintenance dredging project of the Napa River by the Army Corps of Engineers from the Butler Bridge to Third Street.

PROJECT MANAGEMENT:

Julie Lucido, Senior Civil Engineer
Public Works Department, Special Projects Division

PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has less than \$400,000 out of a rough estimate of \$2M to perform limited maintenance dredging from the State Highway 29 (Butler) Bridge to Third Street. Nevertheless, the Corps agreed to begin tasks for a dredge project for this reach. The Corps completed their new hydrographic survey in May 2012. In addition, the Napa County Flood Control District (District) agreed to start the dredge sampling and analysis process with the Corps' Dredged Materials Management Office ('DMMO') for the river dredge. Depending on the Corps' ability to fund a river dredge project, the City remains open to contributing available funds as well. The District and City are partnering on an effort to form a financing district to fund future maintenance dredging. Contracts with a specialized consultant were executed in September 2013 to evaluate types of financing districts and pursue the formation of type of district that best fits the project objectives. The consultant has begun the analysis and is preparing a submittal of the potential district options. Staff has also been working with the US Army Corps of Engineers to gain approvals to tier off from an environmental document currently being prepared by State and Federal agencies should the City desire to perform dredging work.



PROJECT AREA

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting												
Bid & Award												
Construction												
Financing District Formation						25%						

BUDGET STATUS (for financing district formation):

PROJECT BUDGET: \$50,000

BUDGET EXPENDED TO DATE: \$5,000

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SIERRA AVENUE EXTENSION TO VILLA LANE ST14PW07

PROJECT DESCRIPTION:

The Sierra Avenue Extension Project extends Sierra Avenue from Willis Drive to the northerly terminus of Villa Lane. The extension will include a new roadway, curb, gutter, and sidewalk.



PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer
Public Works Department, Engineering Division

PROJECT STATUS:

Project design will not begin until February 2014. Construction is anticipated to begin in the spring/summer of 2016.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$750,000

BUDGET EXPENDED TO DATE: No expenditures to date



CITY of NAPA

Report on Service Center (CRM) activity Q2 FY 2013-14

The City of Napa Citizen Relationship Management (CRM) system is a web-based software system that contains a database of frequently asked questions and answers, allows a citizen to submit questions that are routed to staff based on the question content, and allows citizens to submit 27 different types of specific service requests.

This report focuses on the service request component of the CRM system, and specifically, the 24 service requests that are processed by the Public Works and Parks and Recreation Services departments. These two departments handle the bulk of external service requests.

Service requests can be fully completed online by the citizen through the Service Center portal accessed from www.cityofnapa.org. Internally, staff can generate service requests on behalf of the citizen as information is delivered in telephone calls, email, or in-person contact.

A total of **438 external service requests** were processed and closed by Public Works and Parks and Recreation via the CRM system in the second quarter of FY 2013-14. This is 19 fewer requests than submitted in the first quarter of FY 2013-14 and 61 fewer than the number submitted one year ago in the second quarter of FY 2012-13.

The accompanying table shows the total number of service requests made in the 24 request types handled by Public Works and Parks and Recreation Services during the period Oct 1-Dec 31, 2013, and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

In 10 of 24 service request categories, the SLA was exceeded. In 6 of these 10 categories the SLA was only marginally over the limit. In the 4 other categories that were out of compliance, the cause was having a service request that remained open in the system for an excessive time.

Notes on anomalous SLAs:

- In the case of the “pollution report” that was open for 11.9 days, the issue involved a sofa in a creek. The sofa was removed within 3 days of the report but the service request was not closed in the system at that time.
- The excessive “sign problem” SLA resulted from three unclosed items—one was left open 159 days, one for 32 days and another for 20 days. Work had been completed or assigned but the service request intake had not been closed.
- The anomaly in the “new streetlight” category resulted from one request being mistakenly left open in the system for 84 days while the other five were closed within one day. The same type of error occurred with the “Misc park/public space issue” category.

Typically when the SLA is widely out of compliance, as in these cases, it represents only a failure to close the request, not a failure to investigate and/or solve a problem.

External Service Requests closed by Public Works and Parks and Recreation Services

Oct 1-Dec 31, 2013

Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	8	3.49	5
City landscaping issue	3	3.47	6
Clogged storm drain	4	2.24	1
Construction site problems	1	0.83	1
Dead Animal	19	0.77	1
Graffiti	8	0.47	2
Light out	139	1.43	3
Litter or debris	28	1.73	2
Miscellaneous park/public space issue	2	24.06	5
New streetlight	5	16.96	5
Ongoing drainage problem	2	5.37	5
Park issue	10	2.87	5
Pollution report	1	11.92	1
Pothole	35	1.45	2
Rough road surface	6	1.45	5
Sign problem	16	13.52	2
Street sweeping	24	0.54	2
Traffic signal malfunction	7	1.41	1
Tree issue	116	5.83	5
Utility pole issue	2	0.92	5
Water leak	0	0	1
Water pressure problem	1	2.17	1
Water quality issue	1	1.5	1
Weeds	0	0	5

(Categories highlighted in green have an average time to close of request within the Service Level Agreement.)