



CITY of NAPA

Fourth Quarter Report
FY 2010-2011



CITY MANAGER
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September 20, 2011

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 4th quarter report without financials for FY2010-11. The intent of this report is to provide Council with current information regarding the status for key work program items, capital improvement projects and Customer Service software system reports. The Fourth Quarter report containing information on the City's year-end financial status and Investment Portfolio will be presented at the October 18, 2011 Council meeting.

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

The second 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,

Mike Parness
City Manager



CITY of NAPA

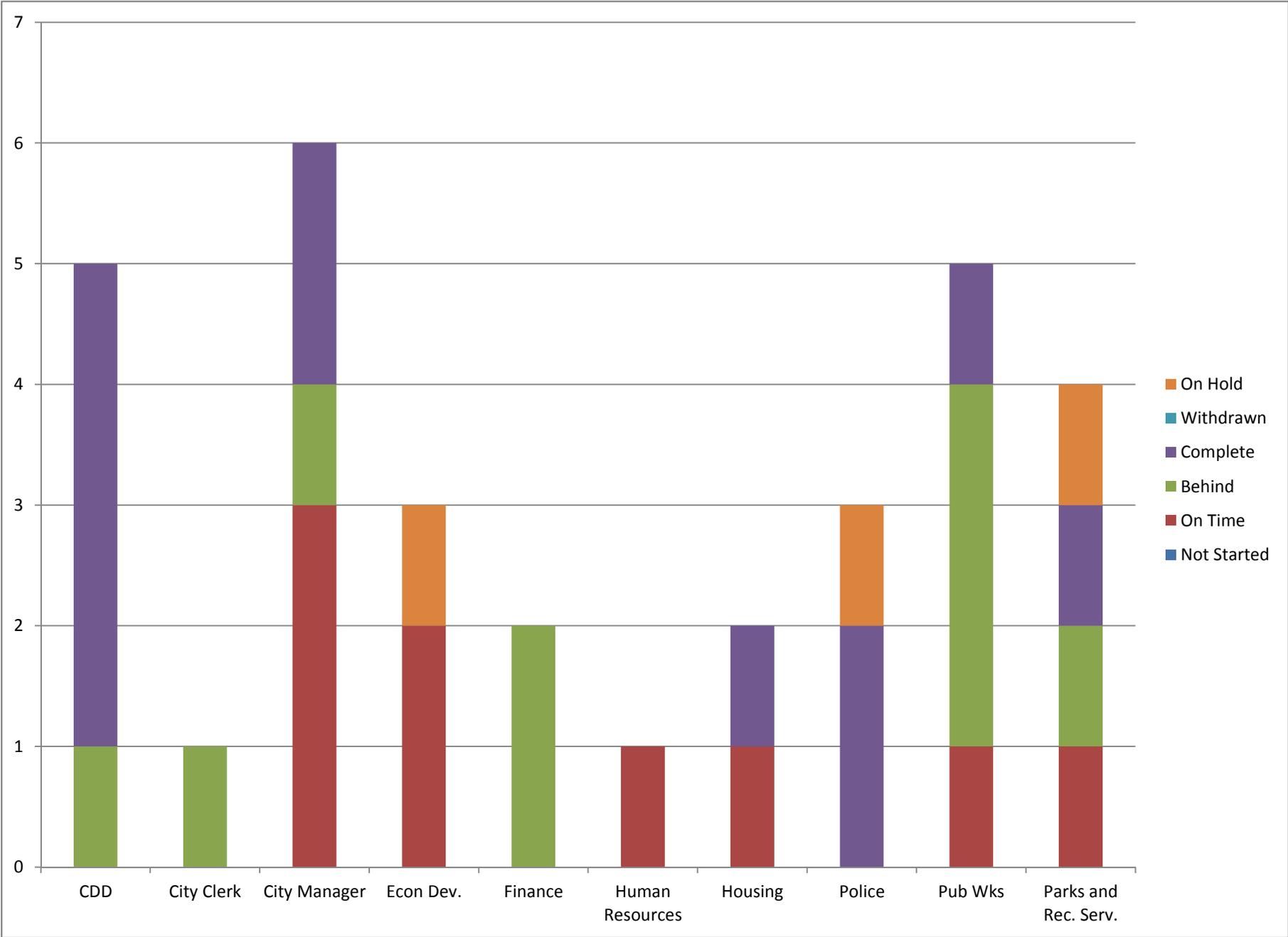
FY 2010-2011

Project Tracking
4th Quarter

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Project Status by Department





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Project Tracking Summary

by Department

CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00442	High Performance Building Ordinance-Phase 3 and 4	4 of 4	Complete	6/30/2011	Cass Walker

Total Projects for CDD, Building: 1

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00308	Historic Resources Inventory Update	3 of 4	Complete	6/30/2011	Kevin Eberle
CDD-00478	Downtown Specific Plan	3 of 3	Behind	6/30/2011	Julianne Ward
CDD-00479	Medical Marijuana Dispensary Permit	1 of 2	Complete	6/30/2011	Brun/Tooker
CDD-00481	Public Art Master Plan and Guidelines	1 of 2	Complete	6/30/2012	Rick Tooker

Total Projects for CDD, Planning: 4

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00482	Records Management	1 of 1	Behind	6/30/2011	R. Ryan

Total Projects for City Clerk: 1

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00439	City Hall/Public Safety Facilities Master Plan	1 of 2	Complete	6/30/2011	Weiss/LaRochelle
CM-00484	City Council Comes to You	1 of 1	On Time	9/30/2011	Barry Martin
CM-00500	Labor Relations Program	1 of 1	On Time	6/30/2011	N. Weiss



CITY of NAPA

Project Tracking Summary

by Department

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00505	HR Transition Implementation	1 of 1	Complete	6/15/2011	Nancy Weiss
CM-00506	Administrative/Personnel Policies & Procedures	2 of 2	Behind	6/30/2011	N. Weiss
CM-00507	Executive Recruitments	1 of 1	On Time	6/30/2011	N. Weiss

Total Projects for City Manager: 6

Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00508	Parkway Plaza Project Area Wind-Down Plan	1 of 1	On Hold	5/31/2011	J. LaLiberte
ED-00509	City Sustainability Plan and EECBG Grant Implement'n	1 of 1	On Time	6/30/2011	LaLiberte
ED-00516	September 11 Memorial Community Project	1 of 1	On Time	6/30/2011	Hinkle

Total Projects for Economic Development: 3

Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00448	Cost Allocation Plan/User Fee Study	1 of 2	Behind	6/30/2011	Bill Zenoni
FIN-00463	Financial System, Payroll and Human Resources	3 of 3	Behind	6/30/2011	Bill Zenoni

Total Projects for Finance, Accounting: 2

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00320	Inclusionary Zoning Ordinance Update	2 of 3	Complete	6/30/2011	Jan Maurer Watkins



CITY of NAPA

Project Tracking Summary

by Department

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00502	Affordable Housing Development	1 of 1	On Time	6/30/2011	Jan Maurer Watkins

Total Projects for Housing: 2

Human Resources

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HR-00474	Financial System, Payroll and Human Resources	3 of 3	On Time	6/30/2011	J. Brott/S.Esser

Total Projects for Human Resources: 1

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00468	Volunteer Program	1 of 1	Complete	1/31/2011	Jeff Troendly
PD-00469	Police/Fire Admin Consolidation	1 of 1	Complete	6/30/2011	Shirley Perkins
PD-00473	Geographic Neighborhood Policing	1 of 1	On Hold	3/1/2011	Steve Potter

Total Projects for Police: 3

PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00425	Napa Creek Flood Protection Project	1 of 3	Behind	6/30/2011	Mark Tomko
PW-00486	Fire Station No. 1 Seismic Retrofit	1 of 2	Behind	6/30/2011	Jason Holley

Total Projects for PW, Engineering: 2



CITY of NAPA

Project Tracking Summary

by Department

PW, Transportation Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00493	Soscol Blvd/Silverado Trail Realignment Project	1 of 4	Behind	6/30/2011	Jason Holley
PW-00498	Saratoga Drive Extension Project	1 of 3	On Time	6/30/2011	Jason Holley

Total Projects for PW, Transportation Engineering: 2

PW, Water

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00464	PW Capital Improvement 5-Year Master Plan	1 of 1	Complete	1/31/2011	Megan Thomas

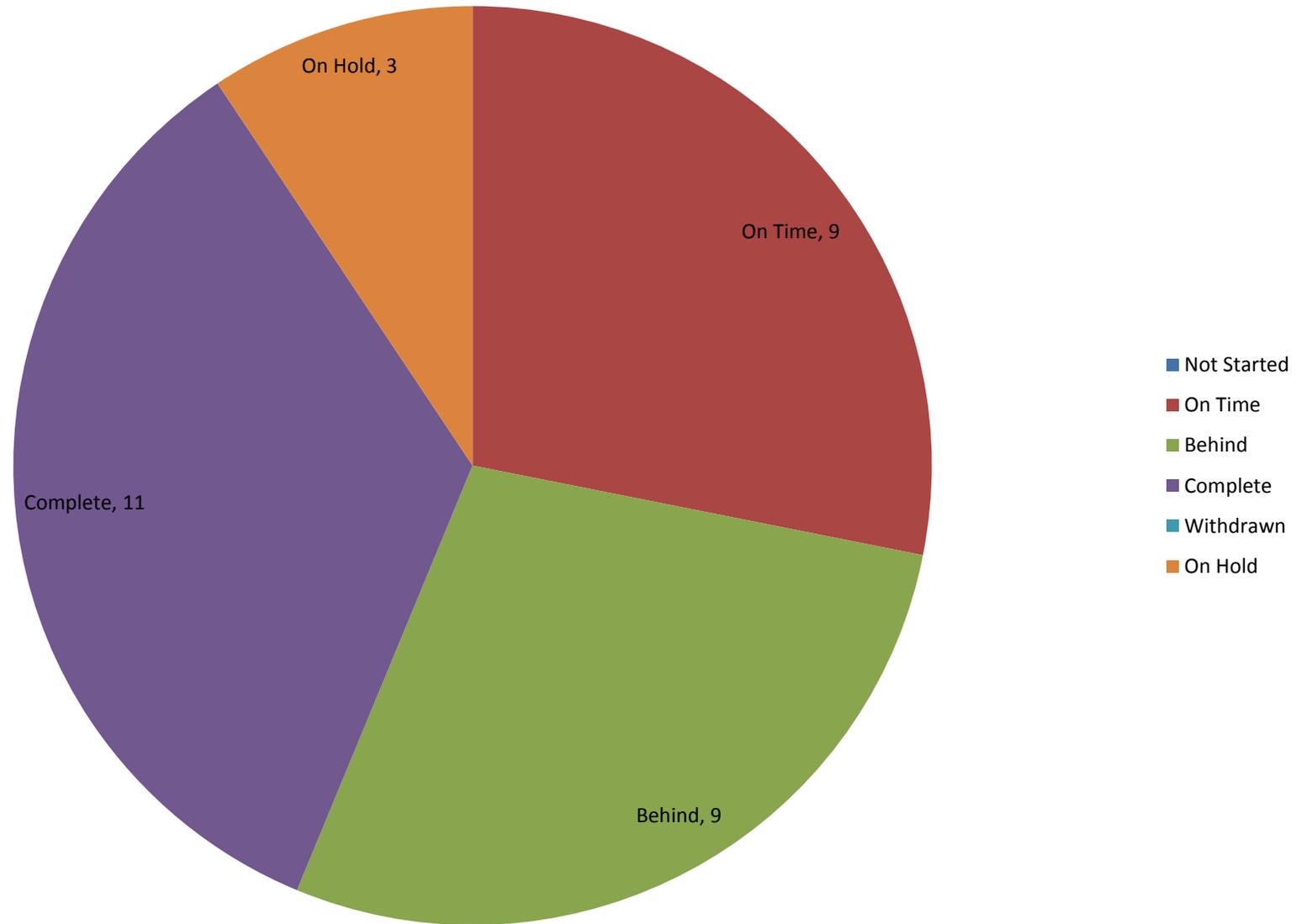
Total Projects for PW, Water: 1

Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00466	Development/Expansion of Group Park Picnic Sites	1 of 1	Complete	6/30/2011	Dave Perazzo
REC-00467	O'Brien Park Public Restroom Project	1 of 2	On Time	9/30/2011	Dave Perazzo
REC-00470	Update Facility Rental Fees & Charges	1 of 1	On Hold	6/30/2011	Cindy Bannister
REC-00471	Update existing and new facility use policies	1 of 1	Behind	6/30/2011	Cindy Bannister

Total Projects for Recreation: 4

Project Summary by Status





Project Tracking Summary

by Project Status

Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00478	Downtown Specific Plan	3 of 3	6/30/2011	CDD, Planning	Julianne Ward
CLK-00482	Records Management	1 of 1	6/30/2011	City Clerk	R. Ryan
CM-00506	Administrative/Personnel Policies & Procedures	2 of 2	6/30/2011	City Manager	N. Weiss
FIN-00448	Cost Allocation Plan/User Fee Study	1 of 2	6/30/2011	Finance, Accounting	Bill Zenoni
FIN-00463	Financial System, Payroll and Human Resources	3 of 3	6/30/2011	Finance, Accounting	Bill Zenoni
PW-00425	Napa Creek Flood Protection Project	1 of 3	6/30/2011	PW, Engineering	Mark Tomko
PW-00486	Fire Station No. 1 Seismic Retrofit	1 of 2	6/30/2011	PW, Engineering	Jason Holley
PW-00493	Soscol Blvd/Silverado Trail Realignment Project	1 of 4	6/30/2011	PW, Transportation En	Jason Holley
REC-00471	Update existing and new facility use policies	1 of 1	6/30/2011	Recreation	Cindy Bannister

Total Projects with Behind Status: 9

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00308	Historic Resources Inventory Update	3 of 4	6/30/2011	CDD, Planning	Kevin Eberle
CDD-00442	High Performance Building Ordinance-Phase 3 and 4	4 of 4	6/30/2011	CDD, Building	Cass Walker
CDD-00479	Medical Marijuana Dispensary Permit	1 of 2	6/30/2011	CDD, Planning	Brun/Tooker
CDD-00481	Public Art Master Plan and Guidelines	1 of 2	6/30/2012	CDD, Planning	Rick Tooker
CM-00439	City Hall/Public Safety Facilities Master Plan	1 of 2	6/30/2011	City Manager	Weiss/LaRochelle
CM-00505	HR Transition Implementation	1 of 1	6/15/2011	City Manager	Nancy Weiss
HSG-00320	Inclusionary Zoning Ordinance Update	2 of 3	6/30/2011	Housing	Jan Maurer Watkins



Project Tracking Summary

by Project Status

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00468	Volunteer Program	1 of 1	1/31/2011	Police	Jeff Troendly
PD-00469	Police/Fire Admin Consolidation	1 of 1	6/30/2011	Police	Shirley Perkins
PW-00464	PW Capital Improvement 5-Year Master Plan	1 of 1	1/31/2011	PW, Water	Megan Thomas
REC-00466	Development/Expansion of Group Park Picnic Sites	1 of 1	6/30/2011	Recreation	Dave Perazzo

Total Projects with Complete Status: 11

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-00508	Parkway Plaza Project Area Wind-Down Plan	1 of 1	5/31/2011	Economic Development	J. LaLiberte
PD-00473	Geographic Neighborhood Policing	1 of 1	3/1/2011	Police	Steve Potter
REC-00470	Update Facility Rental Fees & Charges	1 of 1	6/30/2011	Recreation	Cindy Bannister

Total Projects with On Hold Status: 3

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CM-00484	City Council Comes to You	1 of 1	9/30/2011	City Manager	Barry Martin
CM-00500	Labor Relations Program	1 of 1	6/30/2011	City Manager	N. Weiss
CM-00507	Executive Recruitments	1 of 1	6/30/2011	City Manager	N. Weiss
ED-00509	City Sustainability Plan and EECBG Grant Implem'tn	1 of 1	6/30/2011	Economic Development	LaLiberte
ED-00516	September 11 Memorial Community Project	1 of 1	6/30/2011	Economic Development	Hinkle
HR-00474	Financial System, Payroll and Human Resources	3 of 3	6/30/2011	Human Resources	J. Brott/S.Esser



Project Tracking Summary

by Project Status

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
HSG-00502	Affordable Housing Development	1 of 1	6/30/2011	Housing	Jan Maurer Watkins
PW-00498	Saratoga Drive Extension Project	1 of 3	6/30/2011	PW, Transportation En	Jason Holley
REC-00467	O'Brien Park Public Restroom Project	1 of 2	9/30/2011	Recreation	Dave Perazzo
Total Projects with On Time Status: 9					



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00308	Project Status	Complete
Project Title	Historic Resources Inventory Update			Phase	3 of 4
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Kevin Eberle		
Project Budget	\$25,000				
Funding Sources	State CLG Grants				

City Manager's Report City Council's Report

Project Description

In 2008, the City embarked on a program known as Heritage Napa to update its Historic Resources Inventory. The program includes identification of areas with high concentrations of historic resources and prioritization of these areas for further intensive level surveys, preparation of individual area intensive level surveys based upon their priority, transition of the City's historic database to the State's resource rating system, update of the City Code pertaining to historic resources, and implementation of certain recommendations contained in the intensive level surveys.

Phase 1 (FY 08-09): Citywide windshield survey and Citywide Historic Context Statement

Phase 2 (FY 09-12): Completion of intensive level area surveys for the 33 identified areas. Completion date is contingent upon staff and funding resources.

Phase 3 (FY 10-11): Transition to State resource rating system, completion of Alta Heights Survey, and begin City Codes update pertaining to historic resources.

Phase 4 (FY 11-12): Implementation of recommendations set forth in intensive level surveys

Status Update

7/19/2011 - keberle: The draft Alta Height Survey was completed on 7/15/11 and has been released for public review. A public meeting on the document is scheduled for 7/28/11, and all property owners within the study area have been individually noticed of this meeting. The CHC will review the document on 8/4/11 and the City Council will be presented with the document for acceptance on 8/16/11.

4/20/2011 - rtooker: The draft Alta Heights Intensive Level Survey and Context Statement is nearly complete and is scheduled for staff review of an administrative draft in May. Preparation for the final public draft in June and adoption of the document in August is on schedule. The "Update to the Ordinance" identified in the tasks in this tracking sheet is separate and distinct from the Historic Resources Inventory Update. It will include revising the City's Historic Preservation Ordinance to include replacing the HRI system (e.g., HRI-1, HRI-2, etc.) to correspond to the State Office of Historic Preservation's rating system and updating the City's Ordinance to reflect current CHC and staff practices relating to certificate of appropriateness review, to provide greater efficiencies, and to implement the recommendations of the approved area surveys. This will be identified as a separate project for FY ' 11-12 and therefore tasks have

been withdrawn in the project tracking sheet.

1/31/2011 - keberle: A kick-off meeting was held with the consultant and staff from the State Office of Historic Preservation in December 2010. The consultant has commenced a windshield survey of the properties, and draft context statement is being prepared.

10/29/2010 - keberle: ARG consultants have been selected to prepare the Alta Heights Survey

10/4/2010 - rtooker: The City Council accepted the West Napa and Spencer's Addition Surveys on September 21, 2010 and preparation of the Downtown and Alta Heights Surveys are underway. Staff is working with the CHC on drafting a work program for FY 10-11 to be provided to the City Council at the end of the year.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			%		
			%		
			%		
			%		
Hire consultant for Alta Heights survey	CDD, Planning	Kevin Eberle	5 %	10/1/2010	Complete
Complete ad.draft of Alta Heights survey	CDD, Planning	Kevin Eberle	30 %	5/1/2011	Complete
Update ordinance	CDD, Planning	Kevin Eberle	30 %	6/30/2011	Withdrawn
Transform to rating system	CDD, Planning	Kevin Eberle	20 %	6/30/2011	Withdrawn
Public draft of Alta Heights survey	CDD, Planning	Kevin Eberle	15 %	6/30/2011	Complete
Project Progress: 50% of 100% Complete					



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00442	Project Status	Complete
Project Title	High Performance Building Ordinance-Phase 3 and 4			Phase	4 of 4
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Building	Project Leader	Cass Walker		
Project Budget	\$0				
Funding Sources	Private partnerships, grants, GF				

City Manager's Report City Council's Report

Project Description

(Phase 1) The first reading and hearing on a mandatory green building ordinance for larger building projects was approved by the City Council on December 2, 2008. The level of compliance was changed from LEED "Certified" to LEED "Silver" after public input. Public input on next steps will include forming a work group from stakeholders and interested parties, holding several workshops and submitting recommendation to the City Council.

(Phase 2) A green building task force consisting of 18 persons from various interested parties and civic groups was approved by Council on May 5, 2009. This group met on May 28, 2009 for their first meeting and will be meeting monthly over 6-7 months to work on revisions to a new green building ordinance that will incorporate green building standards for all new buildings constructed within the City. The task force was charged with crafting an expanded green building ordinance that includes new residential buildings and new commercial buildings not currently covered by the existing green building ordinance. The task force used the 2008 State Green Building Standards Code as a basis for the expanded ordinance. The Ordinance for new buildings was passed by the City Council.

(Phase 3) The third phase will coordinate updating the City's existing high performance building regulations (based on 2008 California Green Building Standards Code) to the 2010 California Green Building Standards Code. The revised ordinance was presented to the City Council in December 2010.

(Phase 4) A fourth phase will begin in FY 2010-2011 where the green building task force will study expanding the existing high performance building ordinance to include additions, alterations and remodels to existing buildings.

Status Update

8/15/2011 - cwalker: The City Council concurred with the third quarter update and recommendation from the Task Force to suspend work on the High Performance Building Ordinance related to additions and remodels. The Task Force supported having the City, Sustainable Napa Valley, the Board of Realtors, and local business to work together on a community outreach and education program on how to incorporate

sustainable practices during building remodels and additions. The process is currently underway. The Cal Green code will be updated in January 2013 to identify any specific requirements for additions and remodels. This project is now complete.

4/13/2011 - cwalker: The City received a request from Sustainable Napa Valley in conjunction with the Board of Realtors to look at implementing a "voluntary" program related to additions and remodels. After working to prepare checklists it became apparent at the Task Force meetings that there was a significant community education piece that was needed related to realtors, property owners, contractors, and suppliers regarding projects, energy efficiency appliances, and funding sources that might be available to cover some of the high performance improvements. The Task Force is recommending that we work with the stakeholder groups to prepare "voluntary" checklists and related materials and develop public outreach/education programs as part of the Sustainability plan. The Task Force felt that this approach would educate the community and achieve buy-in rather than creating a situation where work might be conducted without permits. The intention would be to work out any issues through a voluntary program over the course of 18 months and then move into a mandatory additions/remodels ordinance with that experience behind us once CAL Green is updated to include additions and remodels in January 2013.

1/19/2011 - sjensen: On December 21, 2011, the City Council adopted the proposed High Performance Building Ordinance updating the City's current high performance regulations to provisions contained in the 2010 CalGreen code. New provisions requiring new buildings to exceed 2010 Title 24 Energy Standards by 15% were also adopted. Phase 3 is completed.

The Green Building Task Force will meet to discuss including High Performance Building Ordinance provisions for construction of additions, remodeling and alterations to existing residential and non-residential buildings on January 19, 2011.

11/2/2010 - sjensen: On September 9, 2010 the Green Building Task Force met to discuss updating the City's high performance building ordinance to the 2010 California Green Building Standards Code (CalGreen). After the 9/21 meeting five subcommittees met to review changes made by the state in the 2010 CalGreen code and compare this with Napa's existing ordinance for new buildings. Each of the subcommittees provided revised checklists with recommended changes to the full task force at the October 21, 2010 meeting. The checklists were approved by the full task force and forwarded to the City Attorney's office for ordinance preparation. It is anticipated that the revised ordinance (first reading) will be on the December 7, 2010 City Council agenda

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Green Bld. Task Force Meetings- Phase 3	CDD, Building	Steve Jensen	20 %	1/31/2011	Complete
City Attorney Review Phase 3	City Attorney	Peter Spoerl	20 %	1/31/2011	Complete
Green Bld. Task Force Meetings- Phase 4	CDD, Building	Steve Jensen	20 %	5/31/2011	Complete
Draft Voluntary Checklists	City Attorney	Peter Spoerl	20 %	5/31/2011	Complete
Begin Community Education Process			20 %	6/30/2011	Withdrawn

Project Progress: 80% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00478	Project Status	Behind
Project Title	Downtown Specific Plan			Phase	3 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Julianne Ward		
Project Budget	\$762,000				
Funding Sources	Redevelopment and General Fund				

City Manager's Report City Council's Report

Project Description

Development of a Downtown Specific Plan to guide future development focusing on land use, infrastructure, parking, economic analysis and design. The process included in Phase 1 preparation of an RFQ/RFP to select a consultant; designating a steering committee to guide the process; public outreach to engage the community in outlining a land use vision and development strategies; and analysis of infrastructure, parking and fiscal needs, which was completed in FY 09-10. Phase 2 includes continued public outreach, completion of the downtown historic context statement and survey, streetscape design, design guidelines and final development of the Specific Plan, as well as preparation of the Environmental Impact Report. Adoption hearings will be completed as part of Phase 3 of the project in the summer.

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

Phase 2 (FY09-10) - Historic analysis, public outreach, plan formation and environmental review

Phase 3 (FY10-11) - Environmental review, public outreach, public hearings/plan adoption

Status Update

9/7/2011 - dbrun:

7/29/2011 - jward: Staff has completed review of the second administrative draft Downtown Specific Plan document submitted by MIG to the City on April 22nd. With the final administrative edits implemented, public release of the draft Downtown Specific Plan is targeted for the end of August. The Downtown Specific Plan Steering Committee will conduct its final meeting on September 19, 2011 (6 - 9 pm at Blue Oak School) to provide feedback on the draft Plan as well as to address any final issues that require Steering Committee recommendation prior to the joint City Council/Planning Commission workshop and adoption hearings. This joint meeting is not yet scheduled because it is dependent on the direction provided by the Steering Committee, however, it is anticipated to be scheduled later in the Fall. Once all comments are incorporated into the draft Specific Plan, it will be reviewed by the Planning Commission and presented to City Council for adoption in early 2012. The administrative Draft EIR for the Specific Plan has also been reviewed by staff and MIG is in the process of inserting these into a second administrative Draft EIR. Once all comments on the EIR have been addressed, the Draft EIR will be

released for public review and comment this Fall.

4/20/2011 - rtooker: Staff has reviewed administrative draft chapters of the Downtown Specific Plan (e.g., streetscape plan, finance plan, infrastructure plan, circulation plan, draft zoning regulations and design guidelines), which were completed in December-March and extensive comments were submitted to the project consultant. MIG is amending the chapters to address staff's comments and a second administrative draft is being prepared for distribution on April 22nd. Depending on the extent of comments on this second administrative draft, circulation of the Draft Specific Plan to the Steering Committee and for public review, scheduled for May 27th, could be delayed. Preparation of the Draft EIR is also in process, however the Draft EIR will not be released in advance of the Draft Specific Plan as required by CEQA. Therefore, the task of completing the Administrative Draft EIR, originally shown on 1/3/2011, has been correctly "amended" to reflect that release of the Draft EIR will follow release of the Draft Specific Plan. It is anticipated that the Steering Committee and public will have valuable recommendations for amendment to the Draft Specific Plan, which will be inserted into a Final Draft for City Council consideration and from which environmental review will be required. Therefore, release of the Draft EIR is scheduled 60 days from release of the Draft Specific Plan to provide sufficient time to receive comments, insert them where necessary and complete and circulate the Draft EIR.

2/1/2011 - rtooker: The Steering Committee and staff participated in neighborhood walking tours held in December-January at the edges of the Planning Area to better understand the issues of importance to adjoining neighbors. Also, the Intensive Level Historic Survey and Context Statement for the downtown has been completed. The Historic Survey Design Guidelines, which have also been completed, are being weaved into the general downtown Design Guidelines. The project consultant, MIG, has completed the administrative draft of the Specific Plan's Design Guidelines and the Land Use and Zoning Designations, which are being reviewed by staff. The administrative draft Finance Plan and Infrastructure/Circulation Plans are also undergoing staff review. The next significant step is Steering Committee review of the complete draft plan in April and completion of the final Plan and draft EIR in the summer.

11/18/2010 - rtooker: Two critical items were added to the scope of work for the DSP including the Intensive Level Historic Survey and Context statement and Design Guidelines and the Traffic and Circulation study from Jefferson to California. The Historic Survey Guidelines are. Is a critical part of the preferred plan because it will assist in determining the type of development located adjacent to historic structures and the restoration of historic structures. This addition of the Historic Survey/Guidelines and Circulation Study has delayed the development of the preferred plan which is now scheduled for the spring of 2011. The Developers Roundtable has been withdrawn because of the delay in the preferred plan and Staff believes we can receive similar input from other outreach efforts. The funds allocated for this effort will be needed to fund inclusion of the information from these additional studies into the DSP document and process. Staff will be bringing a project schedule and budget update to the City Council early next year.

10/4/2010 - jward: This past summer, as part of the work for Phase 2, outreach meetings were conducted with Napa Valley Landmarks, Napa Valley Architects Exchange and Neighbors of the Plan area to allow further opportunity for public input. The development capacity map has been refined to determine potential growth projections in the plan area. An intensive level historic survey as well as design guidelines for historic sensitivity are currently being prepared. A public meeting on the historic survey for the plan area was scheduled for November 10. The Design/Zoning Subcommittee has held two meetings and will hold another meeting following the completion of the design guidelines for historic sensitivity. The Financing/Infrastructure Subcommittee will meet this fall to address infrastructure improvements and

financing mechanisms. An RFP has been released for the traffic circulation west of the plan area. Eight consultants submitted proposals, 3 will be interviewed and a final consultant chosen later this month. The EIR is underway. The next Steering Committee meeting will take place in January 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete draft historic analysis	CDD, Planning	Ward/LaLiberte	15 %	11/19/2010	Complete
Complete draft streetscape plan	CDD, Planning	Ward	15 %	12/1/2010	Complete
Prepare draft finance plan	CDD, Planning	Ward/LaLiberte	15 %	12/8/2010	Complete
Complete draft infrastructure/circ. Plan	CDD, Planning	Ward/LaLiberte	15 %	12/8/2010	Complete
Complete draft zoning/design guidelines	CDD, Planning	Ward	15 %	12/8/2010	Complete
Complete Admin. Draft EIR	CDD, Planning	Ward	15 %	1/3/2011	Amended
Circulate Draft Specific Plan	CDD, Planning	Ward	5 %	5/27/2011	Behind
Adoption	CDD, Planning	Ward	5 %	6/30/2011	Behind

Project Progress: 75% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00479	Project Status	Complete
Project Title	Medical Marijuana Dispensary Permit			Phase	1 of 2
Project Start Date	8/9/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Brun/Tooker		
Project Budget	\$35,000				
Funding Sources	Application Cost Recovery Fees				

City Manager's Report City Council's Report

Project Description

Selection of a preferred applicant for a Medicinal Marijuana Dispensary and Cultivation Facility and subsequent processing of a use permit for the MMD operation by the preferred applicant. The process for selection of a preferred applicant (Phase 1) is currently underway in accordance with the recently adopted Medicinal Marijuana Dispensary Ordinance and is anticipated to be completed in April 2010. Once selected, the preferred applicant will then be processed for a use permit (Phase II) to operate a Medicinal Marijuana Dispensary, to potentially include a cultivation facility. The use permit will take approximately 4 to 6 months to process with final approval by the City Council.

Phase I (FY10-11) - Selection of Preferred Applicant.

Phase II (FY11-12) - Process Use Permit for Preferred Applicant.

Status Update

7/28/2011 - rtooker: On April 26th, the Community Development Director issued a letter to three of the applicants, on the recommendation of the Management Reviewers, requesting their participation in an interview. The interviews were conducted on June 3rd. On the basis of these interviews, and the relative strengths and weaknesses of the documents submitted in the application packages, the Management Reviewers recommended the most qualified candidate, and with the concurrence of the Community Development Director this candidate was engaged by the Director in further discussions in developing particular refinements and clarifications necessary to establish performance parameters ("conditions") for any future use permit application. A decision of the preferred applicant will be made in August and, after a 21 day review of any and all comments received by the City from the other five applicants during the protest period, a final decision will be made in September after final review by the Management Reviewers completing the Medical Marijuana preferred application selection process.

4/20/2011 - rtooker: On February 10, 2010, the Management Reviewers met for a second time with the lead consultant to discuss the relative strengths and weaknesses of all six applications, based solely on the documents submitted in the application packages. During these meetings, a clear consensus emerged among the Management Reviewers, that was also consistent with the comments provided by the consultants, that three applicants were clearly not "best" in comparison to the demonstrated qualifications

of the remaining three "best" applicants. Therefore, the Management Reviewers recommended that additional written supplemental materials be obtained from the three applicants and an interview be scheduled before a "Preferred Applicant" is selected by the CDD. The applicants were updated of the City's progress in reviewing the applications in March and letters were sent to the three applicants who will be interviewed in April. The interview date is schedule on June 3rd.

The following represents a revised schedule:

- Interview of three candidates 6/3/2011
- Preliminary Determination made and posted for 10 days 7/15/2011
- Required 30 day review period extends to 8/15/2011
- Management Review Team reviews all comments received and CDD makes the Final Determination 9/15/2011
- Selected candidate files Use Permit application

1/24/2011 - mallen: Meeting scheduled for Tuesday, January 25th with Management Review Team for a presentation of applications and evaluations by Consultant Jim Hare. A preliminary determination of the selected applicant is the anticipated outcome (selection of more than one applicant is probable, with further review prior to final selection). Six applications were submitted during the application submittal period and have been preliminarily reviewed by "expert reviewer" consultants. Their recommendations will be forwarded to the City's Management Review Team at the 1/25/2011 meeting. The Preliminary determination is anticipated to be posted by 2/21/2011, followed by a 10 day public comment period. A 30 day review period for comments and protests will follow and will culminate with a final presentation to the Management Review Team, with a final selection on or around 5/2/2011. The next step will be Use Permit processing of the selected applicant, which will take approximately four to six months.

10/29/2010 - mallen: The Notice of Competitive Process for a Medical Marijuana Dispensary Applicant was sent out to all interested parties at the beginning of August, marking the beginning of the application submission period which began on August 9, 2010 and ended on October 18, 2010 at 4:30 pm. A pre-application workshop was held on August 31st in the Council Chambers for all prospective applicants to attend and ask questions. Immediately following the meeting a page dedicated to the dispensary application process was created and the list of Frequently asked Questions (FAQs) generated from that workshop were posted on the site along with the Ordinance and application, meeting, and presentation materials from the City Council meetings and public workshops.

Prospective applicants were encouraged to submit application-related questions to the City's Project Manager by October 1st. Responses to questions were immediately posted to the City's website throughout the application submittal period. The City received six applications which are now being processed for determination of the preferred applicant.

The steps which are currently in progress are:

1. Initial screening of the application submissions by the City's consultant Jim Hare.
2. Review of applications by the Review Committee comprised of the City Manager, Finance Director, Community Development Director, an independent consultant familiar with permitting processes for Medical Marijuana Dispensaries, and a financial consultant familiar with Business Plan review.
3. Selection of "Preferred Applicant".
4. Initiation of Conditional Use Permit process.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Intake MMD Applications	CDD, Planning	Mike Allen	5 %	10/18/2010	Complete
Initial App. Review by City Attorney	City Attorney	Michael Barrett	5 %	10/26/2010	Complete
Application Completeness Review	CDD, Planning	Mike Allen	5 %	11/15/2010	Complete
Application Review and Scoring	CDD, Planning	Consultant	10 %	12/10/2010	Complete
Prepare Draft Packet for Review Board	CDD, Planning	Consultant	10 %	12/20/2010	Complete
Distribution to Review Board	CDD, Planning	Consultant	5 %	1/3/2011	Complete
Application Presentation to Reviewers	CDD, Planning	Consultant	5 %	1/25/2011	Complete
Preliminary Determination	CDD, Planning	Cass Walker	15 %	2/7/2011	Complete
Posting of Preliminary Determination	CDD, Planning	Cass Walker	10 %	2/21/2011	Complete

Project Progress: 70% of 70% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00481	Project Status	Complete
Project Title	Public Art Master Plan and Guidelines			Phase	1 of 2
Project Start Date	1/10/2011	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date	6/30/2012		
Lead Department	CDD, Planning	Project Leader	Rick Tooker		

Project Budget

Funding Sources

City Manager's Report City Council's Report

Project Description

Preparation of a Public Art Master Plan and Guidelines (Plan) to implement the Public Art Ordinance of April 2010. While the ordinance provides a process requiring development on public or private property to contribute, either by the installation of art or by a fee, the Plan will provide a process for identifying sites, evaluating proposals, working with property owners and artists, acquiring pieces, maintenance, among other important issues.

Status Update

7/21/2011 - rtooker: Phase I of the revised schedule has now been completed and a qualified Art Advisor (Chandra Cerrito) has been selected and is under contract. Ms. Cerrito was a member of the Napa Public Art Ordinance Committee and contributed to the creation of Napa's Public Art Ordinance. Staff is actively developing a public outreach process, the next task toward completing the master plan, which will include a process for selection of the Public Art Committee and for engaging the general public in review of the draft implementation plan and guidelines. This task should be completed by the end of July. The City Council will be asked to select members to the Committee in the Fall.

4/19/2011 - mallen: Because the revised completion date extends beyond the end of the fiscal year, this project has been separated into two phases as provided below:

Phase I -

Research adopted plans in other communities (4/1/11 - Completed)

Prepare an RFP, select a qualified Art Advisor, complete the scope and contract (6/30/11)

Phase II -

Develop a public outreach process (7/31/11)

Develop an evaluation process (10/31/11)

Identify receiver sites (12/31/11)

Prepare public art program guidelines (1/31/12)

Circulate the draft program for public review and comment (3/31/12)

Complete the final draft (4/30/12)

Adoption by City Council (6/30/12)

3/18/2011 - mallen: Commenced research and compilation of Public Art Master Plans implemented in other municipalities. Beginning preparation of an early Draft Master Plan.

2/1/2011 - rtooker: This project has not started, as there is no available funding dedicated to it. As development occurs, some projects are providing public art onsite (Transit Center) and others are paying the in-lieu fee (Trancas Shell Expansion), Staff is looking at other communities to determine if they have plans that, with adjustments, would also work in Napa. The public art program is in its inception with \$41,000 currently in the fund, providing time to develop the implementation plan.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop a public outreach effort	CDD, Planning	Rick Tooker	0 %		On Time
Prepare an RFP to solicit qualified firm	CDD, Planning	Rick Tooker	5 %	1/15/2011	Complete
Select Firm	CDD, Planning	Rick Tooker	5 %	6/30/2011	Complete

Project Progress: 10% of 10% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CLK-00482	Project Status	Behind
Project Title	Records Management			Phase	1 of 1
Project Start Date	11/8/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Clerk	Project Leader	R. Ryan		
Project Budget	\$45,000				
Funding Sources	City Clerk				

City Manager's Report City Council's Report

Project Description

Goal: provide for better access to City of Napa records, - both paper and electronic - by updating the process for scanning, organizing and managing Clerk Department records. Attention will be focused on the retention, indexing, and categorizing of both paper and electronic records.

The SIRE database will be restuctured to make searching more logical and intuitive for staff and public. The access page - SirePub will be updated to reflect the changes in searching capability.

Updates to no less than 3 departments' retention schedules: Clerk, Manager, and Attorney. Create new criteria for "permanent" records, as current definition is too broad. Agreements records: review and update the database for current agreements that are labeled "permanent" (approx 15 legal size boxes); review and update the database for non-permanent agreements (approximately ten times as much) to determine which agreements have been closed; create new index criteria. Prepare for outsourcing the scanning of approximately 135 boxes of Clerk Department records.

Status Update

7/25/2011 - rryan: This project is currently behind, primarily due to loss of staff in the Clerk Dept, and also due to the natural timing of the scanning process. The vendor we are using for scanning currently has the records to be scanned and are continuing with that work. We have received an invoice for the creation of the database and the migration of records and are currently going through the budget carryover process to complete. New policies for scanning and further work on agreements in the SIRE system will continue when our newly hired Office Assistant has been trained. Changes to the SIRE Pub view can only occur after the migration of records.

4/19/2011 - rryan: All permanent agreements have been re-indexed in SIRE and refiled in vault and basement. The Vault File Plan has been updated to reflect the changes.

Over 200 boxes of records have been scanned and/or destroyed.

A new cabinet structure has been identified and an agreement for restructuring the cabinets is now in creation. The draft cabinet structure will be mocked up and shared with key staff across City departments for feedback.

A new policy is being created related to designating SIRE as a "Trusted System", allowing for a better recognition of records needing to be in the system citywide.

1/24/2011 - droberts: Records project in full swing, including updating and adoption of new City Clerk Department records retention schedule, and progress on updating retention schedules for CDD, including Planning Dept and Code Enforcement Divisions. Re-indexing of permanent agreements will be complete by deadline. Over 200 boxes of records were prepped for scanning and/or destruction, and scanning is in process for records such as deeds and easements, encroachment permits, and planning files. After a visit to the City's off-site storage site ("Profile"), staff (from Clerk and Planning), determined that there are several boxes which could be either scanned or prepared for destruction, and pulled 35 boxes for inspection, many of which were prepared for destruction per retention schedule guidelines.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Retention Schedule update	Clerk	DRR/RR	5 %	12/21/2010	Complete
Agreements "permanent"	Clerk	RR /MV	10 %	2/1/2011	Complete
Prep basement files for scanning	Clerk	Clerk staff	25 %	2/28/2011	Complete
Scan records	Clerk	Clerk staff/vendor	5 %	3/31/2011	Behind
Create new databases / migrate records	Clerk	Clerk staff/vendor	30 %	5/31/2011	Behind
New policies for scanning	Clerk	RR/CB	5 %	5/31/2011	Behind
Agreements non-permanent	City Clerk	R. Ryan	15 %	6/30/2011	Behind
Work w/ vendor on Sire Pub view	Clerk	RR/vendor	5 %	6/30/2011	Behind

Project Progress: 40% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CM-00439	Project Status	Complete
Project Title	City Hall/Public Safety Facilities Master Plan			Phase	1 of 2
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	Weiss/LaRochelle		
Project Budget	\$40,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

The City is currently exploring options for new and consolidated office space to more efficiently locate employees and provide better service to the public. The City's current facilities are scattered throughout the downtown area and do not efficiently and effectively meet the City's needs. In addition, the Parks and Recreation Services Department will need to relocate in the next 2 years with the pending flood construction planned to use their current site. The City's office space situation, along with certain properties potentially being available, have spurred the need for analysis and discussions on what options may realistically be available and the financial feasibility of making any acquisition or physical changes.

Status Update

7/29/2011 - jlarochelle: Due to the complexity of this project, it has grown and expanded to include three separate and distinct elements that are all interconnected. This includes a cooperative project with Napa County which will look at the possibility of co-locating physical office space on the current City Hall superblock. Actual work on this portion will begin in August 2011.

Another element will develop a feasibility study to determine if the Police Department and Fire Department administrative functions, along with relocation of Fire Station 1 can physically fit on the block currently occupied by the Community Services Building. Funding for the feasibility study was approved by the City Council and staff is in the process of engaging with a consultant to perform the study.

The final element involves performing an organizational study of both City and County functions to determine what, if any, functions within both agencies can be consolidated in an effort to increase efficiencies and save money. An RFP was issued and interviews were held in late July to select a consultant to perform that work. The successful consultant will be presented to both agencies for approval in the very near future. It is staff's desire to complete this work by early 2012.

5/6/2011 - jlarochelle: On April 26, 2011, a joint meeting between the City of Napa and County of Napa was held to discuss studying the possibility of co-locating administrative functions for both agencies within the City of Napa, City Hall, superblock. Both agencies agreed that a study of the concept of co-

locating had merit and that the respective staffs were to bring back to each body a scope of services to be performed by the County's current consultant, Jones, Lang and LaSalle. Staff anticipates that this initial work which includes a refinement of the City's needs, as well as an organizational analysis should be complete by the end of calendar year 2011. Once this work is complete and it appears that co-locating may be feasible, both agencies will once again contemplate moving forward with actual concept planning.

2/3/2011 - jlarochelle: Recent discussions with Napa County has led to the consideration of a joint City-County facility. Since both agencies are developing planning documents for future space needs issues, it would be prudent to consider a joint government center that could house both City and County administrative and functional departments that could provide the citizens of Napa county a true one-stop center. To that end, we are proposing to work with the County's consultant through an amendment to their current contract to look at the options of a joint facility at either the current County Administrative location or at the current City Hall location.

In addition to the facilities master plan and somewhat associated with alternatives to the City Hall site, Fire Station 1 must be structurally retrofitted to prevent a catastrophic failure from a seismic event (see PW-00486). Combining these work elements together yields a series of alternative approaches that must be considered. They include:

1. Seismically retrofit Fire Station 1 and bring it to current code standards. This option may be costly to bring the current station up to current standards and would preclude the City Hall site as a single joint City/County Government Center site.
2. As an interim measure, seismically strengthen Fire Station 1 to prevent a catastrophic failure at a greatly reduced cost and consider a new station location at the CSB location. After the new station is constructed, the existing Fire Station 1 site could be demolished making room for adding onto existing City Hall. This option also precludes the City Hall site as a single joint City/County Government site.
3. Like number 2 above, seismically strengthen Fire Station 1 and construct a Public Safety facility at the CSB site that would house both Fire Station 1 and the Police Department. This option would require a feasibility study be conducted to determine operational considerations and cost implications. This option would allow the existing City Hall site to be considered for a joint City/County Government site.

The cost estimates to perform the work contemplated above is as follows:

1. Amend existing County contract to study joint City/County facility.....	\$ 40,000
2. Seismic retrofit of Fire Station 1 (FY10-11)	\$200,000
3. Feasibility study for Public Safety complex - Fire Station 1 and Police Dept (FY11/12) ...	\$150,000
Total	\$390,000

It is not known at this time the cost to seismically retrofit Fire Station 1 and bring it up to current building codes. The analysis phase of the retrofit program will determine that cost.

Once the analysis is complete, together with the joint facilities and Public Safety building feasibility study, total costs will be known and decisions can be made on which direction to take.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Define space needs/functions to consol.	City Manager	N. Weiss	25 %	1/1/2011	On Time
Determine budget resources	City Manager	D. Brun	25 %	4/1/2011	Complete
Space planner consultant contract	PW, Admin	J. LaRochelle	25 %	6/30/2011	Complete
RFP to select org analysis consultant	City Manager	CM/PW	25 %	6/30/2011	Complete

Project Progress: 75% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** CM-00484 **Project Status** On Time
Project Title City Council Comes to You **Phase** 1 of 1
Project Start Date 11/15/2010 **Project Due Date** 9/30/2010
Requested Start Date 5/9/2011 **Requested Due Date** 9/30/2011
Lead Department City Manager **Project Leader** Barry Martin
Project Budget \$0

Funding Sources

- City Manager's Report City Council's Report

Project Description

Series of four Council appearances at locations in the community. Meetings will involved short presentations from selected departments and feedback from citizens.

Status Update

7/29/2011 - jclark: Still planning and working on logistics, but on track to complete by September 2011 as planned.

5/11/2011 - bmartin: The reason for the reset to Fall 2011 results from other work demands with deadlines that occurred in the winter 2010-11, postponing the preparation for the meetings; and from the undesirability of holding these meetings during the summer season, when citizens are not as likely to engage and attend.

5/3/2011 - bmartin: After discussion a new time frame for this project has been set for fall 2011.

2/7/2011 - dbrun: This project has not been started due to the unavailability of the project manager. City Manager's office requests that the scheduled due date be adjusted to May 1, 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Publicize event	City Manager	Barry Martin	20 %		Amended
Coordination of dept. presentations	City Manager	Barry Martin	60 %		Amended
Secure locations and logistics needs	City Manager	Barry Martin	20 %		Amended

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00500	Project Status	On Time
Project Title	Labor Relations Program			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$0				
Funding Sources					

City Manager's Report City Council's Report

Project Description

Significant changes in employee health, retiree health and retirement benefits were implemented in FY 9/10 as a result of structural cost savings measures needed to address the City's budget shortfall. In FY 9/10, with the cooperation of all employee groups, the City negotiated changes in MOU side letters and 2 Memoranda of Understanding (MOU's). In FY 10/11, all employee contracts are due to expire and will require changes to long term MOU's, some dating back to 2001, incorporating and refining the concessions negotiated in FY9/10. Negotiations will include development of consolidated MOU's with consistent policy and benefits language as appropriate.

The City will work collaboratively with all groups to find ways to address budget shortfalls and contain labor costs, while maintaining a competitive and sustainable employee compensation program.

Status Update

7/28/2011 - dbrun: Negotiations with NCFCA continue with three meetings scheduled in August. AMP and Fire Mid-Management agreed to concessions for FY11/12 and side letter agreements were approved by Council in June. MOU negotiations with NCEA, AMP, Fire Mid-Management and Police Mid-Management are scheduled to begin in early Fall 2011.

4/27/2011 - Negotiations with NCFCA are underway for a successor MOU. Mid-term discussions with NCEA, AMP, Fire-Mid and Police-Mid were held; agreements on mid-term concessions were not reached, however, informal communications continue. Preparations for MOU negotiations with NCEA, AMP, Fire Mid-Management and Police Mid-Management are underway for successor MOU's to be effective January 2012.

2/2/2011 - nweiss: The City management team has reviewed and presented a financial update for the current fiscal year and has prepared General Fund budget projections for FY 11-13. Budget briefings with bargaining groups and general employees will commence in February 2011. Council has provided direction regarding a budget balancing approach to address the projected structural budget deficit for the FY 11-13 budget cycle using a combination of one time revenues, reserves, program reductions and employee cost savings measures. Formal discussions with bargaining groups will commence in late

February and March of 2011 with the goal of implementing cost savings measures beginning in July 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
NPOA HRA sideletter	City Manager	N. Weiss	10 %	12/31/2010	Behind
Prep for NCFA contract negotiations	City Manager	N. Weiss	15 %	1/31/2011	Complete
Council Direction for key initiatives	City Manager	N. Weiss	5 %	2/1/2011	Complete
NCFA negotiations	City Manager	N. Weiss	50 %	6/15/2011	On Time
Negot. Prep for all other contracts	City Manager	N. Weiss	20 %	6/30/2011	On Time

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00505	Project Status	Complete
Project Title	HR Transition Implementation			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	6/15/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	Nancy Weiss		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

With the retirement of the Personnel Director the City Manager has proposed, and the Council has approved, a reorganization of the Personnel Department. A full service Human Resource Department will be created providing the full range of support services including labor relations, benefit administration, risk management as well as the traditional functions and services residing in the Personnel Department. The new department will be managed by a Human Resources Director replacing the previous Personnel Director position. Civil Service operations will be managed by a new manager position that will be appointed by and report to, the Civil Service Commission. The implementation of his plan will require a number of steps and formal actions listed in the project milestone notes below.

Status Update

June 2010: The proposed reorganization was presented to both the Council and the Civil Service Commission (CSC). The City Council approved the concept and asked that staff work with the CSC to develop a final product. In a meeting with the CSC, the concept was reviewed and a process for further review was approved.

August 2010: In a study session with the CSC the City Manager presented the business case supporting the reorganization proposal, an organizational chart showing the changes proposed, a side-by-side analysis of proposed duties for the key staff impacted by the reorganization, draft classification specifications for both management positions, a legal opinion from the City Attorney and a draft resolution with proposed amendments to the Civil Services rules.

September 2010: Additional meetings were conducted with the Civil Service Commission and labor representatives to refine the proposals. Positions were exchanged and the Commission presented a "legal" opinion from outside Counsel indicating that the changes proposed warrant a Charter Amendment.

October 2010: A joint meeting of the City Council and Civil Service Commission was held to discuss the proposed reorganization. After hearing positions on both sides of the issue, Council approved the reorganization proposal and directed staff to continue with the process. In a subsequent meeting, the Council approved the Classification Specs and salary for the Human Resources Director.

November 2010: Council approved the Ordinance establishing the Human Resources Department and the Director position.

December 2010/January 2011: A recruitment for HR Director was conducted and candidate interviews were held in mid-January. A formal offer of employment was made in early February and the new HR Director is scheduled to begin work in mid-March.

February 2011: Council approved the Classification Specs and salary for the Personnel Director/Civil Service Manager position.

April 2011: The HR Director was appointed effective March 7, 2011; the Civil Service Manager was appointed effective March 28, 2011. The transition of services to HR is under review and work plans for the HR Department staff are being developed through the budget process and other organizational reviews.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Present reorganization concept	City Manager	Mike Parness	15 %	7/1/2010	Complete
Approve Human Resource Director position	City Manager	Nancy Weiss	15 %	9/30/2010	Complete
Approve Civil Service Manager position	City Manager	Nancy Weiss	15 %	11/30/2010	Complete
Approve Ordinance	City Manager	Nancy Weiss	5 %	11/30/2010	Complete
Selection of HR Director	City Manager	Nancy Weiss	15 %	1/15/2011	Complete
Select CSM position	Civil Service Comm.	CSC	15 %	2/1/2011	Complete
Transition service to HR	City Manager	Nancy Weiss	20 %	6/30/2011	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CM-00506	Project Status	Behind
Project Title	Administrative/Personnel Policies & Procedures			Phase	2 of 2
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$0				
Funding Sources	n/a				

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

Project Description

The overall goal is to have updated citywide policies and procedures that address pertinent aspects of the organization and that are appropriately organized and readily accessible to all City staff. This project will involve assessing the policies and procedures that currently exist within the City, updating those that need revision, creating those that do not exist, and organizing the material into a logical and user-friendly format.

Phase 1 of the project involved inventory and assessment of existing policies, along with developing a structure for organizing the regulations and a plan for how they will be updated or, where needed, created.

Phase 2 will consist of the actual completion of personnel policies and updates, as well as administrative policies and procedures.

Status Update

8/1/2011 - dbrun: Progress on the project has been negatively impacted by the reorganization of the personnel/human resources functions and the resulting loss of key staff. The goals of the project are being reexamined, to identify high-priority updates to be addressed first and to identify additional resources for completing the project. In addition to the efforts needed to update key policies, this project includes an effort to make policies and procedures easily accessible to employees and managers. Efforts to redesign the relevant pages on ICON are underway.

5/3/2011 - dbrun: The project for reviewing and updating the Human Resources policies is being redefined in terms of the scope and strategy. The Human Resources Director and City Attorney will be reviewing the process for reviewing and updating policies.

2/8/2011 - dbrun: Fifteen (15) policies to be placed on ICON in February and another three (3) will be sent for labor final review.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review, redraft & update policies	Personnel	C.Kasten	80 %	12/30/2010	On Time
Approve, meet & confer, and distribute	City Manager	N. Weiss	10 %	2/1/2011	Not Started
Update Employee Handbook	Personnel	J. Brott	10 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00507	Project Status	On Time
Project Title	Executive Recruitments			Phase	1 of 1
Project Start Date	11/2/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$40,000				

Funding Sources

City Manager's Report City Council's Report

Project Description

In FY 10/11, the City will need to fill 3 department head level positions and the new Civil Service Manager, including Finance Director, Human Resources Director and Fire Chief. Much of the work will be done by in-house Human Resources staff; however professional recruitment services will be needed for ad placement, screening and statewide outreach in order to attract the best possible candidates. It is anticipated that recruitment for the Human Resources Director will commence in November, and the Finance and Fire Chief recruitments in the Spring of 2011. As part of all recruitments, various stakeholders will be identified and involved in the selection process to obtain the best feedback and input for good decision making.

Status Update

2/7/11 dbrun: Recruitment for the HR Director has been completed and a selection has been made. Interviews were held in late January and a formal offer of employment was made in early February. The new HR Director is scheduled to begin work in mid-March.

Finance Director - The recruitment process to fill this position is underway. The City anticipates the selection process to be completed and a new Finance Director to be on board by mid-May.

Fire Chief - The process for filling the Fire Chief vacancy is pending.

April 2011 - the HR Director was appointed effective March 7, 2011. The recruitment for Finance Director is in progress; interviews are scheduled for late April and early May 2011. The design of the recruitment process for Fire Chief is complete; the recruitment schedule is likely to change based on the Fire Chief's scheduled separation date.

July 2011 - The recruitment for Finance Director has been extended, as the selected candidate declined the offer of employment made in June 2011. Additional candidates have been identified, and interviews are scheduled for the first week of August 2011. The schedule for the Fire Chief recruitment has changed, based on the extension of the current incumbent's appointment to December 31, 2011. Outreach to stakeholders has begun; a revised job description has been drafted and will be presented to the City

Council for action in August 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Establish HR Director position	City Manager	N. Weiss	15 %	11/30/2010	Complete
Outreach for HR Director	City Manager	N. Weiss	10 %	1/14/2011	Complete
Select HR Director	City Manager	N Weiss	10 %	1/15/2011	Complete
Finance & Fire Chief process established	City Manager	N Weiss	15 %	2/1/2011	Complete
Finance Director Outreach	City Manager	N Weiss	8 %	4/1/2011	Complete
Fire Chief Outreach	City Manager	N Weiss	7 %	5/31/2011	On Time
Selection Process Finance Director	City Manager	N Weiss	8 %	6/30/2011	On Time
Selection Process Fire Chief	City Manager	N. Weiss	7 %	6/30/2011	On Time
Appointment of Fire Chief	City Manager	M.Parness	10 %	6/30/2011	Not Started
Appointment of Finance Director	City Manager	M.Parness	10 %	6/30/2011	Not Started

Project Progress: 58% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00508	Project Status	On Hold
Project Title	Parkway Plaza Project Area Wind-Down Plan			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	5/31/2011		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	J. LaLiberte		
Project Budget	\$0				
Funding Sources	Property Tax Increment				

City Manager's Report City Council's Report

Project Description

Develop a strategy for the closing down of the Parkway Plaza redevelopment project area that will occur when the redevelopment plan's effectiveness expires in December 2012 (or 2013 if a one-year extension is granted). It will include a transition plan for Economic Development Division administration and funding strategy; an analysis of tax increment revenue projections and financing plan; an agreement between the City and Redevelopment Agency for future administration of remaining Agency activities such as annual audits and compliance reporting, collection and expenditure of housing set-aside funds; debt service on remaining bonds or other debt instruments; and transfer and potential disposition of Agency assets. Staff will present the proposed strategy to the Agency as a preview to or in conjunction with the next two-year budget proposal.

Status Update

7/6/2011 - jlliberte: This effort will proceed in 2011-12. Recently adopted legislation will impact remaining redevelopment activities in the Parkway Plaza redevelopment project area due to financial impacts to the Agency. In coming weeks staff will present an amended budget for the Agency Board's consideration to reflect the required payments to special districts and schools. Concurrently staff will develop a financial analysis and present it to the Board, along with remaining components of the wind-down plan.

4/11/2011 - jlliberte: The status is still uncertain at the State legislature. Some of the tasks completed include transfer of Agency real property assets to the City; transfer of Agency funds to the City for near-term projects pursuant to a Public Projects Financing Agreement; and preliminary analysis of the Agency's bonding capacity under various scenarios. Staff will resume with the balance of this effort once the fate of redevelopment agencies is better understood and present a plan to the Agency Board of Directors.

1/18/2011 - jlliberte: With the Governor's proposed budget, which includes a provision to abolish redevelopment agencies, the environment is ever changing and staff is working proactively with the Agency Board and Council to protect the Agency's resources. We will continue to develop the Parkway Plaza Wind-Down Plan, however certain aspects of it, like issuing new debt, may be challenging or become moot as the State legislature moves toward a final budget later this year.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop strategy & component timeframes	Economic Development	LaLiberte	75 %	3/31/2011	On Time
Present strategy to Agency	Economic Development	LaLiberte	25 %	5/31/2011	On Hold

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00509	Project Status	On Time
Project Title	City Sustainability Plan and EECBG Grant Implem't'n			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	LaLiberte		
Project Budget	\$0				
Funding Sources	ARRA -- Energy Efficiency Grant				

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

Project Description

Implementation of the American Recovery and Reinvestment Act Energy Efficiency Grant includes several components. The hiring of a two-year Sustainability Program Coordinator, effective August 30, 2010, is one of the primary components. The Sustainability Program Coordinator is responsible for ongoing grant monitoring and compliance reporting, budget management, and implementation. She is working on developing an inventory of current and planned City activities and policies that support sustainability goals. She will work with a consultant to develop the City's Sustainability Plan and with City departments on City facility and streetlight retrofits.

Status Update

7/5/2011 - afox: Sustainability Plan development continues to move forward. City Green Teams representing the areas of energy, water, solid waste reduction, transportation, and natural environment have been meeting and creating the content of the City Plan. A 2005 Greenhouse Gas Inventory was completed for City of Napa government operations that will provide the baseline for the City Plan greenhouse gas reduction targets. An event that is open to the public will be held July 21, 2011 to gather input from Napa city residents for the Community Plan. A survey will also be released prior to the event. LED Retrofit Phase II is complete, and the Fluorescent Promotion/Recycling Program is under contract. The City Lighting Retrofit Phase II will begin once fixtures are received, with estimated delivery in mid-July 2011. Once both phases of LED streetlight and City facility retrofits are complete, the increased energy efficiency is expected to save the City over \$70,000 annually.

4/13/2011 - afox: Sustainability Plan development has started, and the first Task Force meeting was April 8, 2011. Content of the Sustainability Plan will be created by Green Teams, which will begin meeting by May 31, 2011. Community outreach related to the Sustainability Plan will begin by June 30, 2011. Approximately \$215,000 of EECBG funds were reallocated in response to the Department of Energy's direction to commit all funds by May 10, 2011. The Energy Incentive project was removed, and three new projects were added: City Lighting Retrofit Phase II, LED Lighting Retrofit Phase II, and the Fluorescent Promotion/Recycling Program. Staff is seeking outside funding sources to help fund homeowner and business energy incentives. The Department of Energy approved the amended EECBG budget on April

12, 2011, and the amended EECBG budget will be on the April 19, 2011 City Council agenda.

1/21/2011 - jlaliberte: Everything is progressing on schedule. Sustainability Program Coordinator provided update to Council on January 18th.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete City Sustainability Inventory	Economic Development	LaLiberte	15 %	12/31/2010	Complete
Issue RFP/Award Consultant Contract	Economic Development	LaLiberte	5 %	1/31/2011	Complete
Complete City Lighting Retrofit Phase I	Recreation	Perazzo	5 %	2/28/2011	Complete
Complete LED Lighting Retrofit Phase I	PW, Maintenance	Brun/Folks	5 %	2/28/2011	Complete
Launch Energy Incentive Program	Economic Development	LaLiberte	20 %	3/31/2011	On Hold
Grant Reporting and Administration	Economic Development	LaLiberte	10 %	6/30/2011	On Time
Develop Draft Sustainability Plan	Economic Development	LaLiberte	35 %	6/30/2011	On Time
Complete GHG Inventory	Economic Development	LaLiberte	5 %	6/30/2011	Complete
Complete LED Lighting Retrofit Phase II	PW, Maintenance	Brun	5 %	6/30/2011	Complete
Fluorescent Promotion/Recycling Program	PW, Materials Diversion	Kevin Miller	5 %	6/30/2011	On Time
Project Progress: 40% of 110% Complete					



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00516	Project Status	On Time
Project Title	September 11 Memorial Community Project			Phase	1 of 1
Project Start Date	1/1/2011	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	Hinkle		
Project Budget	\$0				
Funding Sources	Fundraising and In-Kind Donated Service				

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

Project Description

Community Project to construct Sept. 11 Memorial Project in Downtown Napa using steel pieces from the World Trade Center. Community Project will utilize private and public resources through donations and in-kind services. The City/ Redevelopment Agency will allocate the land and support resources to the project and community members have volunteered for design, fundraising and construction. Target date for project completion is Spring 2012.

Status Update

7/5/2011 - mhinkle: Project design approved with construction drawings underway. Project completion timeline pushed to Spring 2012 to accommodate construction schedule of the Napa Creek Flood Control project. Fundraising will be critical for project construction start.

4/25/2011 - mhinkle: Fundraising activities will be the driver for the 9/11/11 target. Proposed project design to be presented to th Parks & Rec Commission in May followed by Council in May/June.

4/11/2011 - mhinkle: Project remains on-time for 9/11/11 construction target. Artifact steel to be delivered mid-May 2011. Detailed site design and fundraising activites underway, and final design concept will be presented to City Council for approval in May or June. Project fundraising efforts thus far is approximately \$20,000. Major fundraising activities to commence May/June.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Agreement for Steel	Fire	Darren Drake	10 %	2/24/2011	Complete
Site Selection	Economic Development	Hinkle/Project Team	10 %	3/15/2011	Complete
Site Design	Economic Development	Hinkle/Project Team	10 %	5/10/2011	Complete
Steel Delivery	Economic Development	Hinkle/Project Team	10 %	5/20/2011	Complete
Art Design	Economic Development	Hinkle/Project Team	10 %	6/15/2011	Complete
Construction Plans	Economic Development	Hinkle/Project Team	50 %	6/15/2011	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	FIN-00448	Project Status	Behind
Project Title	Cost Allocation Plan/User Fee Study			Phase	1 of 2
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Finance, Accounting	Project Leader	Bill Zenoni		
Project Budget	\$50,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

Coordinate cost allocation plan/user fee analysis. Issue Request for Proposal and coordinate selection of consultant to prepare a full cost central service allocation plan and review of all city fees for service. Most recent cost allocation plan/user fee analysis was completed in 2007 and was based on information from the FY 2005-06 budget. Finance Department will serve as lead but all City departments will participate in this project. Results of this analysis will be presented to the City Council in conjunction with the FY 2011-13 budget review.

Status Update

7/28/2011 - wzenoni: The final data gathering for the cost allocation plan analysis was delayed due to the availability of staffing resources during the FY 2011-13 budget process. The consultant has now been provided with all of the requested information. A draft cost allocation plan will be delivered to the City by August 5, 2011. The cost allocation plan will be reviewed by staff and presented to the City Manager by August 15, 2011. The consultant is gathering the final information for the user fee analysis. The draft use fee report will be completed by early September. The results of both of these studies will be considered in conjunction with the FY 2011-13 midcycle budget review.

4/25/2011 - wzenoni: NBS, Local Government Solutions, was selected as the most qualified firm for this project. The consultant began meeting with staff from all departments to gather information for the cost allocation plan in early March. The cost allocation plan model development should be completed by mid-May with a draft report to be issued by May 30, 2011. Data gathering for the user fee analysis also began in March. The cost of service analysis and comparative fee survey will be completed by June 20, 2011 with a draft report scheduled to be issued by July 8, 2011. Implementation of the cost allocation plan/fee study results will be considered in conjunction with the FY 2011/13 midcycle budget review.

1/14/2011 - wzenoni: A departmental user group was formed . A Request for Proposal for was issued in November 2010. Five proposals were received. The top three firms were interviewed on December 21, 2010. A contract for development of an updated Cost Allocation Plan and User fee Analysis is currently being developed. It is anticipated that this project will be completed in May 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Issue Request For Proposal	Finance, Accounting	Bill Zenoni	5 %	11/1/2010	Complete
Consultant Selection	Finance, Accounting	Bill Zenoni	5 %	12/17/2010	Complete
User Fee Analysis	Finance, Accounting	Deanna Andrews	30 %	4/5/2011	Behind
Dev of Cost Allocation Plan	Finance, Accounting	Bill Zenoni	40 %	4/5/2011	Behind
Implementation of Recommendations	Finance, Accounting	Roberta Meyer	20 %	6/30/2011	Not Started

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	1	Project Number	FIN-00463	Project Status	Behind
Project Title	Financial System, Payroll and Human Resources			Phase	3 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Finance, Accounting	Project Leader	Bill Zenoni		
Project Budget	\$487,000				
Funding Sources	General and Enterprise Funds, NCRA, HACN				

City Manager's Report City Council's Report

Project Description

This project phase includes configuration and implementation of the Human Resource, Payroll, Time Card Online, and Employee Online financial software system modules with a scheduled go-live date of January 1, 2011. The project also includes the implementation of the Bid Online and Grants Management modules by July 1, 2011.

Status Update

7/28/2011 - wzenoni: Implementation of the HR/Payroll system is complete. Minor system enhancements such as automated personnel action forms are currently in development. Staff is working with the software provider to schedule implementation of the remaining modules which include contract management, bid online, grants management and fixed assets. Given the limitation on staffing resources, it is anticipated that implementation of these remaining modules will be completed by June 30, 2012.

4/25/2011 - wzenoni: The HR/Payroll system implementation was completed on schedule. Staff is continuing to refine the system with report development and minor system modifications. Implementation of the grants management and bid online modules is scheduled for December 2011. The overall project is proceeding within the approved budget allocation.

1/14/2011 - wzenoni: Implementation of the HR/Payroll System has proceeded on schedule. The system 'went live' on January 1, 2011 with the first bi-weekly paychecks issued on January 14, 2011.

10/21/2010 - wzenoni: The HR/Payroll implementation is proceeding on schedule with the planned go-live date of January 1, 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
HY/Rayroll Implementation	Finance, Accounting		90 %	1/1/2011	Complete
Grants Management Module Implementation	Finance, Accounting		5 %	6/30/2011	Behind
Bid Online Module Implementation	Finance, Accounting		5 %	6/30/2011	Behind

Project Progress: 90% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	HSG-00320	Project Status	Complete
Project Title	Inclusionary Zoning Ordinance Update			Phase	2 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Housing	Project Leader	Jan Maurer Watkins		
Project Budget	\$90,000				
Funding Sources	Inclusionary Housing Fund				

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

Project Description

In this update of the City's Inclusionary Zoning Ordinance, the goal will be to build in flexibility to allow for best options for affordable housing given the current economic realities. We will utilize this tool to obtain affordable housing units, be they on-site, off-site, or funded by in-lieu fees. Keyser Marsten has produced a nexus study and list of recommended decision points.

Status Update

6/29/2011 - jwinter: Inclusionary nexus studies have been revised. Staff and consultant are writing the policy recommendations and preparing summary materials for the public.

5/3/2011 - jjohnsto: Because the amended completion date extends beyond the end of the fiscal year, this project has been separated into two phases as provided below:

Phase I -

Staff & Consultant Kick-Off Meeting (10/4/2010 - completed)
 Review of Ordinance & Requirements (10/15/2010 - completed)
 First Draft of Fee Study (11/30/2010 - completed)
 Completion of Fee Study (5/9/2011 - on time)
 Summary Materials for Public Meetings (6/3/2011 - on time)

Phase II

Conduct Stakeholder Meetings (7/8/2011)
 Workshops with Staff and Consultant (7/22/2011)
 New Policies & Market Adjustments (8/5/2011)
 Revise Ordinance and/or Development Fee (9/16/2011)
 CC/PC Workshop (10/4/2011)
 Planning Commission Hearing (11/3/2011)
 City Council Hearing (12/6/2011)

4/15/2011 - jwinter: Staff has provided comments and guidance to Consultant regarding final draft.

2/1/2011 - jwinter: Consultant has prepared Draft Jobs Housing Impact Fee Nexus Study. Staff will meet with Consultant to review draft study on February 9, 2011.

9/28/2010 - jwatkins: Consultant has been selected to assist with the development of policy recommendations; review ordinance requirements; conduct the fee study; recommend changes to the ordinance; and assist with the revision of the ordinance and recommended policies. Team meeting will be conducted on October 4, 2010 to kick off project.

5/7/2010 - jwatkins: Specialized legal counsel has been retained and staff is currently evaluating the feasibility of continuing with the current consultant for additional data analysis of retaining a new consultant for this portion of the work. A new timeline will be created and a decision on the consultant will be made by June 30, 2010. Completion date has been adjusted to December, 2010.

3/1/2010 - jwatkins: In conjunction with the legislative changes that are impacting the inclusionary program, staff is putting together a team of specialized experts to assist in the development of a new program. This will involve retaining outside specialized legal counsel and an affordable housing expert in this specialized area. This team will work with staff to develop an updated program that is in conformity with current laws and addresses Napa's affordable housing needs. Because of this unanticipated, changing environment and the loss of the designated staff person for this project, it will not be completed this fiscal year but will extend into the next fiscal year and be completed in the spring of 2011.

1/28/2010 - jwatkins: Following a decision by the California Supreme Court to not review or depublish the appellate court decision in Palmer/Sixth Street Properties v. City of Los Angeles, cities and counties are currently evaluating their inclusionary housing ordinances with respect to rental properties. The Palmer decision calls into question whether inclusionary housing ordinances which require developers to offer a portion of rental units as low-income units or pay an in-lieu fee may be in violation of California's Costa-Hawkins Act. City staff is evaluating how this will impact our existing ordinance and how to proceed in the development of the new inclusionary program.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Staff & Consultant Kick-Off Meeting	Housing	Jan Maurer Watkins	10 %	10/4/2010	Complete
Review of Ordinance & Requirements	Housing	JMW/Consultant	10 %	10/15/2010	Complete
First Draft of Fee Study	Housing	JMW/Consultant	40 %	11/30/2010	Complete
Workshop with staff and stakeholders	Housing	JMW/CDD/Consultan	20 %	12/3/2010	Complete
Summary Materials for Public Meetings	Housing	JMW/CDD/Consultan	20 %	1/7/2011	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	HSG-00502	Project Status	On Time
Project Title	Affordable Housing Development			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Housing	Project Leader	Jan Maurer Watkins		
Project Budget	\$3,500,000				
Funding Sources	Inclusionary Funds and Redev Housing				

City Manager's Report City Council's Report

Project Description

This project consists of issuance of the Notice of Funding Availability (NOFA) to assist with the financing of one or more affordable housing developments within the City of Napa, reviewing the pre-applications, working in conjunction with Napa County staff on selection of developers to invite to submit a full application, submitting to Council to award funding and working with the developers on items necessary to obtain other financing for the project.

Status Update

6/29/2011 - jwinter: The city council reserved funds for Alexander Crossings project on May 22, 2011. Napa County has allocated the remaining subsidy funds for their portion of the project.

4/15/2011 - jwinter: St. Anton Partners has submitted a revised proposal, and Housing staff are in discussions with them regarding their financing plan. CSG Advisors is preparing a financial analysis of the proposal.

2/1/2011 - jwinter: Two projects, Silverado Creek and Oak Creek, were selected to submit full applications. City Council reserved \$3.5 million in funds for the two projects on January 18, 2011, and directed staff to work with St. Anton Partners on possibly funding a third project for 26 (20%) affordable units on an otherwise market rate project. Legal and Housing staff and consultant to meet February 1, 2011 to determine prevailing wage requirements.

11/4/2010 - jwatkins: Letters were sent to two of the potential developers requesting additional information. This information has been received and there is an additional meeting set with Napa County staff on 11/8/2010.

9/28/2010 - jwatkins: City Council authorized issuance of Notice of Funding Availability (NOFA) on July 15, 2010. Pre-applications have been received on five potential projects that are currently under review by staff. Meeting with Napa county staff on September 30, 2010, for project priority setting. It is anticipated

that projects will be selected for submittal of a full application and submitted for Council consideration in January.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit NOFA for Council consideration	Housing	Jan Maurer-Watkins	5 %	7/6/2010	Complete
Issue NOFA	Housing	Jan Maurer-Watkins	5 %	7/15/2010	Complete
Review Pre-Applications	Housing	City Review Team	10 %	9/13/2010	Complete
Meet with Napa County to prioritize	Housing	C Walker/ JMW	5 %	9/30/2010	Complete
Request additional data as necessary	Housing	C Walker/ JMW	5 %	10/12/2010	Complete
Responses from Developers	Housing	C Walker/ JMW	5 %	11/1/2010	Complete
Send out notice for full application	Housing	C Walker/ JMW	10 %	12/1/2010	Complete
Receive completed applications	Housing	C Walker/ JMW	5 %	1/14/2011	Complete
Submit for Council consideration	Housing	C Walker/ JMW	25 %	5/17/2011	Complete
Continue to work with Developers	Housing	JMW/CDD	25 %	6/30/2011	On Time

Project Progress: 75% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	HR-00474	Project Status	On Time
Project Title	Financial System, Payroll and Human Resources			Phase	3 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Human Resources	Project Leader	J. Brott/S.Esser		
Project Budget	\$487,000				
Funding Sources	General and Enterprise funds, NCRH, HACN				

City Manager's Report City Council's Report

Project Description

This project phase includes configuration and implementation of the Human Resources, Payroll, Timecard On-line and Employee On-line software system modules with a scheduled go-live date of January 1, 2011. The project also includes implementation of the Evaluation Tracking and Employee On-line interactive functionality by June 30, 2011.

Status Update

07/1/2011 - jbrott: Configuration of data and reports for evaluation tracking is complete. Migrating data and testing of reports continues. The roll-out of interactive functionality of Employee On-line has moved to the first quarter of FY 11-12 due to workload.

04/19/2011 - jbrott: Data fields, draft reports and draft procedure established for Evaluation Tracking. HR staff starting to enter current evaluation status data into IFAS. HR/Payroll staff continue to develop and refine reporting in response to user needs. Roll-out of interactive functionality of Employee On-line on schedule.

01/31/2011 - jbrott: HR/Payroll successfully went live January 1, 2011. The first two payrolls have been run, were timely and with minimal problems or issues. Personnel and Finance staff will work with field departments to address issues with time entry and approval as they arise. Improved access to payroll data is being made available through reports. Roll-out of the interactive functionality of Employee On-line will begin in the spring, after staff is comfortable with running payroll. Work has begun on structuring the Evaluation Tracking feature. Reports for this feature will need to be written to see the full functionality.

10/29/2010 - jbrott: The HR/Payroll implementation is proceeding on schedule with the planned go-live date of January 1, 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
HR/Payroll Implementation	Finance, Accounting	J. Brott	90 %	1/1/2011	Complete
Configure Evaluation Tracking	Personnel	J. Brott	5 %	6/30/2011	Complete
Implement Employee On-line Interactive	Finance, Accounting	J. Brott	5 %	6/30/2011	Behind

Project Progress: 95% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PD-00468	Project Status	Complete
Project Title	Volunteer Program			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	1/31/2011		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Jeff Troendly		
Project Budget	\$0				
Funding Sources	Grant				

City Manager's Report City Council's Report

Project Description

The proposed Napa Police Department "Police Service Volunteer" program is based on the nationally established VIPs (Volunteers in Police Service) model and numerous functioning VIPs programs in Northern California. Like those programs, we will recruit and train volunteers to support, but not serve in place of, professional staff in the performance of various functions essential to the Department's mission.

In its initial phase, the program will recruit volunteers to work directly with Records, Youth Services, Investigations and Administration. In all four Divisions, volunteers will perform tasks related to reception, records management, research, data input, follow-up calls, scheduling and community outreach. Volunteers supporting the School Resource Officers may also participate in traffic control. If the program is expanded to its full potential, as it is in other communities, volunteers will eventually participate in neighborhood patrols, writing citations for non-moving violations (e.g., expired tags, handicapped parking violations, etc.), crowd control, disaster response and more.

At the outset, volunteers will be recruited from the community at large through direct departmental outreach by the Volunteer Coordinator, through the City website, through the services of the Volunteer Center of Napa Valley, and through Napa Valley Unified School District's channels of communication with parents. All applicants will be required to submit applications, participate in interviews, pass background investigations (including live scan), and graduate from the "Volunteer Academy."

The Academy will orient volunteers to the Department, the Criminal Justice system, their rights and responsibilities as volunteers, standards of conduct, and the general content of the Department's volunteer positions. The Academy will require at least four sessions of at least two hours apiece before the volunteers will be placed in their respective functions, where they will receive more detailed position-specific training.

The Department has much to gain in increased functionality and improved public perception from the program's success.

Status Update

7/19/2011 - sperkins:

Since the inception of the program in September 2010, over two hundred individuals have requested applications. Of those, 124 completed and submitted applications, and all were interviewed; 41 were accepted into the program and subjected to background investigations; four were rejected for negative references or unsatisfactory records; and 37 passed background investigations. During the period from April 1 to June 30, 2011, the following activities occurred:

1. Joint Human Resources and Police Department volunteer orientations occurred in April and May for the 37 volunteers accepted into the program.
2. Volunteer uniforms – including shirts, pants, belts, jackets and hats – were purchased for and provided to volunteers.
3. Placement of volunteers into various Department Bureaus occurred in May and June. Volunteers began training and/or performing in the following areas: Records, Investigations, Youth Services (Diversion and the Cadet programs), Neighborhood Watch, Traffic, Property, Code Enforcement, Fire Safety, and community outreach.
4. The processing of chaplaincy volunteers from application through background investigation was incorporated into the Police Service Volunteer Program, although direct management of Law/Fire Chaplaincy volunteers will remain with the Department Chaplain.
5. Departmental information booth was established at the City of Napa “Chef’s Market,” a weekly street fair that runs throughout the summer. The booth has been staffed entirely by volunteers and has reached hundreds of community members with information regarding various Departmental public safety and community policing programs.

4/14/2011 - sperkins:

Between December 1, 2010, and March 31, 2011, 175 residents expressed interest in Department volunteer opportunities.

All respondents were provided applications, and 114 of them submitted the completed forms.

As of March 31, 2011, 112 applicants participated in interviews, 41 were selected for and completed background investigations; 37 passed background investigations.

Joint Human Resources and Police Department volunteer orientations occurred on April 4 and 7, 2011, and were attended by 27 volunteers; the remaining nine approved volunteers were not available during this week and will be scheduled for orientation in the immediate future.

1/31/2011 - Perkins:

Volunteer Handbook was developed

Developed and implemented an outreach campaign through local news media.

Received responses from 142 residents interested in volunteer opportunities.

Provided applications to all respondents and received completed applications from 77 of them.

Initiated the interview process to select qualifying applicants and match them with volunteer opportunities.

As of January 31, 2011, 61 applicants were interviewed, 32 were scheduled for fingerprinting and background investigation, and the first two volunteers were cleared and placed within the department.

The Volunteer Academy Program structure is complete and the curriculum is being developed.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research PD Volunteer Programs	Police	Jeff Troendly	10 %	10/1/2010	Complete
Project Orientation	Police	Jeff Troendly	5 %	10/15/2010	Complete
Site Visits	Police	Jeff Troendly	5 %	10/15/2010	Complete
Dev. Position Descriptons	Police	Jeff Troendly	10 %	10/15/2010	Complete
Interview Staff - Use of Volunteers	Police	Jeff Troendly	5 %	10/31/2010	Complete
Dev. Applicant Packet	Police	Jeff Troendly	10 %	10/31/2010	Complete
Dev Procedure- Recruitment and Referral	Police	Jeff Troendly	5 %	10/31/2010	Complete
Develop Outreach Campaign	Police	Jeff Troendly	5 %	10/31/2010	Complete
Revise Existing Volunteer Policy	Police	Jeff Troendly	5 %	11/15/2010	Complete
Dev Recruitment Link w/Vol Ctr of Napa	Police	Jeff Troendly	5 %	11/30/2010	Complete
Recruit and Process First Volunteers	Police	Jeff Troendly	10 %	11/30/2010	Complete
Develop Volunteer Handbook	Police	Jeff Troendly	10 %	12/31/2010	Complete
Implement Outreach Campaign	Police	Jeff Troendly	5 %	12/31/2010	Complete
Develop/Implement Volunteer Academy	Police	Jeff Troendly	10 %	1/31/2011	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PD-00469	Project Status	Complete
Project Title	Police/Fire Admin Consolidation			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Shirley Perkins		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

Cooperative work together to combine the Police Department and Fire Department Administrative Staff. This involves cross training of employees and workflow and policy adjustments. This is being done to increase efficiency and compensate for the recent reduction of staff.

Status Update

7/19/2011 - sperkins: The Consolidation has been completed. Cross training and reviewing workflow processes and procedures will be an ongoing practice. Currently in the process of development of Police Records and Administration records SIRE scanning and storage project.

4/14/2011 - sperkins:

The consolidation has been completed. We have trained on budget, purchasing and other administrative policies. Cross training and reviewing workflow processes and procedures will be an ongoing practice. We plan to begin the development of Police Records and Administration records SIRE scanning and storage project.

1/31/2011 - sperkins:

The office space was analyzed and the office relocation has been completed. This included the Fire Chief relocation of his office near the Police Chief so that the Police Department's Administrative Secretary can provide clerical support to both Chiefs. Police Department's Secretary Susana Aguilera has been relocated to the office space previously occupied by the Fire Chief along with Fire Department Secretary Marjet Wright.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Space Analysis/Office Relocation	Police	Shirley Perkins	20 %	12/31/2010	Complete
Cross Departmental Training	Police	Shirley Perkins	20 %	6/30/2011	Complete
File Storage Reorg - Purging/Scanning	Police	Shirley Perkins	20 %	6/30/2011	On Time
Police/Fire Financial Training	Police	Shirley Perkins	20 %	6/30/2011	Complete
Workflow Meetings & Workflow Adjustments	Police	Shirley Perkins	20 %	6/30/2011	Complete

Project Progress: 80% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PD-00473	Project Status	On Hold
Project Title	Geographic Neighborhood Policing			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	3/1/2011		
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

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

7/19/2011 - sperkins: Still waiting for grant notification expected to hear by 10/31/2011. Beginning internal meetings to set structure for neighborhood policing model. First meeting to be held the first week of August. Some mapping information has been completed.

4/15/2011 - spotter

We have not begun the neighborhood meetings because we have applied for a federal grant to assist with this project. That federal grant will expand the neighborhood based policing concept and add efficiencies and cost savings to the project. Notification of grant award is expected in October 2011.

1/31/2011 - sperkins: The map building has been completed. We are in the process of testing and validating the map information for accuracy.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Map building w/private IT company	Police	Steve Potter	40 %	1/1/2011	On Time
Establish a list/link of resources	Police	Steve Potter	30 %	2/1/2011	On Time
Begin neighborhood meetings	Police	Steve Potter	30 %	3/1/2011	On Hold

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00425	Project Status	Behind
Project Title	Napa Creek Flood Protection Project			Phase	1 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Engineering	Project Leader	Mark Tomko		
Project Budget	\$0				
Funding Sources	Federal Stimulus & Measure A Sales Tax				

City Manager's Report City Council's Report

Project Description

The Army Corps of Engineers is constructing a \$30M+ project consisting of various features and improvements that will provide flood protection for the downtown area and along Napa Creek downstream of Jefferson Street. Two large bypass culverts, one upstream and one downstream, and a flood plain terrace will be constructed. City staff involvement is limited to review of project plans and issuance of encroachment permits. The project will have significant impacts to city streets, local businesses and residents throughout the 2-1/2 year schedule and staff is collaborating with the Corps, Flood District to minimize impact to local residents and businesses.

Winter 2010 - Downstream culvert (no in-creek work), Upstream culvert at Behrens Street

Summer 2011 - In-creek work - downstream of Jefferson Street, downstream of Seminary Street

Winter 2011 - Upstream culvert, Clinton and Main Parking Lot

Summer 2012 - Upstream culvert wier structure, Arroyo Street, in-creek terracing, Coombs Street, bridge removal and retaining wall construction, Behrens Street bridge removal

Winter 2012 - Behrens Street cul-de-sac, Coombs Street reconstruction, Brown Street parking lot construction

Status Update

7/29/2011 - mtomko: Proven has completed the portion of the box culvert from the Fire Museum to just east of Main Street. They were able to make their schedule by closing Main Street for only 30 days. There have been several problems with both the Army Corps oversight and Proven's Construction Team but the City and Flood Control District have worked hard to force corrections. Several changes have been made and there have been improvements. Proven will be working on the in water work until October 15. The project is behind schedule.

4/20/2011 - mtomko: The contractor, Proven, closed Pearl Street to install the bypass culverts. The

closure has been longer than expected due to contaminated soil and inclement weather. Proven is scheduled to close Main Street starting in May for a duration of 30 days. There have been continued issues with the vibration monitoring and Army Corps oversight of the project.

1/24/2011 - mtomko: Construction started the week of January 17 with the removal and cutting of trees and PG&E work on Pearl Street. ProVen will close Pearl Street between Main and Coombs starting January 31 for a duration of 60 working days. During this time they will be excavating and installing two box culverts across Pearl and then across Main. Some contamination in the groundwater was discovered.

11/1/2010 - mtomko: The City was involved in a Partnering Meeting and received and reviewed the project schedule per the contract and an accelerated schedule. The accelerated schedule will finish construction in two years instead of three years. Work has been slowed due to the approval of the SWPPP and will not start until at least December 2010.

10/1/2010 - jholley: The Corps of Engineers awarded a construction contract to ProVen Management Inc, of San Francisco. Work to begin in Fall 2010.

5/6/2010 - jholley: The design is complete. Bidding is expected in May. Construction which is expected to begin in late Fall 2010.

1/28/2010 - jholley: The design will be completed in March. Bidding is expected in May. Construction which is expected to begin in Fall 2010.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submittal Review	PW, Engineering	Mark Tomko	50 %	6/30/2011	On Time
Project Oversight	PW, Engineering	Mark Tomko	50 %	6/30/2011	On Time

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00464	Project Status	Complete
Project Title	PW Capital Improvement 5-Year Master Plan			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	1/31/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Water	Project Leader	Megan Thomas		
Project Budget	\$0				
Funding Sources	Not Applicable				

City Manager's Report City Council's Report

Project Description

This is an assessment of all Public Works projects for the next five fiscal years (FY 2011-16). It will include known projects as well as proposed projects for each year based on information provided by PW Engineering, PW Water, and other utilities. Improvement projects include, but are not limited to: Water main replacements, road reconstruction, sidewalk repair, street paving, FEMA projects, traffic signals, 10-mile resurfacing program, storm drainage improvements, and grant funded projects such as cold in-place asphalt recycling.

This effort will identify needed improvement areas, funding needs for proposed improvements, as well as coordination and phasing of projects to avoid project conflicts and impacts to newly paved streets. Results will be presented in a summary document.

Status Update

1/20/2011 - mthomas: The various Public Works divisions have completed their assessment of the existing public systems and have completed a 5-yr plan of Capital Improvement Projects for the Fiscal Years 11/12 through 16/17. Maps were created for each division and presented to the City Council in January. Next steps in the process are to create a final written document to summarize the proposed CIP schedule and budget, to be presented to City Council by the end of this fiscal year.

10/27/2010 - jeldredge: The Project effort consists of approximately 50% research and design, 25% Mapping, and 25% written summary of the projects.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Water	PW, Water	Megan Thomas	20 %	12/31/2010	Complete
Storm Drainage	PW, Engineering	Miki Tsubota	15 %	12/31/2010	Complete
10-mile Resurfacing Program	PW, Engineering	M Socorro/J Folks	20 %	12/31/2010	Complete
Streets, Sidewalks, Traffic Signals	PW, Engineering	Mike Socorro	15 %	12/31/2010	Complete
Grant Funded (Cold In-Place Recycling)	PW, Engineering	Eric Whan/Consultant	5 %	12/31/2010	Complete
Presentation To City Council	PW, Admin	J. LaRochelle	5 %	1/31/2011	Complete

Project Progress: 80% of 80% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00486	Project Status	Behind
Project Title	Fire Station No. 1 Seismic Retrofit			Phase	1 of 2
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Engineering	Project Leader	Jason Holley		
Project Budget	\$200,000				
Funding Sources	Development Land Tax				

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

Project Description

As an interim measure, this project will strengthen the roof of the Apparatus Room to prevent a catastrophic collapse during an earthquake. In addition, a budget estimate for the permanent retrofit of Fire Station 1 up to current building code standards will be prepared; this estimate will be compared with the cost of other options, such as a new Public Safety Building, currently being explored as part of the Facilities Master Plan.

Status Update

7/29/2011 - jholley: Council adopted FY11/12 budget with project specific appropriation

4/20/2011 - jholley: Funding source identified as Development Land Tax funds. Design on hold pending Council adoption of FY11/FY12 budget with project specific appropriation.

2/7/2011 - jholley: Design of an interim retrofit solution on hold pending identification of funding source.

1/21/2011 - jholley: Council to provide direction to staff at Council Retreat on Jan 28-29

7/30/2010 - jholley: Tier 1 seismic evaluation complete.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Tier 1 Evaluation	PW, Engineering	Jason Holley	10 %	7/30/2010	Complete
Tier 2 Evaluation	PW, Engineering	Jason Holley	20 %	1/30/2011	Behind
Plans, Specs, & Engineering	PW, Engineering	Jason Holley	20 %	4/30/2011	Behind
Award Construction Contract	PW, Engineering	Jason Holley	50 %	6/30/2011	Behind

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00493	Project Status	Behind
Project Title	Soscol Blvd/Silverado Trail Realignment Project			Phase	1 of 4
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Transportation Engineeri	Project Leader	Jason Holley		
Project Budget	\$12,000,000				
Funding Sources	Developers, SIF, CFD, Caltrans				

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

Project Description

This multi-year project consists of the realignment of Soscol Blvd/Silverado Trail "Y" intersection as condition of approval of development of the Gasser North property. The project will require coordination with Caltrans, the acquisition of multiple properties, CEQA/NEPA review, contamination clean-up, utility relocation, and the formation of a new community facilities district and/or other reimbursement mechanism to cover the City's portion of the project's cost above Gasser's "fair share" amount.

Status Update

7/29/2011 - jholley: City is reviewing alternatives to CFD funding with Developer.

4/20/2011 - jholley: City recommended NCTPA and MTC include the project in the 2035 Regional Transportation Plan.

4/18/2011 - jholley: Consultant submitted draft CFD guidelines & policies for City review

1/21/2011 - jholley: Received acknowledgement from Caltrans; coordinating with NCTPA

11/1/2010 - jholley: Consultant has begun preparing CFD guidelines & policies

7/30/2010 - jholley: Submitted project study request to Caltrans

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit project request to Caltrans	PW, Transportation Engin	Jason Holley	50 %	7/30/2010	Complete
Adoption of CFD guideline and policies	Economic Development	Consultant	50 %	6/30/2011	Behind

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00498	Project Status	On Time
Project Title	Saratoga Drive Extension Project			Phase	1 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Transportation Engineeri	Project Leader	Jason Holley		
Project Budget	\$2,000,000				
Funding Sources	SIF				

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

Project Description

Extension of Saratoga Drive to Silverado Trail as per City's General Plan. The Project will improve connectivity with East Napa neighborhood and the Level of Service at the East Ave/Silverado Trail/Coombsville Road/Third Street five-way intersection. The new road will include two vehicle travel lanes, sidewalks, landscaping strips with street trees, bicycle lanes and street lights. The new Silverado Trail/Saratoga Drive intersection will be located approximately 1,000 feet north of the existing Silverado Trail/Soscol Avenue "Y" intersection and will include a separate southbound left-turn lane from the Silverado Trail onto Saratoga Drive.

Status Update

7/29/2011 - jholley: City and County are negotiating the formation of a JPA to facilitate acquisition of property in the County.

6/30/2011 -jholley: Submittal #3 to Caltrans sent 7/7/11

4/29/2011 -jholley: Property acquisition process has begun.

4/22/2011 - jholley: Received comments from Caltrans on submittal #2.

3/17/2011 - jholley: Right-of-way acquisition map complete.

3/10/2011 - jholley: Design of on-site improvements complete.

3/10/2011 - jholley: Submittal #2 to Caltrans for Encroachment Permit complete

1/21/2011 - jholley: Revised design of on-site improvements to accommodate proposed Alexander Crossings multi-family development

11/1/2010 - jholley: Revising design of Silverado Trail improvements in response to comments for Encroachment Permit Submittal #1.

8/17/2010 - jholley: Submit#1 to Caltrans for Encroachment Permit complete

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Caltrans Submittal #1	PW, Transportation Engin	Jason Holley	20 %	8/30/2010	Complete
On-Site Improvement Design	PW, Transportation Engin	Jason Holley	20 %	3/30/2011	Complete
Caltrans Submittal #2	PW, Transportation Engin	Jason Holley	20 %	3/30/2011	Complete
Caltrans Submittal #3	PW, Transportation Engin	Jason Holley	20 %	5/30/2011	Complete
Property Appraisals	PW, Admin	Jeff Freitas	20 %	6/30/2011	On Time

Project Progress: 80% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00466	Project Status	Complete
Project Title	Development/Expansion of Group Park Picnic Sites			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	4/1/2011		
Requested Start Date		Requested Due Date	6/30/2011		
Lead Department	Recreation	Project Leader	Dave Perazzo		
Project Budget	\$5,000				
Funding Sources	General Fund Operating Budget				

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

Project Description

This project will develop additional group and corporate picnic reservation sites in City Parks. This will include the modification and expansion of sites at Kennedy Park which will result in additional reservable areas and a larger corporate site that can be used for larger catered events and Kennedy park is the largest and most highly used City Park.

In addition some of the existing picnic sites at Dry Creek and O'Brien parks will be converted into reservable areas. These parks are also highly used and maintained 7 days a week during the peek season. Creating additional reservable areas in these parks will allow the public to assure that they have use of an area for their special celebration. The additional fees collected from these rentals will help in supporting the maintenance cost of these areas.

Status Update

6/28/2011 - dperazzo: The installation of the new and update of existing picnic reservation areas has been completed. These updated areas have been added to our current reservation system and are now available to the public.

4/26/2011 - dperazzo: At this time 4 out of the 8 newly created picnic sites are available for reservations. In addition 3 areas at Kennedy Park have been expanded to accommodate larger use and can rented as a group for large events. A new standard concrete barbeque amenity has been procured for each reservable picnic areas. Accessible picnic tables have also been installed at each location. Shipment of additional picnic tables are in transit for the 4 remaining sites. Delivery is anticipated for the first week of May with installation occurring immediately after. Once installed the City will have 20 reservable picnic sites located throughout our park system.

1/19/2011 - dperazzo: Picnic sites updates and locations have been designed for Kennedy(3), O'Brien(3), Dry Creek(1) and Playground Fantastico(1). Information was taken to the Parks & Recreation Commission. Sites have been brought into compliance with standards developed for Fuller park related to

size designation of picnic areas. Signage has been created and is being installed. New picnic tables have been procured and assembled.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design new rental picnic sites	Parks Division	Dave Perazzo	15 %	1/5/2011	Complete
Construction of new rental picnic sites	Parks Division	Dave Perazzo	35 %	5/16/2011	Complete
Final phase - new table installation	Parks Division	Dave Perazzo	50 %	6/30/2011	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	REC-00467	Project Status	On Time
Project Title	O'Brien Park Public Restroom Project			Phase	1 of 2
Project Start Date	3/1/2011	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date	9/30/2011		
Lead Department	Recreation	Project Leader	Dave Perazzo		
Project Budget	\$200,000				
Funding Sources	CDBG - Block Grant, Year 2 Project Fund				

City Manager's Report City Council's Report

Project Description

This project will construct a public restroom in O'Brien Park. O'Brien is an 8.5 acre neighborhood park. This park provides a significant number of uses for the community. There is a walking trail, play area, picnic areas, barbeques, backstops and a large multiuse sports field area. Because of the high use the department provides a portable toilet for park users year round. The installation of a permanent restroom facility would be beneficial for all park users and provide proper sanitary and hand washing facilities. A modular restroom similar to ones constructed at Kennedy Golf course or soon to be Trancas Crossing park would be utilized for this location.

This project will overlap FY 2010-2011 and FY 2011-2012. It has been determined that funding will be in year one and year two. In FY 2010-2011, it is anticipated that initial design work will be completed and construction in FY 2011-12.

Status Update

7/25/2011 - dperazzo: The off site construction of the modular restroom building is complete. The contractor has been selected and the preconstruction meeting is scheduled for 7/26/11.

6/28/2011 - dperazzo: The project has gone out to bid with bid opening held on June 24th. The contractors documents are in the verification and approval process. Once approved, on site work can commence.

4/26/2011 - dperazzo: City has purchased restroom building through CMAS process from Restroom Facilities LTD. Same design and manufacturer as Playground Fantastico public restroom facilities. Manufacturer has supplied plans and Public Works Engineering is incorporating design into park layout and developing connections for sewer and water facilities. Design and bid specification package will be completed in FY2010-11. Project is on track to be ready for bid and construction in the summer of FY 2011-12.

1/19/2011 - dperazzo: Project funding has been placed in current budget cycle. Site visit and development of plans and specifications is in process. Various City departments contributing to different aspects of the project.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Construction	PW, Engineering	Mark Tomko	50 %		On Time
Preliminary Design	Parks Division	Dave Perazzo	25 %	6/30/2011	Complete
Final Design/Spec Development	Public Works	Andrilla	25 %	6/30/2011	Complete

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00470	Project Status	On Hold
Project Title	Update Facility Rental Fees & Charges			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date	2/1/2011	Requested Due Date	6/30/2011		
Lead Department	Recreation	Project Leader	Cindy Bannister		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

Review fees and charges for park and recreation facility rentals for the intent to identify fees that need to be increased or decreased to be more reflective of actual costs of the facility. Develop a recommendation of cost recovery percentages for current facilities, including downtown plazas, recreation buildings, and picnic areas. Develop fee recommendations and cost recovery percentages for new facilities that will come online in the next 2 fiscal years.

Status Update

7/20/2011 - cbannister: The Finance Department has contracted the preparation of the citywide Cost Allocation Plan. As part of that contract, the consultant will be assisting with a fee review and update, including facility rental fees for park and recreation facilities. The fee review and update will be completed once the Cost Allocation Plan is completed. It is estimated that an updated fee schedule will be submitted to Council for review in early winter, with an implementation date of January 1st which is the beginning of the facility rental season.

4/27/2011 - cbannister: This project is on hold pending completion of citywide Cost Allocation Plan that is being managed by Finance. Once Cost Allocation Plan is completed, this project will continue. The Cost Allocation Plan information will be applied in the fee review process for park and recreational facilities. This project is now expected to be completed in Fiscal Year 11/12.

4/18/2011 - cbannister: Staff has met with the consulting firm and reviewed details of the current Parks and Recreation Services fee structure. The citywide cost allocation plan must be completed prior to applying costs to a formula for an updated fee structure. Work by the consultant continues under direction of the Finance Department.

3/15/2011 - cbannister: Have met with consulting firm in first steps of preparing Citywide Cost Allocation Plan and Fee Review. See update on overall project by Finance Department.

1/18/2011 - cbannister: The Citywide Cost Allocation Plan Study that is being prepared by an outside consulting firm will include a fee study, including fees managed by Parks and Recreation Services.

Finance is the lead department on the Cost Allocation Plan. Cindy Bannister has been assigned to work on committee specifically to provide information that will assist with the fee review. Consultant to begin work with City Staff at the end of February. Draft report of fee study to be available in May of 2011. Parks and Recreation Services Department will use fee study to make recommendations on Park and Recreation Facility fees to the City Attorney office for review in June or July of 2011.

10/28/2010 - cbannister: project entered

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify Replacement Costs	Recreation	Cindy Bannister	20 %	6/1/2011	On Hold
Identify Current Maint. Costs	Recreation	Cindy Bannister	20 %	6/1/2011	On Hold
Do market rate comparison of fees	Recreation	Cindy Bannister	10 %	6/15/2011	On Hold
Prepare Recommendations for Review by CM	Recreation	Cindy Bannister	10 %	6/30/2011	On Hold
Review by CA Office	City Attorney	Michael Barrett	20 %	6/30/2011	On Hold
Prepare Analysis of Costs vs Current Fee	Recreation	Cindy Bannister	20 %	6/30/2011	On Hold

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00471	Project Status	Behind	
Project Title	Update existing and new facility use policies				Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	6/30/2011			
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

Review existing facility use and rental policies of park and recreation facilities. Develop use policies for facilities that will become available during the next two Fiscal Years. The goal is to have use policies that are consistent throughout our facilities and consistently applied to all categories of users. Exceptions to the general rule will be identified and documented. Facility Rental Packets currently available online will be updated to mirror Facility Rental Packets available through the office lobby.

Status Update

7/20/2011 - cbannister: The department continues to work with the City Attorney's office on review of the updated use and rental policies for park and recreation facilities. Once review is completed and current information packets distributed to consumers are updated, the approved rental/use packets will be distributed to the City Clerk, consistent with NMC 12.36.090 and 12.36.270.

4/27/2011 - cbannister: Consistent with Napa Municipal Code 12.36.090 and 12.36.270, the Administrative Regulations are subject to the review and approval as to form by the City Attorney. The draft facility use policies have been distributed to the City Attorney's Office for review. The original estimated of 4/29/2011 for completion of the review will not be met. It is anticipated to be on track to complete before June 30, 2011.

4/18/2011 - cbannister: Draft Facility Rental Packets with updated and consistent information was sent to the City Attorney's Office for review in late February, 2011.

3/15/2011 - cbannister: Draft Facility Rental Packets with updated and consistent information sent to City Attorney's Office for review in late February, 2011.

1/18/2011 - cbannister: Staff has reviewed current packets for inconsistencies. Draft policy packets have been created to ensure packet information is consistent with Napa Municipal Code. Packets have been consolidated into three categories: Parks, Buildings, and Plazas. Currently updating packets for specialized users including NVUSD and internal City use. Next step is a review of draft policy packet by Parks and Recreation Services Department Director then forward to the City Attorney office for review.

10/28/2010 - cbannister: project entered

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review current packets for inconsistency	Recreation	Cindy Bannister	20 %	12/1/2010	Complete
Review current use policies	Recreation	Cindy Bannister	20 %	2/15/2011	Complete
Prepare New Rental Packet Master	Recreation	Cindy Bannister	20 %	2/28/2011	Complete
Publish new Packets	Recreation	Cindy Bannister	20 %	6/30/2011	Behind
Review by CA office	City Attorney	Michael Barrett	20 %	6/30/2011	Behind

Project Progress: 60% of 100% Complete



CITY of NAPA

FY 2010-2011 Capital Improvement Projects 4th Quarter

Project	Page #
○ Big Ranch Road Widening Project	81
○ First Street Overlook Project	82
○ Edward I Barwick Jamieson Canyon Water Treatment Plant Improvements Project	83
○ Main Street Boat Dock Project	84
○ Napa Creek Flood Project	85
○ Napa River Dredging Project	86
○ Riverfront Green Project	87

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT **PROJECT NO. ST11PW02**

PROJECT DESCRIPTION:

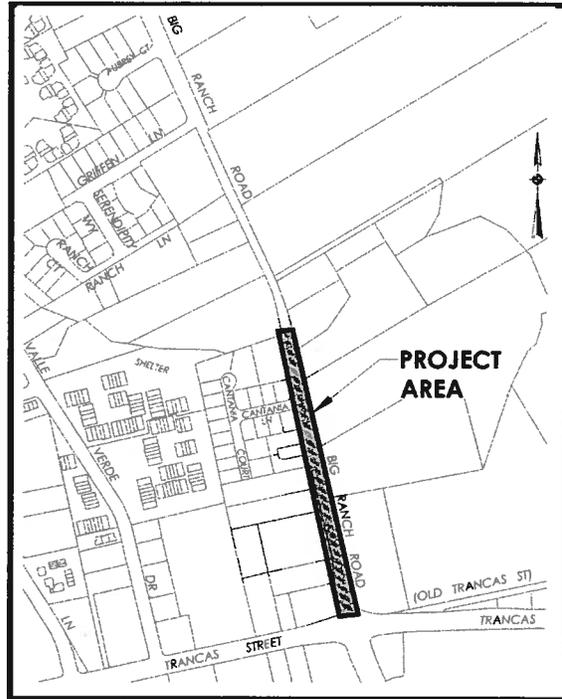
The Big Ranch Road Widening Project will provide four lanes of vehicular traffic on Big Ranch Road between Trancas Street and Salvador Creek.

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 several parcels. The first phase of a new Capital Improvement Project will involve the appropriation of Big Ranch Road Specific Plan Fee Funds to acquire the necessary right-of-way to construct the project. In January 2011, City Council authorized \$850,000 in appropriations from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way and complete the design. Design is scheduled for completion in the spring of 2012.



PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												44%
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$850,000

BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design in prior fiscal years, and approximately \$3,000 has been spent preparing right-of-way documents since January 2011.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRST STREET OVERLOOK PROJECT PK06RA03

PROJECT DESCRIPTION:

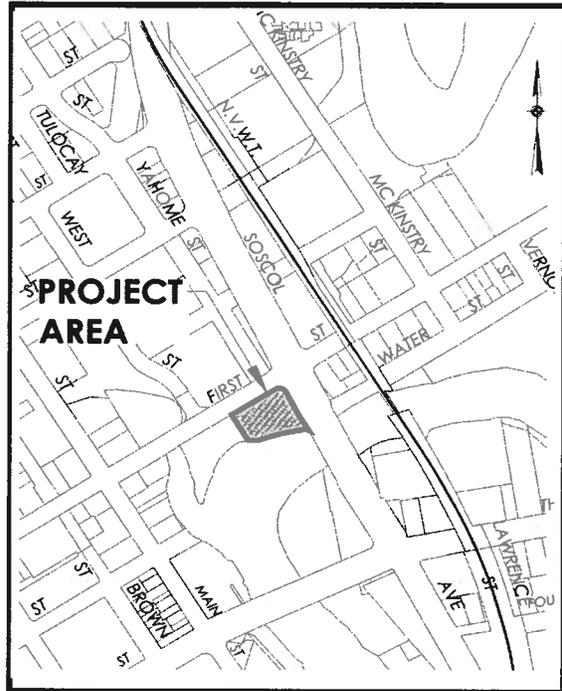
The First Street Overlook Project consists of the development of a park site located at the southwest corner of First Street and Soscol Avenue.

PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer
Public Works Department, Engineering Division

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the projects location being adjacent to the Napa River, the City will be working closely with the Flood District and the Army Corps of Engineers as with the Riverfront Green Project. Construction is anticipated for the summer of 2012.



PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010			2011			2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												10%
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$660,000

BUDGET EXPENDED TO DATE: Approximately \$15,000 has been spent on design (project is funded by the Redevelopment Agency)

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

WQ08PW01-57601

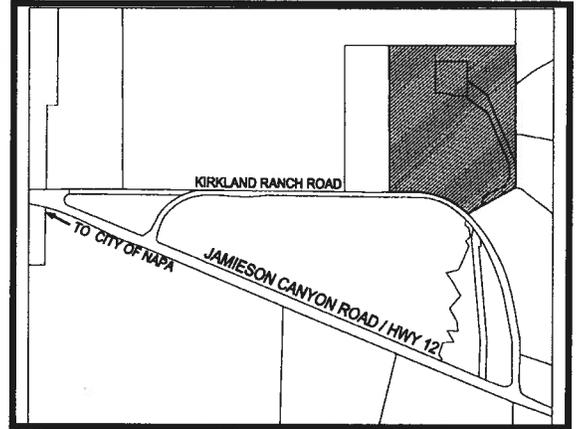
PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Joy Eldredge, General Manager
Public Works - Water Division

PROJECT STATUS:



Design of the project is complete and accomplished within budget. The project has been under construction since January 2008 and is scheduled for contract completion in January 2011. The new pretreatment basins, two filters and the chemical storage facility and associated tanks and pumps are online and have been functioning since September 2009. The washwater recovery tanks/clarifiers, a new technology for the City of Napa was brought online successfully in November 2009. The pretreatment ozone is scheduled for start-up in January. Based on new data from neighboring treatment plants that treat the same challenging water pumped through the Barker Slough Pump Station, we have authorized implementation of intermediate ozone in addition to the previously planned pretreatment ozone. This is a significant change order (>\$1M) in design and construction. However, it is prudent and cost effective to implement this work now while the contractor and construction manager is onsite.

Demolition and reconstruction work inside the operations and maintenance building has been completed. Staff has moved back into the building. The new pretreatment ozone was brought online in February 2011. The intermediate ozone equipment is ready for final start-up, prove-out and testing pending the availability of water from Department of Water Resources due to the relocation of facilities in preparation of Highway 12 construction. Project closeout will occur during Q4.

The Project has been completed and the celebratory ribbon cutting is tentatively scheduled for Thursday, September 29, 2011 pending confirmation from Ed Barwick.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete														
			2010			Q1			Q2			2011			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design	Jul-04	Oct-07	100%														
Bid & Award	Nov-07	Jan-08	100%														
Construction	Jan-08	Jan-11												100%			

PROJECT BUDGET: \$38,588,000
BUDGET EXPENDED TO DATE: \$38,145,705
FUNDS REMAINING: \$442,295

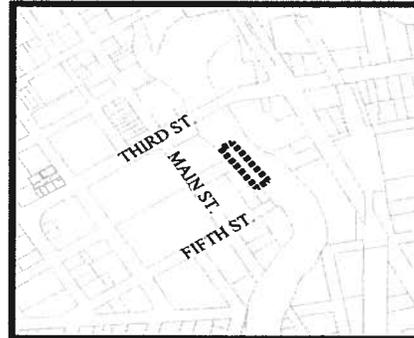
Construction is complete Total contingencies used for the project are 8.7% of the contract amount. It should be noted that 4.7% of those requests are owner-initiated improvements including the \$1M change order for addition of the intermediate ozone process. Total change orders of the completed project are 4.0%!

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK PROJECT PROJECT NO. MS07PW01

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

Miki Tsubota, Associate Civil Engineer
Public Works Department - Engineering Division

PROJECT STATUS:

- Schedule Project scheduled for construction in 2012.

- Cost / Funding With a 50' reduced dock length, the total project cost has been reduced to be approximately \$1.5M. Possible grant funding, if awarded, may cover up to \$600,000. Notice of grant award is not expected until November 2011.

- Dredging All dredge sampling and analysis has been completed.

- Permitting The City is still negotiating with the California Regional Water Quality Control Board on various issues associated with this project. We've made progress on sediment transport modeling requirements, review of downstream impacts to contaminated soils, bank stability analysis, wake impacts analysis, and boat traffic studies.. We are still working to resolve the mitigation plan, boat speed enforcement, and dock use policy. The California Department of Fish & Game has issued a Draft Streambed Alteration Agreement, but is waiting for all mitigation measures to be defined prior to executing this agreement. The Army Corps of Engineers is prepared to issue a permit once the Regional Water Board approves the project. The California State Lands Commission is currently reviewing various project documents prior to issuance of a new lease agreement.

- Environmental City Council adopted of the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program on February 1, 2011. We are currently working on a revised Joint Aquatic Resource Permit Application for submittal to the Regional Water Quality Control Board.

- Design Per direction from City Council, the dock will be revised to be 50' shorter than the original design. Revised construction plans were received in June 2011.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY End Date	Actual Percentage Complete														
			2010			Q1			Q2			2011			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design/Permitting	Jan-09	Oct-11												95%			
Bid & Award	Feb-12	Jul-12															
Construction	Aug-12	Oct-12															

CURRENT PROJECT BUDGET: \$100,000

BUDGET EXPENDED TO DATE: \$100,000

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

Napa Creek Flood Project

PROJECT DESCRIPTION:

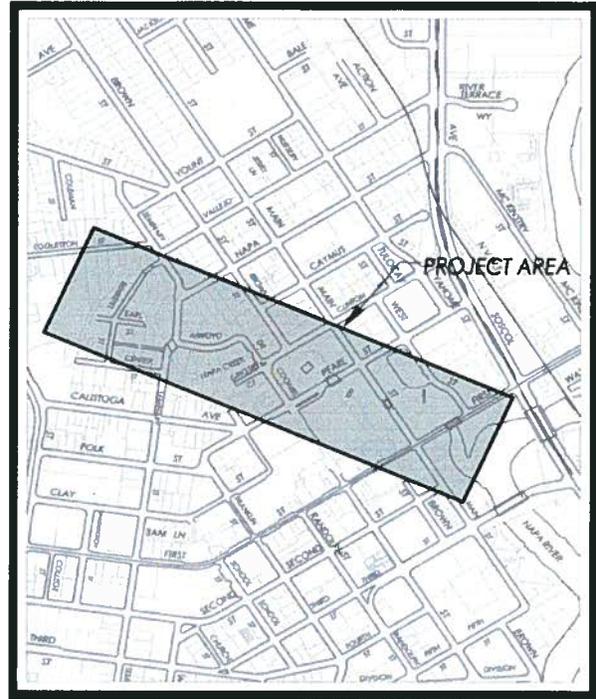
The Napa Creek Flood Project will install box culverts and improve the existing Napa Creek channel to handle a 100-year storm. This is another piece of the Napa River Flood Protection Project.

PROJECT MANAGEMENT:

Army Corps of Engineers, Napa County Flood Control
Public Works, Construction Division
Mark Tomko

PROJECT STATUS:

Proven has completed the portion of the box culvert from the Fire Museum to just east of Main Street. They were able to make their schedule by closing Main Street for only 30 days. There have been several problems with both the Army Corps oversight and Proven's Construction Team but the City and Flood Control District have worked hard to force corrections. Several changes have been made and there have been improvements. Proven will be working on the in water work until October 15.



PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010									2011		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction												25%

BUDGET STATUS:

CONTRACT BUDGET: \$15,000,000

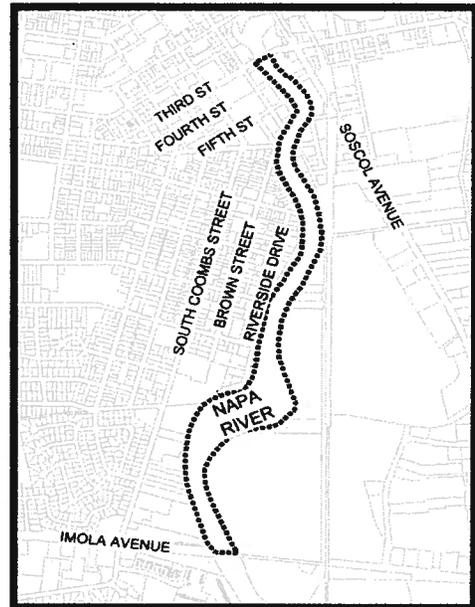
BUDGET EXPENDED TO DATE: Unknown, City is not managing budget

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA RIVER DREDGING PROJECT **(NO PROJECT NUMBER CURRENTLY ASSIGNED)**

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

Miki Tsubota, Associate Civil Engineer
Public Works Department - Engineering Division

PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has approximately \$700,000 out of a rough estimate of \$2M to perform limited maintenance dredging from Imola to Third Street. The Corps has agreed to provide the City and Napa County Flood Control District with a schedule and refined cost estimate. In addition, the Corps has agreed to start the dredge sampling and analysis process with the Dredged Materials Management Office ('DMMO'). The City has provided the Corps with exhibits of the Napa River hydrographic survey, dredge sampling results for the Main Street Boat Dock project, and contact information to assist in coordination with DMMO. At this time, it is not anticipated that the City will contribute any funds for this Corps' project.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010			2011			2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting												0%
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: None.

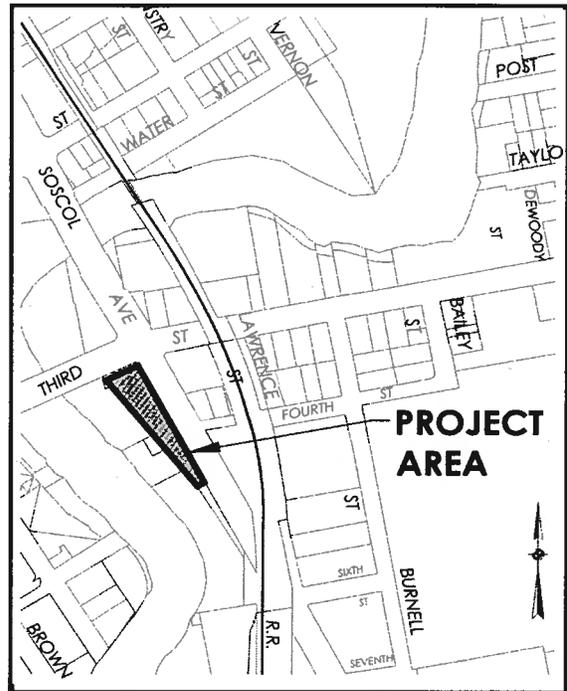
BUDGET EXPENDED TO DATE: None

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

RIVERFRONT GREEN PROJECT PROJECT NO. PK06RA02

PROJECT DESCRIPTION:

The Riverfront Green Project consists of the development of a park site located at the southwest corner of Third Street and Soscol Avenue.



PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer
Public Works Department, Engineering Division

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project location being adjacent to the Napa River, the City has been working closely with the Flood District and the Army Corps of Engineers to incorporate various conditions of approval. 95% plan comments have been provided by the City to GSM. They are currently making revisions and should provide the 100% bid set in August 2011. Project advertisement will follow shortly thereafter. Construction is anticipated for the Fall of 2011.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010			2011			2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												95%
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$756,000

BUDGET EXPENDED TO DATE: Approximately \$100,000 has been spent on design (project is funded by the Redevelopment Agency)



CITY of NAPA

Report on Service Center (CRM) activity Q4 FY 2010-11

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

This report focuses on the service request component of the CRM system. These can be fully completed online by the citizen through the Service Center portal accessed from www.cityofnapa.org. 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 450 external service requests were submitted to Public Works and Parks and Recreation via the CRM system in the fourth quarter of 2010-11. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins. These two departments handle the bulk of external service requests.

The accompanying chart and table shows the total number of service requests made in the 23 available request types during the period April-June 2011 and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

Notes:

Graffiti: *The number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system.*

Drainage problem: This category in the CRM needs to be refined. It currently is being used for both short-term, easily-solvable problems, like a clogged storm drain, and for difficult problems like those where the pavement has been disrupted and water ponds instead of flowing to the storm drain. Two separate service request categories will be created to better identify the problems.

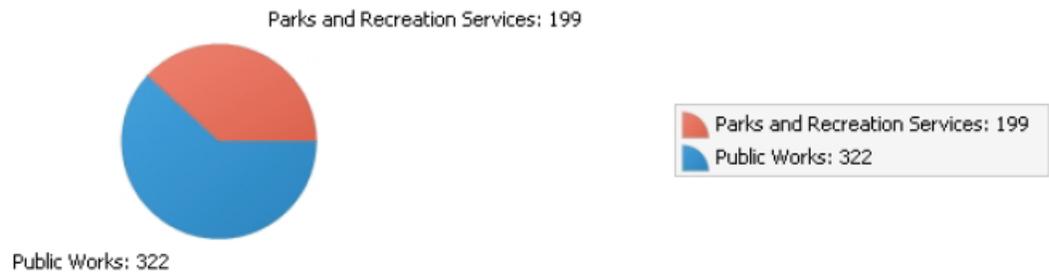
Rough Road Surface: There were 20 items in this category in the fourth quarter. 12 of these were completed within the SLA of two days. Seven others were open more than five days but all were completed in less than 12 days. The excessively high “average time open” is due to one service request that was closed during the fourth quarter after having been open in the CRM system for 931 days. This is an error in the use of the CRM, not an indication of unresponsiveness to the service request.

Traffic signal malfunction: This is another example of a service request that needs to be modified to better reflect the types of reports that are being received from the public. The initial concept of this service request was to receive citizen reports of traffic signals that were fully malfunctioning, but more often the PW Department is receiving reports of signals with timing issues, or detection issues. These reports require a longer period of time to close, as staff often makes more than one site visit to evaluate and solve the problem.

All External Service Request By Quarter

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Department breakdown



Service Request Type	Number this quarter	Average time open	SLA
Bad sidewalk or curb	8	4.21	5
City landscaping issue	19	6.12	6
Construction site problems	0	0	1
Dead Animal	25	0.48	1
Drainage problem	6	9.62	1
Graffiti	6	1.03	2
Light out	80	5.22	3
Litter or debris	23	0.76	2
Miscellaneous park/public space issue	5	2.41	5
New streetlight	1	0.71	5
Park issue	28	5.56	5
Pollution report	0	0	1
Pothole	87	3.79	2
Rough road surface	20	50.29	5
Sign problem	12	2.21	2
Street sweeping	9	4.42	2
Traffic signal malfunction	7	4.23	1
Tree issue	113	2.27	5
Utility pole issue	1	0.13	5
Water leak	0	0	1
Water pressure problem	0	0	1
Water quality issue	0	0	1
Weeds	0	0	5