ATTACHMENT 1

CITY of NAPA

Second Quarter Report
FY 2011-2012

CITY MANAGER
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February 7, 2012

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 2nd quarter financial report for FY2011-12. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

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

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

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

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

Sincerely,

Mike Parness
City Manager

CITY of NAPA

Quarterly Financial Report
As of December 31, 2011

Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the second quarter of the 2011-12 fiscal year.

Management's Overview

The City's two year budget for fiscal years 2011-12 and 2012-13 was adopted by the City Council on June 21, 2011. The purpose of the quarterly report is to provide regular updates to the Council regarding revenue and expenditure trends to ensure the City Council has a strong understanding of the City's current financial condition. The FY 2011-12 first quarter report was presented to the City Council on November 15, 2011. The numbers in this report are based on the FY 2011-12 revenues and expenditures through December 31, 2011. A discussion of the significant budget items is presented below.

FY 2011-12 Budget

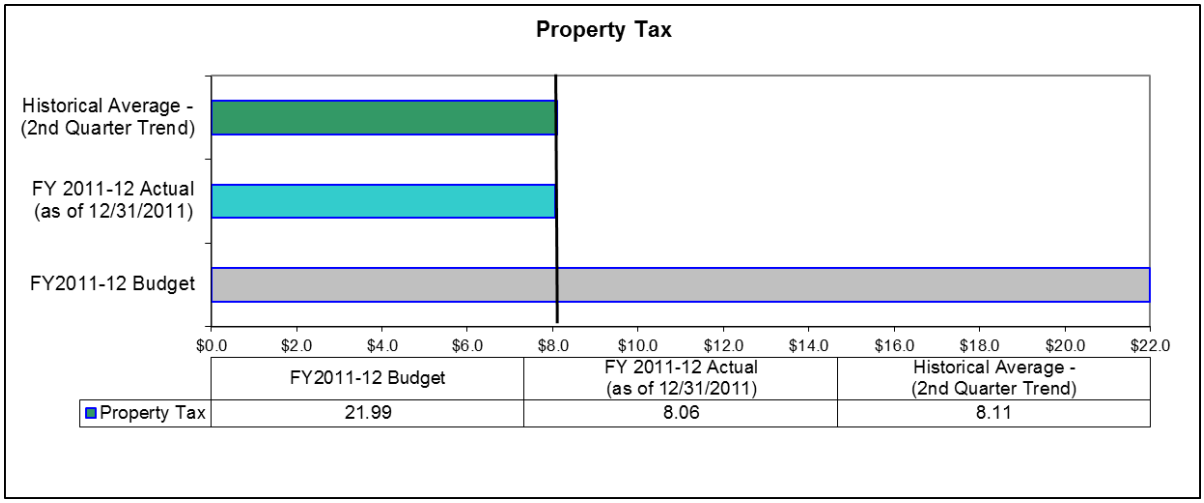
The FY 2011-12 budget, as originally adopted, estimated revenues of $58.2 million to fund expenditures of $62.4 million with the resulting $4.2 million shortfall to be funded from operating reserves. As of December 31, 2011, the budget had been amended (through FY 2010-11 carry forwards, budget resolutions or other approved budget adjustments) to total $59.7 million in revenues and $63.4 million in expenditures, reducing the budget shortfall to $3.7 million.

As of the second quarter, FY 2011-12 operating revenues are projected to be consistent with the budget ($59.7 million), while operating expenditures are projected to total $62.9 million, or $0.5 million under the current budget. This projection includes an estimated General Fund impact of $500K from the dissolution of the Redevelopment Agency which is effective February 1, 2012.

Major Revenues

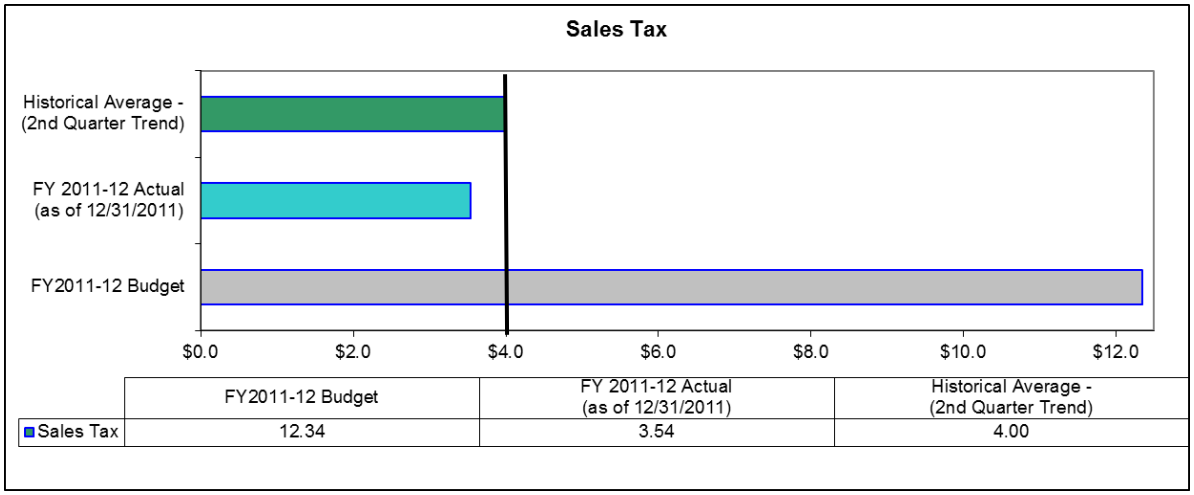
Property Tax - FY 2011-12 Property Tax receipts were budgeted at $21.4 million, and adjusted upward in the 1st Quarter Report to $22.0 million to reflect a 0.27 percent increase in the City's assessed valuation for FY 2011-12 compared to FY 2010-11.

The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (12.2%) and industrial property (5.1%). The following graph tracks the Actual Property Tax received through December 31, 2011 as compared to the second quarter average trend over the past five years and shows that we are slightly below that trend.



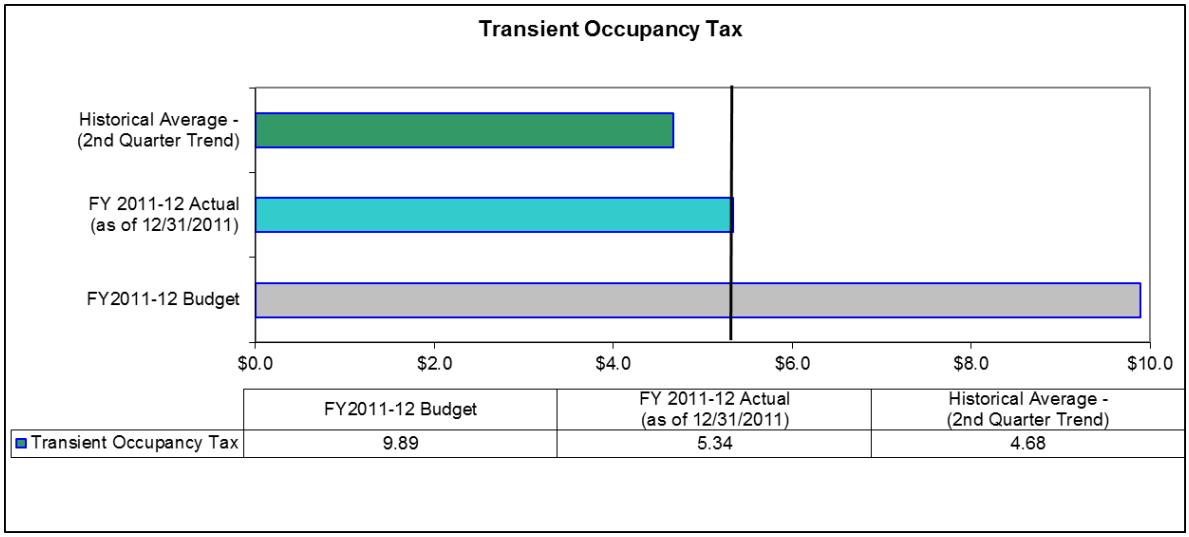
Sales Tax - FY 2011-12 Sales Tax was originally budgeted at $12.0 million, but was adjusted upward in the 1st Quarter Report to $12.3 million, to more accurately reflect a slow, but continued economic recovery. Sales tax receipts increased by 6% from October-December 2010 to October-December 2011, trending below the Statewide increase of 9.2% during that same period. Specifically we have seen increases in General Retail (e.g. Department Stores), Food Products (e.g. Restaurants), Transportation (e.g. Service Stations, auto sales) and Construction (e.g. Building Materials) sales tax receipts over the previous quarter.

The following graph tracks the Sales Tax on collections through December 2011 (sales through October 31, 2011) as compared to the second quarter average trend over the past five years and indicates that we are slightly below that trend by $0.46 million. Sales Tax receipts for FY 2011-12 are projected to be consistent with budget ($12.34 million).



Transient Occupancy Tax (TOT) - FY 2011-12 TOT revenue was originally budgeted at $9.4 million, but adjusted upward to $9.9 million in the 1st Quarter Report to reflect the improvement in the City's tourism business. There are currently 23 hotels, 16 bed and breakfast establishments and 38 vacation rentals generating transient occupancy tax revenue within the City.

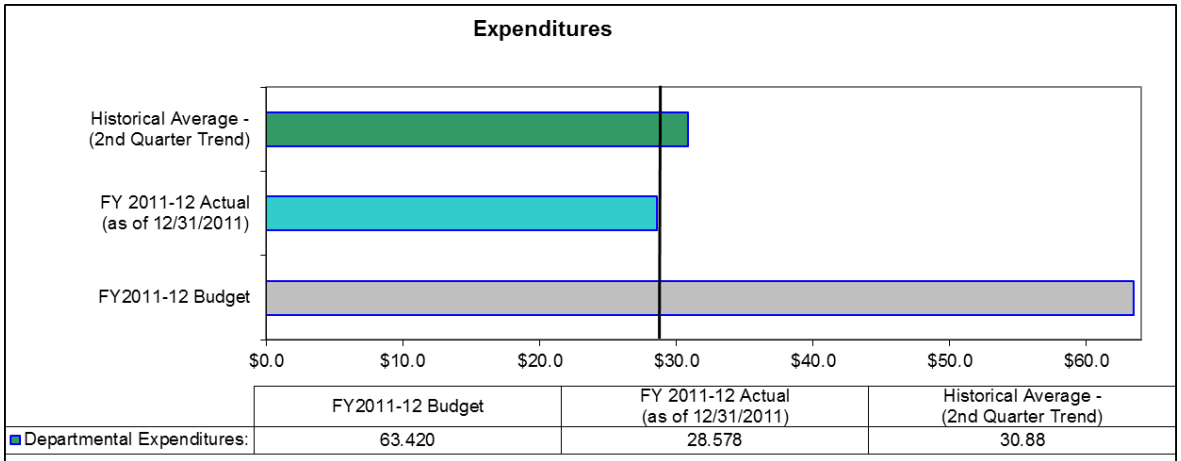
The following graph tracks the Transient Occupancy Tax (as remitted by hotels, inns, etc. through December 31, 2011) as compared to the second quarter average trend over the past five years and indicates that we are ahead of the second quarter trend by $0.66 million. TOT receipts for FY 2011-12 are projected to be consistent with budget ($9.89 million), however if the third quarter continues the strong pace, an increase may be proposed in the Third Quarter Report (scheduled for May, 2012).



Expenditures

As of December 31, 2011 all departments were operating within their approved budgets.

The following graph tracks the General Fund Expenditures as compared to the second quarter average trend over the past four years and indicates that we are behind the second quarter trend by $2.3 million.



The following table provides the expenditure budget and actual spent to date for each department through December 31, 2011. No budget adjustments to the General Fund are being requested at this time, however additional discussion is provided for those departments projecting to under expend their annual budgets.

Financial Update - February 7th 2012

General Fund

	FY2011-12 Budget *(as of 12/31/2011)*	FY2011-12 YTD *(as of 12/31/2011)*	2nd Quarter % to date	6/30/2012 Projection	%	Quarter 2 Adjustment
Operating Expenditures						
City Council / City Clerk	993,924	423,903	*42.65%*	*993,924*	*100.00%*	
City Manager	1,168,888	577,026	*49.37%*	*1,168,888*	*100.00%*	
Finance	5,499,485	2,260,633	*41.11%*	*5,299,485*	*96.36%*	
City Attorney	938,190	373,352	*39.79%*	*938,190*	*100.00%*	
Human Resources	1,078,321	506,344	*46.96%*	*1,078,321*	*100.00%*	
Community Development	3,234,915	1,406,216	*43.47%*	*3,234,915*	*100.00%*	
GF impact for dissolution of RDA				*500,000*		
General Government	2,686,606	1,040,225	*38.72%*	*2,486,606*	*92.56%*	
Police Department	20,976,326	9,380,779	*44.72%*	*20,576,326*	*98.09%*	
Fire Department	13,356,672	6,102,053	*45.69%*	*13,156,672*	*98.50%*	
Public Works	6,834,077	3,318,815	*48.56%*	*6,834,077*	*100.00%*	
Parks & Recreation	6,652,355	3,188,934	*47.94%*	*6,652,355*	*100.00%*	
Total Operating Expenditures	**63,419,759**	**28,578,281**	***45.06%***	***62,919,759***	*99.21%*	**-**

Finance: The Finance Department is projecting a savings of approximately $200K. This savings is related to salary savings in Finance Administration and IT Divisions, related to the Director of Finance position (filled September, 2011) and

the Telephony Systems Technician, which will remain vacant through the remainder of the fiscal year.

Redevelopment Agency: The estimated impact to the General Fund for the State ordered dissolution of the Redevelopment Agency is $500K. This estimate covers the time period from February 1, 2012 through June 30, 2012. As the details and impacts of the dissolution are still under discussion, this projection will be confirmed or revised over the next few months.

General Government: The General Government Department is projecting an under-expenditure of approximately $200K. This savings is related to the "Contingency" budget which will be spent only if so directed by the City Council.

Police Department: The Police Department is projecting an under-expenditure of approximately $400K. This savings is related to salary savings due to vacant positions in the first half of the year. It is anticipated all of these vacancies will be filled within the next few months.

Fire Department: The Fire Department is projecting an under-expenditure of approximately $200K. This savings is related to salary savings due to vacant positions in the first half of the year. It is anticipated all of these vacancies will be filled within the next few months.

Operating Position

As of December 31, 2011, the FY 2011-12 General Fund is projected to remain in a deficit position with projected expenditures exceeding anticipated revenues by $3.0 million to $3.2 million depending on the impact from the pending dissolution of the Redevelopment Agency. Consistent with the adopted budget, the shortfall will be remedied with a planned use of General Fund operating reserves (undesignated fund balance).

Other City Funds

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

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

Internal Service Funds - Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments of the city. Napa's Internal Service Funds include: Fleet Management, Central Stores, Information Technology Replacement, Risk Management, and Post-Employment Benefits.

The following table notes the revenues and expenditures for each of the Proprietary Funds through December 31, 2011.

Proprietary Fund	Undesignated Reserves (as of 7/1/2011)	FY 2011-12 Budget (as of 12/31/2011)	FY 2011-12 YTD (as of 12/31/2011)	Actual to Date %	Quarter 2 Adjustment
Solid Waste & MDF Operating / Non Recurring Revenue	10,190,132	24,029,700	12,456,831	51.84%	
Solid Waste & MDF Operating / Non Recurring Expenditures		24,742,551	9,657,340	39.03%	
Solid Waste & MDF Capital Expenditures		1,248,885	16,486	1.32%	
Fiscal Year Net Operating Position		*(1,961,736)*	*2,783,005*		
Golf Operating Revenue	(560,660)	1,761,095	799,108	45.38%	
Golf Operating Expenditures		1,717,374	755,206	43.97%	
Fiscal Year Net Operating Position		*43,721*	*43,902*		
Water Operating / Non Recurring Revenue	14,018,476	22,653,204	9,967,335	44.00%	
Water Operating / Non Recurring Expenditures		30,193,959	12,024,025	39.82%	
Water Capital Revenues		6,203,905	3,248,906	52.37%	
Water Capital Expenditures		8,251,645	1,089,870	13.21%	
Fiscal Year Net Operating Position		*(9,588,496)*	*102,346*		
Fleet Replacement Revenues	5,159,068	3,024,161	1,677,593	55.47%	
Fleet Replacement Expenditures		4,357,686	1,666,414	38.24%	
Fiscal Year Net Operating Position		*(1,333,525)*	*11,180*		
Central Stores Revenues	107,831	510,000	248,375	48.70%	
Central Stores Expenditures		551,597	260,329	47.20%	
Fiscal Year Net Operating Position		*(41,597)*	*(11,954)*		
IT Replacement Revenues	1,825	169,550	81,030	47.79%	
IT Replacement Expenditures		169,550	66,650	39.31%	
Fiscal Year Net Operating Position		*-*	*14,380*		
Risk Management Revenues	303,736	4,020,672	2,027,423	50.42%	
Risk Management Expenditures		3,918,299	1,985,465	50.67%	400,000
Fiscal Year Net Operating Position		*102,373*	*41,958*		
Post Employment Benefit Revenues	(232,588)	1,247,829	400,747	32.12%	
Post Employment Benefit Expenditures		1,247,829	981,299	78.64%	
Fiscal Year Net Operating Position		*-*	*(580,552)*		

Additional Items of Note:

The **Risk Management** expenditure budget is requested to increase by $400,000, to fund general liability related litigation above the level included in the original budget. This additional funding is available in a Self-Insured Liability Program established in accordance with Governmental Accounting Standards Board (GASB) Statement #10, whose purpose is to fund the ultimate cost of claims and expenses of the City's General Liability and Workers' Compensation actions. Any impact to the 75% confidence level establishing reserve funding for the Self-Insured Liability Program will be evaluated through the Actuarial Study to be completed at the end of the fiscal year.

The **Housing Authority** is requesting an increase to both revenue projections and expenditure appropriations by $1,000,062, as the result of grant funding received that was not included in the original budget adoption.

What We Are Watching

Nationally:

Although it is too soon to be overly optimistic for the future, it does appear that recovery from the economic recession is making slow but steady progress. We still have concerns over the high unemployment rate and possible fall-out from the fragile financial situation in Europe, which will necessitate remaining cautious over the next few years.

The National League of Cities released its 2011 City Fiscal Conditions Report in September, 2011. The report reveals that general city revenues are continuing to fall, with a projected 2.3% decrease by the end of 2011. Nationwide, this is the fifth straight year of declines in revenue with probable further declines in 2012. Cities are responding by cutting personnel (72%), delaying infrastructure projects (60%) and increasing service fees (41%). One in three (36%) cities report modifications to employee health care benefits. Napa is fortunate in that our revenues are remaining steady, or even showing slight gains, however the bleak national outlook reminds us that fiscal caution is still a necessity.

“The cuts in personnel and the delaying of infrastructure projects are prudent and responsible actions by local officials,” said Donald J. Borut, Executive Director of the National League of Cities. He continued, “City officials are making difficult decisions and are working hard to find innovative solutions to reenergize their communities. But without more resources and more cooperation, the outlook will continue to be challenging.”

Michael A. Pagano, Dean of the College of Urban Planning and Public Affairs at the University of Illinois at Chicago summarized the impact to cities by stating, “Cities are squarely in the center of the economic downturn. We anticipated that property tax receipts would catch up with declining property values. That they are now falling, while consumer confidence and employment falter, make the budget-balancing decisions of cities more challenging than at any-time in decades. What we may be seeing in this report is evidence of a new normal.”

State:

At the State level, the City of Napa is dealing with the ramifications from the recent Supreme Court ruling that eliminated redevelopment agencies statewide, which will have an impact on the city’s ability to provide economic development locally. In order to maintain existing levels of economic development, it will be necessary to provide supplemental funding from various city sources, including the general fund.

On the broader state economic level, the condition of the economy remains fragile which has potential of having a significant negative impact on all California cities. There is evidence though that the State’s economic recovery is gathering momentum – unemployment in California fell four-tenths of a point between October and November 2011 to 11.4 percent, the lowest level in nearly three years (May, 2009), as reported by the State Employment Development Department. Further, payrolls expanded for the sixth straight month.

"We have sort of a nice string going," said Howard Roth, chief economist at the state Department of Finance. "This makes me more confident that it's not going to go away. … I think it's the real thing." Roth also added that the growth is far from robust, however. "It's got to get a lot faster than this, but it looks like it has a good foundation," he said.

In another sign of the state's recovery, the California New Car Dealers Association reported new-vehicle sales increased 9.9 percent in 2011. The association forecast an 8.5 percent gain for 2012.

California's franchised new-car dealers sold 1,290,920 new cars and trucks in 2011, a nearly 10 percent improvement over 2010, according to statistics released recently by the California New Car Dealers Association.

Regardless of the positive signs, if the revenues do not recover at the rate assumed in the State's budget, additional reduction triggers will be imposed. We have the need to remain cautious even though we appear to be on a slow but steady path of recovery.

Local Economic Condition:

Although the City of Napa is seeing some positive movement in the housing market and tourism trade, financial recovery will not be obtained until the property values begin to rise. We are also continuing to see slow but steady growth in sales tax revenue. Staff will continue to closely monitor these key revenue sources as we enter the third quarter of the fiscal year.

Departments continue to be proactive in the management of expenditures; and that, along with a higher than anticipated vacancy rate in the first six months of the year, results in a projection of approximately $0.5 million under-expenditure for the fiscal year. Department projections for the remaining six months of the fiscal year anticipate that the current vacancies will be filled.

As we enter the third quarter of the fiscal year, staff will continue to closely monitor the key expenditures and projections for all City funds (including Enterprise and Internal Service Funds), as well as working to finalize the financial impacts of the RDA dissolution and labor contract negotiations.

Recommendation

Adopt a Resolution Approving and Adopting Amendments to the Budget for the 2011-12 Fiscal Year, with the following adjustments:

Increased Revenues:

- Increase Housing Authority Revenues by $1.0 million *(IFAS 84302.33111 = 971,000; 84101.34901 = 29,062)*

Increased Expenditures:

- Increase Risk Management Expenditures by $0.4 million *(IFAS 64001.53202)*
- Increase Housing Authority Expenditures by $1.0 million *(IFAS 84302.58605 = $963,000; 84302.58601 = $8,000; 84101.54302 = $29,062)*

Financial Update - General Fund

Attachment A

	FY 2011-12 Budget (as of 12/31/2011)	FY 2011-12 YTD (as of 12/31/2011)	*% to date (Budget to Actual)*	*Projected*	*Second Quarter Adjustment*
Operating Revenues					
Property Tax	21,989,907	8,063,047	*37%*	*21,989,907*	-
Sales Tax	12,342,763	3,542,549	*29%*	*12,342,763*	-
Transient Occupancy Tax	9,890,293	5,335,749	*54%*	*9,890,293*	-
Business License Tax	2,672,500	1,160,488	*43%*	*2,672,500*	-
Other Taxes	2,066,400	419,832	*20%*	*2,066,400*	-
Licenses and Permits	1,000,000	944,324	*94%*	*1,200,000*	-
Charges for Services	4,618,059	2,177,537	*47%*	*4,418,059*	-
Intergovernmental	633,278	458,603	*72%*	*633,278*	-
Investment Earnings	200,000	109,562	*55%*	*200,000*	-
Miscellaneous Revenues	220,843	89,683	*41%*	*220,843*	-
Transfers In	4,045,154	2,025,522	*50%*	*4,045,154*	-
Sub-Total Operating Revenues	**59,679,197**	**24,326,896**	*41%*	**59,679,197**	**-**
Operating Expenditures					
City Council / City Clerk	993,924	423,903	*43%*	*993,924*	-
City Manager	1,168,888	577,026	*49%*	*1,168,888*	-
Finance	5,499,485	2,260,633	*41%*	*5,299,485*	-
City Attorney	938,190	373,352	*40%*	*938,190*	-
Human Resources	1,078,321	506,344	*47%*	*1,078,321*	-
Community Development	3,234,915	1,406,216	*43%*	*3,234,915*	-
- General Fund impact for dissolution of RDA				*500,000*	-
General Government	2,686,606	1,040,225	*39%*	*2,486,606*	-
Police Department	20,976,326	9,380,779	*45%*	*20,576,326*	-
Fire Department	13,356,672	6,102,053	*46%*	*13,156,672*	-
Public Works	6,834,077	3,318,815	*49%*	*6,834,077*	-
Parks & Recreation	6,652,355	3,188,934	*48%*	*6,652,355*	-
Sub-Total Operating Expenditures	**63,419,759**	**28,578,281**	*45%*	**62,919,759**	**-**
Operating Surplus/ (Deficit) *(Operating Revenues less Total Expenditures)*	***(3,740,562)***			***(3,240,563)***	**-**

Financial Update - General Fund — Attachment A *(continued)*

	FY 2011-12 Budget (as of 12/31/2011)	FY 2011-12 YTD (as of 12/31/2011)	% to date (Budget to Actual)	Projected	Second Quarter Adjustment
Non-Recurring Revenues					
Property Tax (Excess ERAF)	*2,589,895*	*2,589,895*	*100%*	*2,589,895*	-
Charges for Services	*1,473,245*	*(35,021)*	*-2%*	*1,473,245*	-
Intergovernmental	*1,242,297*	*323,997*	*26%*	*1,242,297*	-
Investment Earnings	-	*26,594*		*26,594*	-
Transfers In	-	-		-	-
Non-Recurring Revenues	***5,305,438***	***2,905,464***	***55%***	***5,332,031***	**-**
Non Recurring Expenditures					
City Council / City Clerk	*17,715*	-		*17,715*	-
City Manager	*38,132*	*33,591*		*38,132*	-
Finance	*23,470*	*16,188*		*23,470*	-
City Attorney	*86,563*	-	*0%*	*86,563*	-
Human Resources	*40,724*	-	*0%*	*40,724*	-
Community Development	*770,662*	*209,664*	*27%*	*770,662*	-
General Government	*1,670,000*	*19,565*		*1,670,000*	-
Police Department	*800,833*	*199,565*	*25%*	*800,833*	-
Public Works	*868,296*	*36,493*	*4%*	*868,296*	-
Non-Recurring Expenditures	***4,316,396***	***515,065***	***12%***	***4,316,396***	**-**
Net Impact of Non Recurring	***989,042***			***1,015,635***	**-**
Total Impact to Fund Balance	***(2,751,521)***	**-**	**-**	***(2,224,927)***	**-**

Other Non-General Fund Requested Revenue Adjustments:

	FY 2011-12 Budget (as of 12/31/2011)	FY 2011-12 YTD (as of 12/31/2011)	% to date (Budget to Actual)	Projected	2nd Quarter Adjustment
Housing Authority	*13,247,359*	*6,382,737*	*48.18%*	*14,247,421*	*1,000,062*

Other Non-General Fund Requested Expenditure Adjustments:

	FY 2011-12 Budget (as of 12/31/2011)	FY 2011-12 YTD (as of 12/31/2011)	% to date (Budget to Actual)	Projected	2nd Quarter Adjustment
Risk Management Fund	*3,918,299*	*1,985,465*	*50.67%*	*4,318,299*	*400,000*
Housing Authority	*14,401,191*	*6,320,423*	*43.89%*	*15,401,253*	*1,000,062*

Introduction

This report represents the City's investment portfolio as of December 31, 2011. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

Investment Approach

The City's investments are guided by an Investment Policy which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council on June 21, 2011 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City is a passive investor and relies on an investment advisor and the State investment pool known as the Local Agency Investment Fund (LAIF).

Current Market Conditions

Recent economic data suggest the economy is somewhat stronger than in the prior two quarters and may be gaining strength. A wide variety of data suggests this, including the December employment report, declining unemployment compensation claims, reports of solid holiday sales, a second month of modest strength in housing indicators, a modest rise in consumer confidence, and recent strength in domestic equities. Income growth, however, remains weak and global demand will likely weaken, with the strengthening of the dollar slowing down export growth. This suggests that while gross domestic product (GDP) may be stronger for the next several quarters it is not likely to strengthen sharply and could taper off later in 2012. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. LAIF rates have remained fairly constant around 0.35% – 0.45% since December 2009.

Total Return* Comparison
Periods Ending December 31, 2011

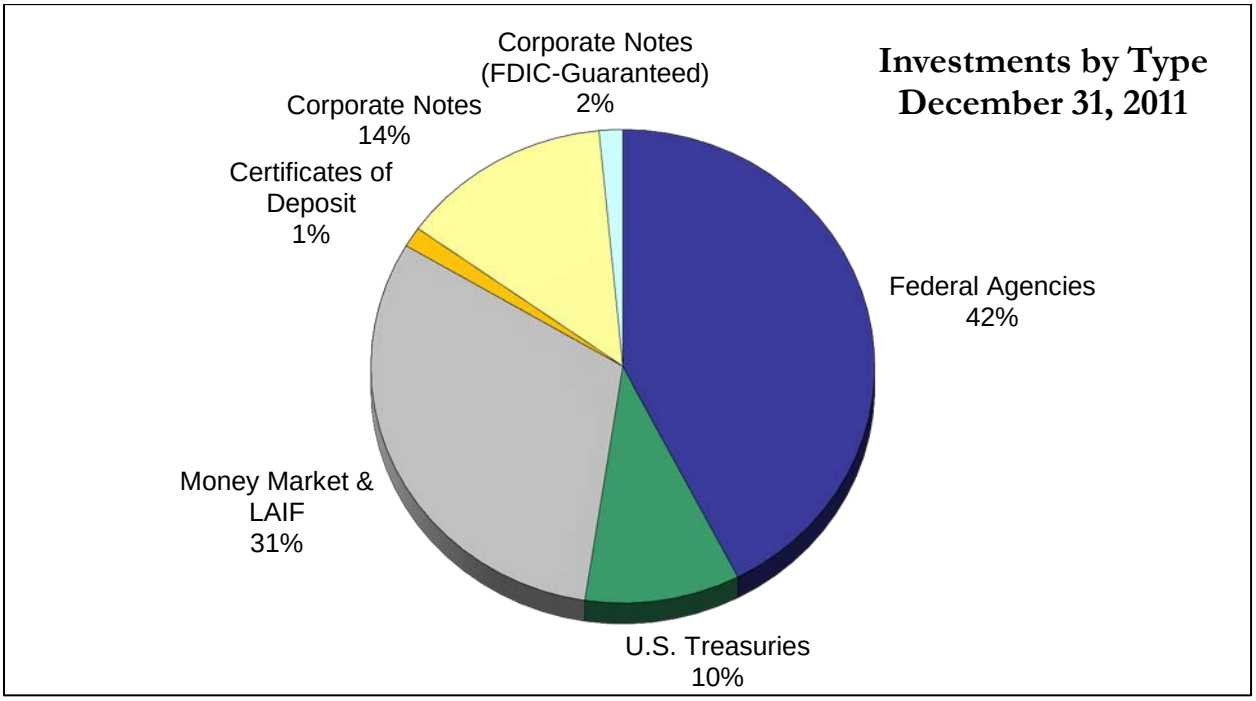
	Past Quarter	Past Year	Past 3 Years	Past 5 Years	Yield to Maturity
City of Napa	**0.51%**	**3.05%**	**3.31%**	**5.00%**	**1.62%**
Merrill Lynch 1-5 Year Government Index	0.40%	3.19%	2.52%	4.72%	0.40%
LAIF	0.10%	0.41%	0.72%	2.10%	0.38%

** Total return includes interest income earned for the period, as well as realized, and unrealized gains and losses on an amortized cost basis. Returns for periods under one year are periodic; all other returns are annualized. Yield to maturity is the expected interest income for the coming year assuming the portfolio holdings remain unchanged.*

Portfolio Information

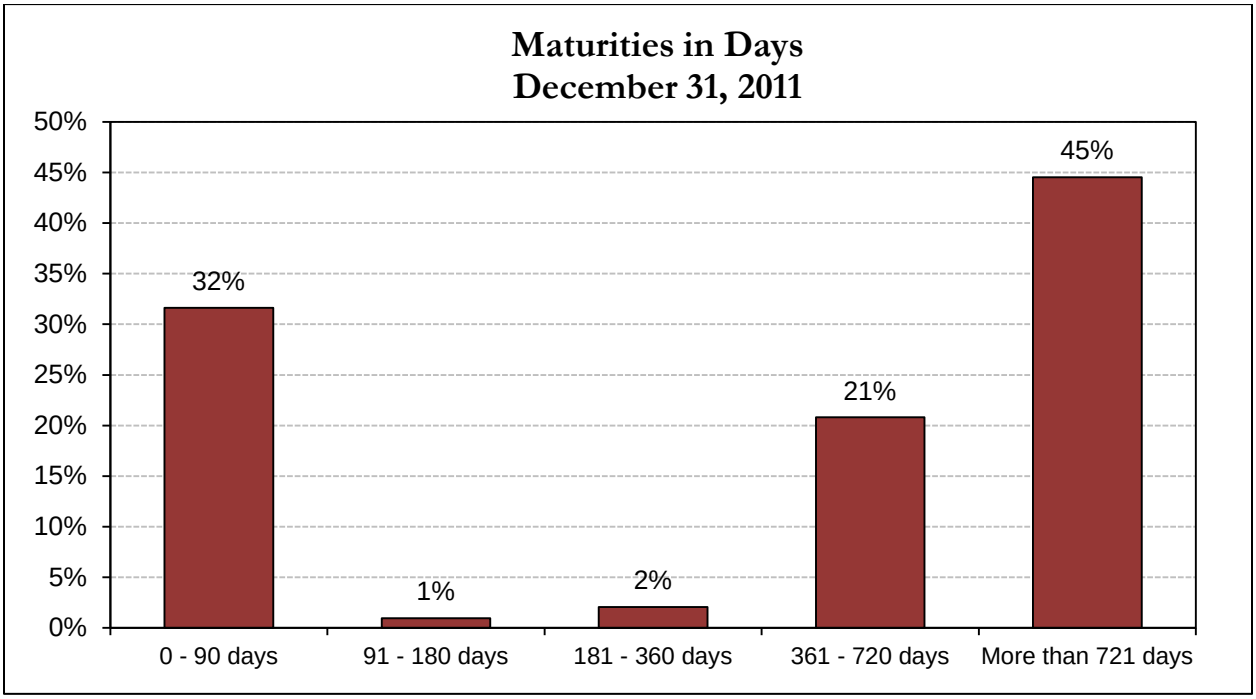
The City's cash, excluding bond proceeds, is pooled for investment purposes. As of December 31, 2011 invested funds totaled $72,540,562, which is $3,586,005 million more than the $68,954,557 million invested funds total at the end of the 2nd quarter of FY 2010/11. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste, and Recycling Funds.

The current City portfolio consists of six types of investments: U.S. Treasuries, Federal Agencies, Corporate Debt, Negotiable Certificates of Deposit, Corporate Debt guaranteed by the FDIC, and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of December 31, 2011 was heavily weighted towards the State Local Agency Investment Fund (LAIF) and high-quality (AA+ rated) Federal Agency securities to maintain the focus on safety and liquidity.



The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of December 31, 2011, 32% of the City's funds were invested in very short-term liquid investments, 24% of the funds were invested with maturities between 90 days and 2 years, and 45% of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows

the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



Conclusion

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City's investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer-term maturities (to realize a higher rate of return) is appropriate given the current market conditions. With short-term interest rates anchored by Federal Reserve policy, longer-term rates continue to trade within a set range. The current investment earnings projection for FY 2011-12 for the General Fund is $200,000, which reflects a $167,191 decrease over actual General Fund interest of $367,191 for FY 2010-11.

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

RESOLUTION R2011 84

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

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

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

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

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

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

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

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

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

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

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21st day of June, 2011, by the following vote:

AYES: Inman, van Gorder, Mott, Krider, Techel

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: _____
Dorothy Roberts, City Clerk

Approved as to form:

_____
Michael W. Barrett, City Attorney

EXHIBIT "A"

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2011

1. Policy

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

2. Scope

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

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

3. Prudence

All persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.**4. Objective**

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

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

4.2 Liquidity: The City of Napa's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

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

5. Delegation of Authority

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

6. Ethics and Conflicts of Interest

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

7. Authorized Money Managers, Financial Dealers and Institutions

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

If the City Treasurer directly invests in individual securities, then the City will maintain a list of financial institutions and primary dealers authorized to provide investment services. Professional money managers working with the City may maintain their own list. "Primary" dealers include

those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

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

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

8. Authorized Investments

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

9. Collateralization

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

10. Safekeeping and Custody

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

11. Diversification

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

12. Maximum Maturities

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

13. Internal Control

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

14. Performance Standards

The investment portfolio shall be designed to attain a market average rate of return through budgetary and economic cycles, taking into account the investment risk constraints and cash flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market benchmark index. The current benchmark index for the portfolio is the Merrill Lynch U.S. Treasuries/ Agencies 1-5 Year Index.

15. Reporting

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

The Finance Director/Treasurer shall render a quarterly report to the City Council. This report shall include:

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

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

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

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

16. Investment Policy Adoption

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

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

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

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

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

California Government Code Section 53601 Requirement: No limit specified:

City of Napa Limitation:

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

2. U.S. Agency & Government Sponsored Enterprise Securities are not direct obligations of the United States but rather are direct obligations of agencies of the federal government or government-sponsored enterprises.
Securities issued by U.S. government agencies are backed by the full faith and credit of the U.S. government. They include the following agencies:

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

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

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

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

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

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

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

California Government Code Section 53601 Requirement:

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

City of Napa Limitation:

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

4. Certificate of Deposit

4A. Certificate of Deposit (Time Deposit) is a time deposit in a financial institution documented by a certificate that bears a specified dollar amount of the deposit, a specified maturity date and a specified interest rate.

California Government Code Section 53635.8 Requirement: No limit specified.

City of Napa Limitation:

1) Maximum maturity - 2 years

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

4B. Negotiable Certificate of Deposits are issued by large American banks or savings and loan associations and are traditionally trade in lots of at least $1,000,000.

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

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

5. Commercial Paper are short-term unsecured promissory notes issued by various economic entities in the open market to finance certain short-term credit needs.

California Government Code Section 53601 Requirement:
1) Prime quality of the highest ranking or of the highest letter and numerical rating as provided for by nationally recognized statistical-rating organization.
2) Issuing corporation must be organized and operating within the United States.
3) Issuing corporation must have total assets in excess of five hundred million dollars ($500,000,000).
4) Issuing corporation must have an "A" or higher rating by a nationally recognized statistical-rating organization for the issuer's debt, other than commercial paper.
5) Purchases may not exceed 270 days maturity.
6) Purchases may not represent more than 10% of the outstanding paper of an issuing corporation.
7) Purchases may not exceed 25% of the agency's surplus money.

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

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

California Government Code Section 53601 Requirement:
1) Maximum of five years maturity
2) Shall be rated A or better by a nationally recognized statistical ratings organization.
3) May not exceed 30% of surplus money

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

City of Napa Limitation:

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

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

City of Napa Limitation: None

LAIF Limitations:

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

8. A Repurchase Agreement is not a security but a contractual agreement. It consists of two simultaneous transactions. First, an investor purchases securities (collateral) from a bank or dealer. At the same time, the selling bank or dealer contractually agrees to repurchase the collateral security at the same price (plus interest) at some mutually agreed future date.

California Government Code Section 53601 Requirement:

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

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

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

9. Money market funds The City is authorized to invest in shares of beneficial interest issued by diversified management companies that are money market funds registered with the

Securities and Exchange Commission under the Investment Company Act of 1940 and are subject to either one of the following requirements:

1) The institutions shall have the highest rating provided by not less than two nationally recognized rating services.

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

City of Napa Limitation:

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

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

1) City of Napa Limitation: None

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

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

1) Reverse repurchase agreement
2) Mutual funds
3) Derivatives such as financial futures and options, step-ups, floaters, inverse floaters, collateralized mortgage obligations (CMO's), Interest-only (IOs), Principal-only (POs), forwards, currency and interest rate swaps, caps, floors, collars, STRIPS except those already owned as of 12/31/83), etc.
4) Local government investment pools other than LAIF unless specifically approved by the City Council.
5) Eurodollar and Yankee CDs
7) Federal (Fed) funds.

B. ADDITIONAL GUIDELINES

1. Adequate liquidity equivalent to six-month expenditures shall be maintained.
2. No more than 50% of the portfolio shall mature beyond 2 years.
3. Securities shall not be purchased with trading or speculation (such as anticipating an appreciation of capital value through changes in market interest rates) as the dominant criterion for the section of the security,

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

4. Transfer of funds to any one institution of more than $5,000,000 should be approved by the Treasurer.

5. All new financial institutions or primary dealers not already approved by professional money managers working with the City shall be approved by the Treasurer.

6. Trading is prohibited when cash or securities are not available to pay for the securities being purchased. Taking of short position, i.e. selling securities which the City does not own, is also prohibited.

7. Written policies and procedures for the delegation of authority for all investment activities shall be strictly followed.

8. Written investment procedures shall be strictly followed.

9. In case a financial institution or depository is downgraded, the Treasurer shall promptly make and implement an informed decision on whether to sell, withdraw, or retain any security or deposit in the City portfolio issued or held by such affected financial institution or depository.

10. Written policies and procedures for the selection and maintenance of qualified financial institutions should be strictly followed. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.

CITY of NAPA

FY 2011-2012
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2nd Quarter

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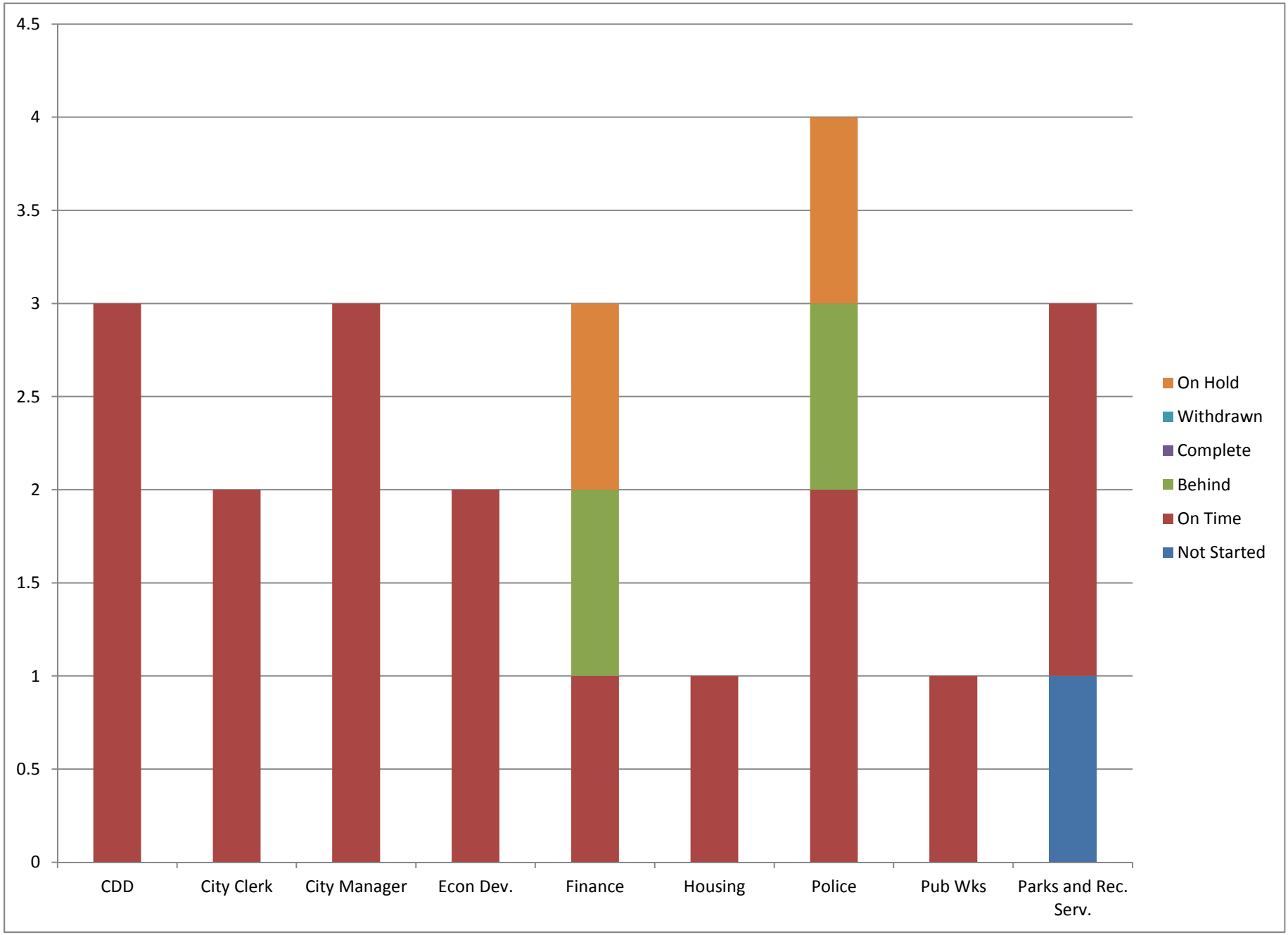


Project Tracking Summary

by Department

CDD, Planning

Project #	Project Title	Phase	Status	Due Date	Project Leader
CDD-00541	Downtown Specific Plan	3 of 3	On Time	4/30/2012	Julianne Ward
CDD-00543	Public Art Master Plan and Guidelines	1 of 1	On Time	6/30/2012	Mike Allen
CDD-00556	Heritage Napa	3 of 4	On Time	6/30/2012	Kevin Eberle
	Total Projects for CDD, Planning: 3				

City Clerk

Project #	Project Title	Phase	Status	Due Date	Project Leader
CLK-00482	Records Management Phase 2	2 of 2	On Time	6/30/2012	R. Ryan
CLK-00553	Enhanced Intranet (iCON) System	1 of 1	On Time	6/30/2012	R Ryan/D Roadman
	Total Projects for City Clerk: 2				

City Manager

Project #	Project Title	Phase	Status	Due Date	Project Leader
CM-00557	City-County Government Center Feasibility Analysis	2 of 2	On Time	6/30/2012	Weiss/LaRochelle
CM-00558	Community Climate Survey	1 of 1	On Time	3/9/2012	Barry Martin
CM-00559	City Council Comes to You	2 of 2	On Time	2/15/2012	Barry Martin
	Total Projects for City Manager: 3				

Economic Development

Project #	Project Title	Phase	Status	Due Date	Project Leader
ED-00525	Napa 9/11 Memorial Garden	2 of 2	On Time	6/30/2012	Micah Hinkle

Project Tracking Summary

by Department

Economic Development

Project #	Project Title	Phase	Status	Due Date	Project Leader
ED-00527	Sustainability Plan and EECBG Grant Implementation	2 of 2	On Time	6/30/2012	LaLiberte
	Total Projects for Economic Development: 2				

Finance, Accounting

Project #	Project Title	Phase	Status	Due Date	Project Leader
FIN-00549	Budget Balancing and Restructuring Process	1 of 1	On Time	6/30/2012	Joe Gray
FIN-00554	IFAS - Implementation of Final System Modules	3 of 3	On Hold	6/30/2012	Roberta Meyer
	Total Projects for Finance, Accounting: 2				

Finance, Collections

Project #	Project Title	Phase	Status	Due Date	Project Leader
FIN-00550	Cost Allocation Plan/User Fee Study	2 of 2	Behind	6/30/2012	Deanna Andrews
	Total Projects for Finance, Collections: 1				

Fire

Project #	Project Title	Phase	Status	Due Date	Project Leader
FD-00524	American Medical Response (AMR) Ambulance Contract	1 of 1	On Time	6/30/2012	Mike Randolph
	Total Projects for Fire: 1				

Housing

Project #	Project Title	Phase	Status	Due Date	Project Leader

Project Tracking Summary

by Department

Housing

Project #	Project Title	Phase	Status	Due Date	Project Leader
HSG-00526	Inclusionary Zoning Ordinance Update	3 of 3	On Time	2/21/2012	JMW/CDD/Consultant
	Total Projects for Housing: 1				

Police

Project #	Project Title	Phase	Status	Due Date	Project Leader
PD-00528	AMR Ambulance Contract for Dispatch Services	1 of 1	On Time	6/30/2012	Shirley Perkins
PD-00529	Social Media Program Implementation	1 of 1	Behind	6/30/2012	Debbie Peecook
PD-00530	Analyze & Implement Police Reserve Officer Program	1 of 1	On Hold	6/30/2012	Steve Potter
PD-00539	Geographic Neighborhood Policing	1 of 1	On Time	6/30/2012	Gary Pitkin
	Total Projects for Police: 4				

PW, Engineering

Project #	Project Title	Phase	Status	Due Date	Project Leader
PW-00425	Napa Creek Flood Protection Project	2 of 3	Behind	6/30/2012	Mark Tomko
	Total Projects for PW, Engineering: 1				

PW, Maintenance

Project #	Project Title	Phase	Status	Due Date	Project Leader
PW-00540	Sidewalk Improvement Program	1 of 1	On Time	6/29/2012	Phil Brun
	Total Projects for PW, Maintenance: 1				

Project Tracking Summary

by Department

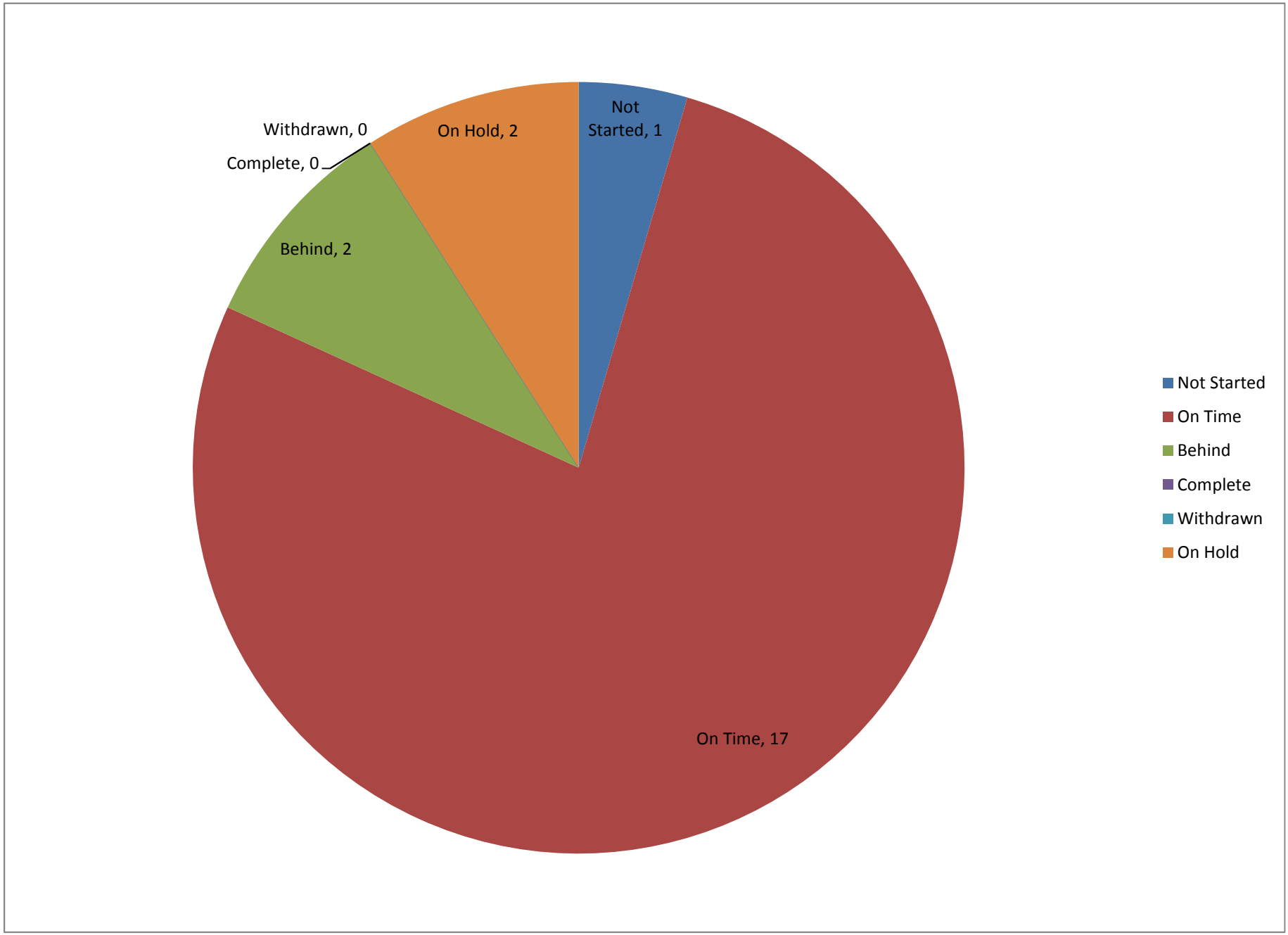
PW, Transportation Engineering

Project #	Project Title	Phase	Status	Due Date	Project Leader
PW-00547	Saratoga Drive Extension Project	2 of 3	On Time	6/30/2012	Jason Holley
	Total Projects for PW, Transportation Engineering: 1				

Recreation

Project #	Project Title	Phase	Status	Due Date	Project Leader
REC-00531	Playground Equipment Replacement	1 of 1	On Time	6/30/2012	Dave Perazzo
REC-00533	Parking Garage Renovations	1 of 1	Not Started	6/30/2012	Dave Perazzo
REC-00534	New Skate Park - Site Selection and Design	1 of 2	On Time	6/30/2012	Larry Mazzuca
	Total Projects for Recreation: 3				

Project Summary by Status



Project Tracking Summary

by Project Status

Behind

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
FIN-00550	Cost Allocation Plan/User Fee Study	2 of 2	6/30/2012	Finance, Collections	Deanna Andrews
PD-00529	Social Media Program Implementation	1 of 1	6/30/2012	Police	Debbie Peecook
PW-00425	Napa Creek Flood Protection Project	2 of 3	6/30/2012	PW, Engineering	Mark Tomko
	Total Projects with Behind Status: 3				

Not Started

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
REC-00533	Parking Garage Renovations	1 of 1	6/30/2012	Recreation	Dave Perazzo
	Total Projects with Not Started Status: 1				

On Hold

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
FIN-00554	IFAS - Implementation of Final System Modules	3 of 3	6/30/2012	Finance, Accounting	Roberta Meyer
PD-00530	Analyze & Implement Police Reserve Officer Program	1 of 1	6/30/2012	Police	Steve Potter
	Total Projects with On Hold Status: 2				

On Time

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
CDD-00541	Downtown Specific Plan	3 of 3	4/30/2012	CDD, Planning	Julianne Ward
CDD-00543	Public Art Master Plan and Guidelines	1 of 1	6/30/2012	CDD, Planning	Mike Allen
CDD-00556	Heritage Napa	3 of 4	6/30/2012	CDD, Planning	Kevin Eberle

Project Tracking Summary

by Project Status

On Time

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
CLK-00482	Records Management Phase 2	2 of 2	6/30/2012	City Clerk	R. Ryan
CLK-00553	Enhanced Intranet (iCON) System	1 of 1	6/30/2012	City Clerk	R Ryan/D Roadman
CM-00557	City-County Government Center Feasibility Analysis	2 of 2	6/30/2012	City Manager	Weiss/LaRochelle
CM-00558	Community Climate Survey	1 of 1	3/9/2012	City Manager	Barry Martin
CM-00559	City Council Comes to You	2 of 2	2/15/2012	City Manager	Barry Martin
ED-00525	Napa 9/11 Memorial Garden	2 of 2	6/30/2012	Economic Developmen	Micah Hinkle
ED-00527	Sustainability Plan and EECBG Grant Implementation	2 of 2	6/30/2012	Economic Developmen	LaLiberte
FD-00524	American Medical Response (AMR) Ambulance Contra	1 of 1	6/30/2012	Fire	Mike Randolph
FIN-00549	Budget Balancing and Restructuring Process	1 of 1	6/30/2012	Finance, Accounting	Joe Gray
HSG-00526	Inclusionary Zoning Ordinance Update	3 of 3	2/21/2012	Housing	JMW/CDD/Consultant
PD-00528	AMR Ambulance Contract for Dispatch Services	1 of 1	6/30/2012	Police	Shirley Perkins
PD-00539	Geographic Neighborhood Policing	1 of 1	6/30/2012	Police	Gary Pitkin
PW-00540	Sidewalk Improvement Program	1 of 1	6/29/2012	PW, Maintenance	Phil Brun
PW-00547	Saratoga Drive Extension Project	2 of 3	6/30/2012	PW, Transportation En	Jason Holley
REC-00531	Playground Equipment Replacement	1 of 1	6/30/2012	Recreation	Dave Perazzo
REC-00534	New Skate Park - Site Selection and Design	1 of 2	6/30/2012	Recreation	Larry Mazzuca

Total Projects with On Time Status: 19

Project Tracking Report

Project Priority	High	**Project Number**	CDD-00541	**Project Status**	On Time
Project Title	Downtown Specific Plan			**Phase**	3 of 3
Project Start Date			**Project Due Date**	4/30/2012	
Requested Start Date			**Requested Due Date**		
Lead Department	CDD, Planning		**Project Leader**	Julianne Ward	
Project Budget	$787,101				
Funding Sources	Redevelopment and General Fund				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Preparation of a Downtown Specific Plan to guide future development focusing on land use, infrastructure, parking and design. The process included in Phase I 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. Phase II included continued public outreach, completion of the downtown historic survey context statement and survey, streetscape design, design guidelines and development of the preliminary draft Specific Plan, as well as preparation of the administrative draft Environmental Impact Report (EIR). Phase III includes Steering Committee review of the preliminary draft Specific Plan, a joint Planning Commission/City Council meeting, additional public outreach, and circulation of the draft Specific Plan and draft EIR for adoption hearings scheduled in the spring of 2012.

Phase I (Completed in FY 08-09) - Consultant selection, designation of a steering committee, project scope development and refinement, public outreach, initial technical studies.
Phase II (Completed in FY 09-10/FY 10-11) - Historic analysis, public outreach, preliminary draft plan formation and administrative draft environmental review.
Phase III (Scheduled for completion in FY 11-12) - Release of a final draft Downtown Specific Plan and draft EIR, public outreach, public hearings and plan adoption.

Status Update

12/20/2011 - jward: The Downtown Specific Plan Steering Committee completed its review of the draft Downtown Specific Plan ("draft plan") at its 10th meeting on October 26, 2011 and the draft plan's public review period ended on November 11, 2011. Comments received on the draft plan were compiled into a matrix which was included in the packet for review by the Planning Commission and City Council at their joint meeting on November 15, 2011. The draft plan has also been presented to Leadership Napa Valley, the Napa County Board of Realtors and the Napa Chamber of Commerce LAC since the joint City Council/Planning Commission meeting. The next steps in the process are to complete the administrative draft EIR and prepare a final draft plan. Staff review of the administrative EIR is nearing completion, but is behind by about 45 days as a result of consultant work. The draft EIR was planned for release in mid-December, but will now be released in early February for the state-required 45-day comment period. Once

comments are received on the draft EIR, a final EIR and final Downtown Specific Plan will be prepared for adoption in the spring of 2012.

10/7/2011 - rtooker: The preliminary draft Downtown Specific Plan was released for public review and comment on September 9, 2011 with comments due on November 11, 2011. During the comment period, the Steering Committee held three meetings (a fourth is scheduled on October 26th) to review the preliminary draft plan and recommend revisions. Following the Steering Committee's review, a joint Planning Commission/City Council workshop will be held to review the preliminary draft plan and consider the Steering Committee and public comments. Following this workshop, a final draft Specific Plan will be prepared and circulated along with the draft EIR in December 2011 for a 45-day comment period. Comments received during this period will be incorporated into a final Specific Plan and final EIR and the adoption hearings will be scheduled for the Planning Commission and City Council in the spring of 2012.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Release prelim. draft specific plan	CDD, Planning	Julianne Ward	10 %	9/9/2011	Complete
First Steering Committee mtg	CDD, Planning	Julianne Ward	10 %	9/19/2011	Complete
Second Steering Committee mtg	CDD, Planning	Julianne Ward	10 %	9/28/2011	Complete
Third Steering Committee mtg	CDD, Planning	Julianne Ward	10 %	10/6/2011	Complete
Final Steering Committee mtg	CDD, Planning	Julianne Ward	10 %	10/26/2011	Complete
Joint PC/CC workshop	CDD, Planning	Julianne Ward	10 %	11/15/2011	Complete
Release final draft plan and EIR	CDD, Planning	Julianne Ward	25 %	12/16/2011	Behind
Review comments on draft plan and EIR	CDD, Planning	Julianne Ward	5 %	2/3/2012	Not Started
Circulate final plan and final EIR	CDD, Planning	Julianne Ward	0 %	2/23/2012	Not Started
Planning Commission hearing	CDD, Planning	Julianne Ward	5 %	3/15/2012	Not Started
City Council hearing	CDD, Planning	Julianne Ward	5 %	4/17/2012	Not Started

Project Progress: 60% of 100% Complete

Last updated 1/10/2012

Project Tracking Report

Project Priority	Medium	**Project Number**	CDD-00556	**Project Status**	On Time
Project Title	Heritage Napa			**Phase**	3 of 4
Project Start Date	7/1/2011		**Project Due Date**	6/30/2012	
Requested Start Date			**Requested Due Date**		
Lead Department	CDD, Planning		**Project Leader**	Kevin Eberle	
Project Budget	$40,000				
Funding Sources	State grant, general fund				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Heritage Napa is a multi-year project started in 2008 to update the City's Historic Resources Inventory and Historic Preservation Ordinance. For FY 2011/12, staff is continuing with Phase 3 of the project which includes completion of the Alta Heights Survey, adoption of an interim "crosswalk" between the City's resource rating system and the State rating system, updating the Historic Resources Inventory to include new survey data, and amending the Historic Preservation Ordinance.

Status Update

1/5/2012 - keberle: CHC reviewed and recommended Council approval of a Zoning Ordinance text amendment to require a staff-level design review permit for certain alterations to properties which have been given a "6L" rating in recent new historic surveys.

1/5/2012 - keberle: The CHC updated the City's Historic Resources Inventory with the creation of an Appendix A listing 76 properties with a State status code of 6L which are "ineligible for local listing, but may warrant consideration in local planning." These properties will require design review for modifications to ensure that there do not adversely impact the larger histroic districts.

1/5/2012 - keberle: The CHC reviewed amendments the City's Historic Resources Inventory to remove 72 properties assigned a State status code of 6Z which although located in potential historic districts, as recommened in the recently completed surveys for Alta Heights and Spencer's Addition, are not individually historic resources. The CHC continued its review to its February 2012 meeting to consider two specific properties where property owners expressed an interest in retaining these homes on the inventory.

12/1/2012 - keberle: The CHC updated the City's Historic Resources Inventory by removing 335 properties assigned a State status code of 6Z (ineligible for listing), as recommended by the recently completed surveys for Downtown, Spencer's Addition, Alta Heights and West Napa.

12/1/2012 - keberle: The CHC adopted Historic Status Code Crosswalk to be used by the CHC, staff and the public as an interim "bridge" between the City's current historic resource rating system and the State

status codes for resource rating. Once the Histroic Preservation Ordinance is amended in mid-2012, the bridge will not longer be applicable because the State status codes will be melded into the City's codes.

10/11/2011 - keberle: City staff sent individual notification of the availability of the draft Alta Heights Survey to all 700 property owners in the area and held a public meeting on July 29, 2011. The document was subsequently reviewed by the Cultural Heritage Commission on August 4, 2011 and adopted by the City Council on August 16, 2011. The final document was sent to the State Office of Historic Preservation on September 15, 2011.

7/15/2011 - keberle: Draft document completed on 7/15/11

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Amend Historic Preservation Ordinance	CDD, Planning	Kevin Eberle	50 %	6/29/2012	On Time
Update Inventory to New Surveys	CDD, Planning	Kevin Eberle	50 %	6/29/2012	On Time

Project Progress: 0% of 100% Complete

Last updated 1/10/2012

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	CDD-00543	**Project Status**	On Time
Project Title	Public Art Master Plan and Guidelines			**Phase**	1 of 1
Project Start Date	7/1/2011	**Project Due Date**	6/30/2012		
Requested Start Date		**Requested Due Date**	6/30/2012		
Lead Department	CDD, Planning	**Project Leader**	Mike Allen		
Project Budget	$0				
Funding Sources	N/A				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

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

Status Update

12/23/2011 - mallen: Receiver sites for public art have been identified with anticipated refinements to the sites with the aid of the Public Art Steering Committee (PASC) once they are appointed. The PASC is expected to be up for review and selection by the City Council in late-Februrary or early-March. The Administrative Draft Public Art Program Guidelines are nearly complete and preparation of the Draft Public Art Program Guidelines is expected to be completed by the end of January 2012.

10/12/2011 - mallen: The City Clerk has prepared modified "Commissions and Boards" applications in preparation of the committee selection process. Subsequently, a preliminary art evaluation, selection, and approval process has been drafted, as well as a Public Art Vision/Mission Statement. The next steps are the identification of receiver sites in conjunction with the Parks and Recreation Department as well as the continued preparation of the Public Art Program Guidelines.

A public outreach implementation plan has been prepared which is comprised of three main components: 1) the Public Art Steering Committee selection, 2) Community workshop or presentation, and 3) Stakeholder input. The City's art advisior consultant, Chandra Cerrito, has contacted several potential committee members from the local art community to inform them of the forthcoming committee seat selections after the new year.

Last updated 1/10/2012

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Draft a public outreach process	CDD, Planning	Mike Allen	10 %	7/31/2011	Complete
Draft an evaluation process	CDD, Planning	Mike Allen	15 %	10/31/2011	Complete
Identify receiver sites	CDD, Planning	Mike Allen	15 %	12/31/2011	Complete
Draft public art program guidelines	CDD, Planning	Mike Allen	20 %	1/31/2012	On Time
Circulate draft program/public review	CDD, Planning	Mike Allen	15 %	3/31/2012	Not Started
Complete final draft plan	CDD, Planning	Mike Allen	15 %	4/30/2012	Not Started
Adoption by City Council	CDD, Planning	Mike Allen	10 %	6/30/2012	Not Started

Project Progress: 40% of 100% Complete

Last updated 1/10/2012

Project Tracking Report

CITY of NAPA

Project Priority	High	**Project Number**	CLK-00553	**Project Status**	On Time
Project Title	Enhanced Intranet (iCON) System			**Phase**	1 of 1
Project Start Date	7/1/2011	**Project Due Date**	6/30/2012		
Requested Start Date		**Requested Due Date**			
Lead Department	City Clerk	**Project Leader**	R Ryan/D Roadman		
Project Budget	$0				
Funding Sources					

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

iCON, or the Intranet for the City of Napa provides timely, accurate, and pertinent information to City staff. Information on the Intranet should reflect the needs and interests of the users of the site. Content should always be accurate, up-to-date, easy-to-understand, well-written, and technically accurate.

To meet these goals, the Clerk Department has centralized the redesign process of iCON to reflect expectations for and easy access to content.

Status Update

12/28/2011 - rryan: The Clerk Department restructured the City's Intranet, iCON for ease of use and access to citywide forms and information. Each department page was redesigned to provide consistency and content. Additional pages were created to provide value to the dynamic nature of the content.

Site statistics indicate that of the pages created since August, a majority have received over 1,000 hits, with the "For All Employees" page receiving over 1200 hits and the "Recent Updates" page receiving over 1300 hits. This is a positive indication of usage.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Redesign all City Department pages.	City Clerk	R Ryan/D Roadman	10 %	10/28/2011	Complete
Redesign Finance Dept pages.	City Clerk	R. Ryan/D. Roadman	20 %	10/28/2011	Complete
Create additional pages for ease of use.	City Clerk	R. Ryan/D. Roadman	10 %	12/30/2011	On Time
Create documentation.	City Clerk	R. Ryan/D. Roadman	20 %	2/29/2012	Not Started
Redesign Clerk Dept pages.	City Clerk	R Ryan/ D Roamdan	20 %	5/31/2012	On Time
Redesign Human Resources pages.	City Clerk	R Ryan/D Roadman	20 %	6/29/2012	On Time

Project Progress: 30% of 100% Complete

Last updated 1/9/2012

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	CLK-00482	**Project Status**	On Time
Project Title	Records Management Phase 2			**Phase**	2 of 2
Project Start Date	11/8/2011		**Project Due Date**	6/30/2012	
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

Primary goal for the project this year is to restructure the main database for the City's Records in the SIRE system. Currently waiting for carryover funding to move forward for this phase. The plan is to remove current structure, create new databases (records folders), and repopulate the database with a more intuitive and easy to understand system. It will include removing records with no administrative value that were scanned when the SIRE system was purchased years ago, repopulation, new database creation, reindexing, quality control, and assuring that all documents are saved via an OCR (optical character recognition) process to allow staff easier access to search by "keywords".

The City Clerk and Deputy Clerk have already worked on the new record structure with the vendor. Next step is to finalize the structure and then take the draft to the Departments to receive input and suggested changes.

The migration of records, reindexing and repopulation of the records will be labor intensive and require "all hands" in the clerk office for several weeks. Additionally, a portion of this project will include updated procedures for scanning and a Trusted System policy. A "Trusted System" will allow the Clerk staff to destroy certain electronically saved records after they have been scanned by way of an accepted system. This policy is contingent upon the Secretary of State's uniform policy for statewide standards.

Status Update

12/28/2011 - rryan: There has been no substantial changes since the 10/13/2011 update. The Clerk Department cannot move forward without indication of the availability of carryover funds.

The Clerk Department has responded to the Human Resources Department need to update their retention schedule. We have identified their records, and met regarding retention. After finalizing the new retention schedule, it will be brought to Council along with the updated Police Department retention schedule as described below.

10/13/2011 - droberts: A large portion of this project is contingent upon the use of funds still pending on carryover request as of the date of this writing since the migration of records from one database to a new

one can only be done by the SIRE vendor. As stated, a draft structure has already been created (on paper). We have been making some great progress in the records arena as of late: City Clerk staff created a new electronic records structure within the SIRE system for Police permanent records (1940 to 2006) working closely with Police Dept. staff. This project was a huge success. The Clerk office created the database in-house (this is normally done by the vendor, but staff has honed skills to learn the ability to create these structures themselves, saving the City $$). City Clerk staff trained PD staff in utilizing the database and structuring indexing fields, and assisted them in the purchase of a new scanner and provided training material that can be used across departments with regard to how to scan to the city system. This project will allow the Police Dept. to destroy hard copy records after the Clerk office has an approved "Trusted System" in place. This has been beneficial for Police and for the Clerk staff, in that it has been a good precursor to our bigger project for city records maintained by the Clerk as the official records custodian.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Scan records	City Clerk	Staff/vendor	5 %	3/30/2012	On Time
Create new databases	City Clerk	RR/DR	15 %	4/30/2012	On Time
Meet w/ departs- record structure	City Clerk	DR/RR	10 %	6/30/2012	Not Started
Record Retention	City Clerk	RR/LB	10 %	6/30/2012	On Time
New policies/ Trusted System	City Clerk	RR/LB	5 %	6/30/2012	On Time
Reindex; OCR	City Clerk	All Clerk staff	40 %	6/30/2012	Not Started
Migrate records to new databases	City Clerk	RR/ vendor	15 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/9/2012

Project Tracking Report

Project Priority	High	**Project Number**	CM-00559	**Project Status**	On Time
Project Title	City Council Comes to You			**Phase**	2 of 2
Project Start Date		**Project Due Date**			
Requested Start Date	10/3/2011	**Requested Due Date**	2/15/2012		
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 involve short presentations from selected departments and feedback from citizens.

Status Update

1/9/2012 - bmartin: Two CCTY meetings have been completed - one in Nov 2011 and one in Dec 2011. The final two meetings will be scheduled in the NW and SW quadrants of the City with the goal of completion of the series by mid Feb 2012.

10/21/2011 - bmartin: The project continues to be difficult to schedule, but the first CCTY meeting is set for Nov 3, 2011 with additional meetings to follow as Council is available.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Plan meeting content and organize	City Manager	Barry Martin	30 %	10/31/2011	On Time
Schedule meetings and secure locations	City Manager	Barry Martin	20 %	11/15/2011	On Time
Execute meetings	City Manager	Barry Martin	50 %	2/15/2012	On Time

Project Progress: 0% of 100% Complete

Last updated 1/9/2012

Project Tracking Report

Project Priority	Medium	**Project Number**	CM-00557	**Project Status**	On Time
Project Title	City-County Government Center Feasibility Analysis			**Phase**	2 of 2
Project Start Date	7/1/2011		**Project Due Date**	6/30/2012	
Requested Start Date			**Requested Due Date**		
Lead Department	City Manager		**Project Leader**	Weiss/LaRochelle	
Project Budget	$207,500				
Funding Sources	General Fund				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

The City-County Government Center Feasibility Analysis is a joint project between the City and County and is focused on determining the feasibility of combining City and County administrative operations within a shared government center. Its intent is to manage limited resources by achieving economies of scale, provide opportunities for shared efficiencies in operations and space, reduce costs through elimination of duplicated facilities, promote economic development through reduction of the government footprint in Downtown Napa, and provide a higher level of service for government related business through an upgraded facility addressing the current and future needs of the Napa Community. This effort will also include an analysis to explore opportunities for the City and County to share or consolidate services in conjunction with co-located facilities as appropriate.

In order to provide information on the City-County feasibility analysis, the project is divided into three separate but related components as defined below:

1) City-County Space Needs Assessment – Planning study to determine space needs of City and County administrative operations and determine space efficiencies and design concepts in respects to massing and contextual setting. Lead consultant Jones Lang LaSalle (JLL)
2) Organizational and Shared Services Analysis – Analysis of organizational structure to identify opportunities to share or consolidate services to better serve the public and provide operational efficiencies. Lead consultant Management Partners(MP)
3) Public Safety Feasibility Study – The preferred location of the City –County Center would be the existing City Hall superblock off of School Street. This location would require the relocation of the existing Fire Station #1 and Police Department. The Public Safety Feasibility Study would determine the current and future space needs of both Police and Fire and look into programming a new joint facility at the exiting CSB Building site located off of 1st Street or an alternate site. The feasibility of the relocation of the public safety operations is the starting point for the City-County Center to be located at the preferred site. Lead consultant RRM Design Group (RRM)

The three studies will make up the base information on determining if the City-County Center is a feasible option for the City and County. All three studies are anticipated to be complete in March/April 2012 and

upon completion, recommendations from City and County staff will be presented to the City Council and County Board of Supervisors.

(See CM-00439 for Phase 1 info)

Status Update

1/6/2012 - mhinkle: RRM Scope - RRM completed initial data gathering and will be presenting draft concepts to Police and Fire department staff on 1/17-1/19. Once data and needs confirmed, RRM will work on draft concept plans.

1/6/2012 - mhinkle: JLL Scope - JLL completed data gathering and are finalizing findings including the adjacency diagram. Next step is combined meetings with the County to discuss space needs. This activity is likely to occur in January/February.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
MP Org Services Agreement for Services	City Manager	N. Weiss	5 %	10/18/2011	Complete
RRM Pub Safety Agreement for Services	PW, Admin	Hinkle/LaRochelle	10 %	11/1/2011	Complete
JLL Space Needs Assmnt Data Collect	PW, Admin	Hinkle/LaRochelle	5 %	11/15/2011	Complete
RRM Pub Safety Feasability Data Collect	PW, Admin	Hinkle/LaRochelle	10 %	11/30/2011	Complete
MP Org Services Data Collect	City Manager	N. Weiss	10 %	11/30/2011	On Time
RRM Pub Safety Feasability Draft Finding	PW, Admin	Hinkle/LaRochelle	10 %	2/1/2012	On Time
MP Org Services Draft Findings	City Manager	N. Weiss	10 %	2/1/2012	Not Started
JLL Space Needs Draft Findings	PW, Admin	Hinkle/LaRochelle	10 %	2/1/2012	On Time
MP Org Services Final Report	City Manager	N. Weiss	10 %	3/2/2012	Not Started
JLL Space Needs Fianl Report	PW, Admin	Hinkle/LaRochelle	10 %	3/2/2012	Not Started
RRM Public Safety Final Report	PW, Admin	Hinkle/LaRochelle	10 %	3/2/2012	Not Started

Project Progress: 30% of 100% Complete

Last updated 1/11/2012

CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** CM-00558 **Project Status** On Time

Project Title Community Climate Survey **Phase** 1 of 1

Project Start Date 1/9/2012 **Project Due Date** 3/9/2012

Requested Start Date **Requested Due Date**

Lead Department City Manager **Project Leader** Barry Martin

Project Budget $0

Funding Sources

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Prepare, distribute and tabulate a web-based survey of the community on satisfaction with City services

Status Update

1/9/2012 - bmartin: Preparation of the 2012 survey will begin the week of 1/9/12, with the goal of duplicating the questions used one year ago for purposes of comparison. Project completion date has been moved forward to allow results to be prepared prior to the Council retreat in mid February.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Prepare survey	City Manager	Barry Martin	25 %	1/18/2012	On Time
Distribute and publicize survey	City Manager	Barry Martin	25 %	1/23/2012	Not Started
Collect responses and prepare report	City Manager	Barry Martin	50 %	2/13/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/11/2012

Project Tracking Report

Project Priority		**Project Number**	ED-00525
Project Status	On Time		
Project Title	Napa 9/11 Memorial Garden		
Phase	2 of 2		
Project Start Date	7/1/2011	**Project Due Date**	6/30/2012
Requested Start Date		**Requested Due Date**	
Lead Department	Economic Development	**Project Leader**	Micah Hinkle
Project Budget	$0		
Funding Sources	Donations of cash and in kind service		

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

The 9/11 Memorial Garden utilizes 6 pieces of artifact steel from the World Trade Center. The memorial location would be off of Main Street across from the Napa Valley Opera House adjacent to Napa Creek. This community project relies on donations and in kind service for completion. Community support of the project comes from the 9/11 Memorial Coalition with project management, contracting and oversight from the City. The memorial includes full park improvement and would be one of the largest 9/11 memorials on the west coast.

Status Update

1/6/2012 - mhinkle: Construction drawings are complete and under review by City departments. Fundraising activites continue to be the project driver and additional community volunteers have been brought in to assist. A grant from the City public art fund will be requested on 1/17/12 in order to move art fabrication forward.

10/21/2011 - mhinkle: Fundraising activity continues to slow project progress. New marketing and fundraising plan to be developed by lead project team.

9/27/2011 - mhinkle: The design team is working on construction documents and is targeting 12/2 for submittal to the City for permit review. Fundraising is the critical element to the project as the needed funds to complete the project is estimated at $150K -$250K depending on the ability to obtain construction material donations. Detailed cost estimates will be prepared once construction documents have been completed. Target completion of the project is Spring 2012, but that date is dependant on fundraising efforts.

Last updated 1/9/2012

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Complete Project Detail Design	Economic Development	Hinkle	20 %	12/2/2011	Complete
Fundraising	Fire	Darren Drake	25 %	2/1/2012	Behind
Plan Review for Construction Permits	PW, Engineering	Whan	20 %	2/1/2012	On Time
Construction Contract	City Attorney	Peter Spoerl	10 %	2/15/2012	Not Started
Construction Management/Inspection	PW, Engineering	Whan	25 %	2/21/2012	Not Started

Project Progress: 20% of 100% Complete

Last updated 1/9/2012

Project Tracking Report

Project Priority	High	**Project Number**	ED-00527	**Project Status**	On Time
Project Title	Sustainability Plan and EECBG Grant Implementation			**Phase**	2 of 2
Project Start Date	7/1/2011	**Project Due Date**	6/30/2012		
Requested Start Date		**Requested Due Date**			
Lead Department	Economic Development	**Project Leader**	LaLiberte		
Project Budget	$699,800				
Funding Sources	ARRA - EECBG Grant				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Several projects have been implemented as a result of the ARRA - EECBG Grant. In FY 11/12, approximately $292,000 of the total allocation remains unspent, and the vast majority of these funds will be expended by the close of FY 11/12. The remaining EECBG projects include completing the Sustainability Plan, finishing phase II of City facility lighting retrofits, and continuing to promote and recycle fluorescent lights.

Status Update

12/21/2011 - afox: A draft City of Napa Sustainability Plan (including both City Government Operations and Community sections) is complete and undergoing revisions by the Sustainability Coordinator. Development of a final Sustainability Plan remains on-schedule, and a public draft will be available by February 2012. Fluorescent lights continue to be collected and recycled, and this project is considered complete since the contract has been paid-in-full. The Phase II City Lighting Retrofits project is scheduled to be complete by December 31st, with all remaining fixtures delivered and installed during the last two weeks of December. In total, 82% of the Energy Efficiency and Conservation Block Grant has been expended.

10/5/2011 - afox: An internal City Sustainability Plan draft will be completed in the coming weeks, and a draft of the Communty Sustainability Plan will follow shortly thereafter. City staff created the content of the City Plan, and sixteeen public meetings, a bilingual survey, and community leader interviews were held to gather input for the Community Plan. The remaining EECBG projects continue to move forward. To date, over 3,000 fluorescent lights or tubes have been collected for recycling, and phase II of the City facility lighting retrofits project is 98% complete.

Last updated 1/11/2012

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Complete Draft Sustainability Plan	Economic Development	LaLiberte	50 %	11/30/2011	Complete
Complete Phase II of City Retrofits	Recreation	Perazzo	10 %	12/31/2011	Complete
Complete Final Sustainability Plan	Economic Development	LaLiberte	30 %	3/30/2012	On Time
Complete Fluorescent Recycling Project	PW, Materials Diversion	Kevin Miller	10 %	6/30/2012	Complete

Project Progress: 70% of 100% Complete

Last updated 1/11/2012

CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** FIN-00549 **Project Status** On Time

Project Title Budget Balancing and Restructuring Process **Phase** 1 of 1

Project Start Date 7/1/2011 **Project Due Date** 6/30/2012

Requested Start Date 7/1/2011 **Requested Due Date** 6/30/2012

Lead Department Finance, Accounting **Project Leader** Joe Gray

Project Budget $0

Funding Sources

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Coordinate process for development and implementation of balanced General Fund Budget.

Status Update

1/11/2012 - jgray: Updated the timeline for key budget impact items for FY11/12 and the LTFP. These include status updates and completion timeframes for: Cost Allocation Plan; Second Quarter Report; LTFP (including White Paper topics); Council Workshop; and Fee Study - all of which are on track for city council presentment in March 2012. The Third Quarter Report is scheduled for May 2012 and the Mid-Cycle Review for June 2012. All of these items will be reviewed with departments internally and the city manager before city council approval.

10/13/2011 - wzenoni: Updated financial projections for FY 2012/13 and 2013/14 completed. Departmental target reductions identified. Departments have submitted proposed budget reductions for FY 2012/13. City Manager will review proposed budget reductions with department heads in November 2011 and with City Council in March 2012.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Identify target budget reduction levels	Finance, Accounting	Deanna Andrews	25 %	8/1/2011	Complete
Review budget revisions with Council	City Manager	M. Parness	15 %	3/31/2012	Not Started
Coordinate dept'l budget review	Finance, Accounting	Joe Gray	40 %	3/31/2012	On Time
Finalize budget plan for FY 2012-13	Finance, Accounting	Joe Gray	20 %	6/30/2012	Not Started

Project Progress: 25% of 100% Complete

Last updated 1/11/2012

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	FIN-00550	**Project Status**	Behind
Project Title	Cost Allocation Plan/User Fee Study			**Phase**	2 of 2
Project Start Date	7/1/2011	**Project Due Date**	6/30/2012		
Requested Start Date		**Requested Due Date**			
Lead Department	Finance, Collections	**Project Leader**	Deanna Andrews		
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. Coordinate review with all City departments, review study results, analyze potential impacts of implentation of study recommendations and develop implementatiion plan. Finance Department is serving as lead but all City departments will participate in this project. Most recent cost allocation plan/user fee analysis was completed in 2007 and was based on information from the FY 2005-06 budget. Consultant was selected and field analysis began in FY 2010/11.

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Status Update

1/6/2012 - dandrews: The Cost Allocation Plan report is complete. It is currently being updated with FY 2010-11 actual expenditures, and will be incorporated into, and presented with, the Mid Cycle Review budget in June 2012.

The Draft User Fee Analysis is currently behind schedule. The Fee Study is now scheduled to be received by Finance in January, and presented to Council in March, 2012.

10/13/2011 - wzenoni: Draft Cost Allocation Plan report submitted to staff on August 1, 2011. Draft report is currently being reviewed by staff from all impacted departments. Draft User Fee Analysis is currently being completed by consultant with draft report due by October 31, 2011.

Last updated 1/11/2012

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Draft Cost Allocation Plan Report	Finance, Accounting	Deanna Andrews	30 %	8/1/2011	Complete
Draft User Fee Analysis	Finance, Accounting	Deanna Andrews	25 %	10/31/2011	Behind
Consultant Submittal of Final Reports	Finance, Accounting	Deanna Andrews	10 %	12/31/2011	Behind
Council Review	Finance, Accounting	Deanna Andrews	10 %	2/7/2012	Behind
Public Outreach	Finance, Accounting	Deanna Andrews	10 %	2/21/2012	Behind
Council Adoption of New Rates	Finance, Accounting	Deanna Andrews	10 %	3/31/2012	Behind
Implementation of New Rates	Finance, Accounting	Deanna Andrews	5 %	6/30/2012	Not Started

Project Progress: 30% of 100% Complete

Last updated 1/11/2012

Project Tracking Report

Project Priority	Medium	**Project Number**	FIN-00554	**Project Status**	On Hold
Project Title	IFAS - Implementation of Final System Modules			**Phase**	3 of 3
Project Start Date	7/1/2011		**Project Due Date**	6/30/2012	
Requested Start Date			**Requested Due Date**		
Lead Department	Finance, Accounting		**Project Leader**	Roberta Meyer	
Project Budget	$193,157				
Funding Sources	General Fund				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Final Phase of IFAS Project includes implementation of remaining modules including contract management, grants management, bid/quote online and fixed assets.

Status Update

1/4/2012 - rmeyer/jgray: Consultant has been on site to work with departments on implementation of the Contract Tracking module. We have experienced delays due to software needs for electronic signatures and/or a way to automate the contract routing process to make it more efficient and timely. Issues with the current contracting process were discovered that have led us to place the implementation on hold until the process issues can be resolved. The module should not be implemented without a clear process defined. Staff is working with City Management to hold meetings on the process so we can move the implementation forward.

The other modules (Fixed Assets, Grants Management, Bid/Quote Online) will realistically be implemented no sooner than the end of FY12/13 and will depend on staff resources to develop, test and implement. The order and time of completion of remaining module implementation will be reevaluated by 6/30/12.

10/13/2011 - wzenoni: Consultant has been selected to work with staff to assist with implementation of the first module - contract management.

Last updated 1/11/2012

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Contract Management	Finance, Accounting	Roberta Meyer	25 %	12/31/2011	On Hold
Fixed Assets	Finance, Accounting	Roberta Meyer	25 %	6/30/2012	Not Started
Grants Management	Finance, Accounting	Roberta Meyer	25 %	6/30/2012	Not Started
Bid/Quote Online	Finance, Accounting	Roberta Meyer	25 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/11/2012

CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** HSG-00526 **Project Status** On Time

Project Title Inclusionary Zoning Ordinance Update **Phase** 3 of 3

Project Start Date 7/1/2011 **Project Due Date** 2/21/2012

Requested Start Date **Requested Due Date**

Lead Department Housing **Project Leader** JMW/CDD/Consultant

Project Budget $0

Funding Sources Inclusionary Housing Fund

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

The Inclusionary Zoning Ordinance Update will account for changed regulations and economy. This will allow the City to obtain affordable housing units to offset the need created by new development. Economic "nexus" studies have been completed by consultant. In this final phase staff will review the studies and recommendations with key stakeholders, revise the ordinance, and facilitate a public process.

Status Update

1/6/2012 - jwinter: The first two rounds of stakeholder meetings (development community and affordable housing stakeholders) are complete. One stakeholder meeting remains, then the policy recommendations will be revised by staff and consultant to be presented at a public meeting in January or February.

10/5/2011 - jwinter: Policy summary/recommendations submitted to City Attorney for review. Meeting with consultant 10/11/11 to discuss summary materials for stakeholder meetings.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Policy summary and draft recommendations	Housing	JMW/CDD/Consultan	20 %	9/23/2011	Complete
Final materials for stakeholder meetings	Housing	JMW/Consultant	10 %	11/10/2011	Complete
Stakeholder meetings complete	Housing	JMW/CDD/Consultan	20 %	11/17/2011	Complete
Draft ordinance	City Attorney	Peter Spoerl	20 %	12/7/2011	Not Started
Planning Commision public hearing	Housing	Jan Maurer-Watkins	15 %	1/26/2012	Not Started
City Council public hearing	Housing	Jan Maurer-Watkins	15 %	2/21/2012	Not Started

Project Progress: 50% of 100% Complete

Last updated 1/9/2012

CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** PD-00528 **Project Status** On Time

Project Title AMR Ambulance Contract for Dispatch Services **Phase** 1 of 1

Project Start Date 9/1/2011 **Project Due Date** 6/30/2012

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

The Police Department is working with AMR to develop a contract and protocols for dispatch services that are set to begin 1/1/2012. The implementation of Emergency Medical Dispatching (EMD) utilizing the Medical Priority Dispatch System (MPDS) which is a medically-approved, unified system used to dispatch appropriate aid to medical emergencies is scheduled to occur by July, 2012.

Status Update

1/2/2012 - sperkins: Effective January 2, 2012 the Napa Central Dispatch Center began dispatching the AMR ambulance service for Napa County. Police, Fire, Information Technology and Dispatch personnel met once a week with AMR to develop the agreement. The timeline only allowed 10-weeks for implementation which would normally require six months. The agreement with AMR was processed administratively to have an effective date of January 2, 2012. On January 17, 2012 the Council will be presented with a staff report to approve the contract, appropriate the funds and authorize the provision of extraterritorial services. We are continuing to evaluate dispatch workflows and develop protocols as needed.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Develop contract with AMR	Police	Shirley Perkins	45 %	12/15/2011	On Time
Receive Council approval if needed	Police	Shirley Perkins	10 %	12/16/2011	Behind
Evaluate dispatch workflow	Police	Shirley Perkins	20 %	1/1/2012	On Time
Develop dispatch protocols	Police	Shriley Perkins	15 %	1/1/2012	On Time
Implement EMD (MPSD)	Police	Shirley Perkins	10 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/9/2012

Project Tracking Report

Project Priority	Medium	**Project Number**	PD-00539	**Project Status**	On Time
Project Title	Geographic Neighborhood Policing			**Phase**	1 of 1
Project Start Date	7/1/2011		**Project Due Date**	6/30/2012	
Requested Start Date			**Requested Due Date**		
Lead Department	Police		**Project Leader**	Gary Pitkin	
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 neighborhod map that allows community members to directly contact the Officers assigned to their neighborhood. The Officers will then have a better opportunity to share information and address concerns affecting any given neighborhood.

* Establish a link that provides community members a list of frequently used federal, state, county, city, non-profit and for-profit organizations. We believe that by providing this information directly to members of the community this will improve customer service and reduce non-emergency calls to the 911 emergency center.

* Officers will be assigned to work specific neighborhoods for one-year deployment periods. This will allow for more consistent community member/Officer interaction through direct contact and community meetings.

* Neighborhood residents will be encouraged to interact with their neighbors to heighten awareness, security and address issues in their infancy.

Status Update

1/9/2012 - gpitkin: Phase I- Information Sharing and Intelligence-Led Policing
Phase I involved information sharing and intelligence-led patrols. In an effort to put "cops on the dots," the cops must first know where the dots are. Phase I incorporated standardized briefing guidelines in an

effort to ensure our officers and sergeants know what crimes are being committed and where the crimes are occurring. In order to accomplish this objective Sergeants were given Patrol Briefing Guidelines in our January 5th Sergeants Meeting. The Patrol Briefing Guidelines have our Sergeants and Officers incorporate the 11-98 Information SharePoint Portal and Command Central into their briefing routine. Exposure to both programs will ensure our law enforcement officers have an accurate picture of recent crimes, trends and emerging concerns in our jurisdiction. Armed with this information, Sergeants and Officers can make informed decisions about where to spend their discretionary patrol time in an effort to most favorably impact our community.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
InfoShare Software Implementation	Police	Gary Pitkin	10 %	12/1/2011	Behind
Map building (testing and validating)	Police	Gary Pitkin	5 %	12/1/2011	On Time
Establish a list/line of resources	Police	Gary Pitkin	5 %	1/1/2012	On Time
Begin neighborhood meetings	Police	Gary Pitkin	25 %	6/30/2012	Not Started
Train Department Staff	Police	Gary Pitkin	25 %	6/30/2012	Not Started
Development of Crime Analysis Reports	Police	Gary Pitkin	30 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/10/2012

CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** PD-00530 **Project Status** On Hold

Project Title Analyze & Implement Police Reserve Officer Program **Phase** 1 of 1

Project Start Date 11/1/2011 **Project Due Date** 6/30/2012

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

Development and implementation schedule for Police Reserve Officer. A Police Reserve program will allow the department to have augmented staffing during times of special events, routine patrol and disasters. It will also allow the department to enhance its recruitment capabilities through this program and reduce initial in-service training time.

Status Update

1/2/2012 - Potter - Project is on hold waiting for a response from HR and contract attorney re: possible collective bargaining issues raised by NPOA. We hope to have the collective bargaining resolved by February 1, 2012. The remainder of the tasks should be able to be completed on time once we resolve this potential collective bargaining issue.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Develop policies and procedures	Police	Steve Potter	10 %	2/1/2012	On Time
Develop training program	Police	Steve Potter	20 %	3/1/2012	On Time
Develop a hiring process	Police	Steve Potter	20 %	3/30/2012	Not Started
Complete Recruitment process	Police	Steve Potter	20 %	5/16/2012	Not Started
Train the new Police Reserve Officers	Police	Steve Potter	30 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/12/2012

CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** PD-00529 **Project Status** Behind

Project Title Social Media Program Implementation **Phase** 1 of 1

Project Start Date 8/1/2011 **Project Due Date** 6/30/2012

Requested Start Date **Requested Due Date**

Lead Department Police **Project Leader** Debbie Peecook

Project Budget $0

Funding Sources

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Identify different types of social media that can be utilized to communicate with community members as well as other agencies. Specifically looking at improving the use of Nixle and WARN. We will improve the Police Department's website as well as research and implement Facebook and Twitter.

Status Update

1/9/2012 - dpeecook: Waiting for Nixle to develop program for Spanish speaking users.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Dev. & Imp. Nixle Spanish speaking users	Police	Debbie Peecook	10 %	1/1/2012	Behind
Update the Police Department's webpage	Police	Debbie Peecook	30 %	2/1/2012	Not Started
Train & Update Staff on WARN	Police	Debbie Peecook	15 %	3/1/2012	Not Started
Develop policy/Twitter implementatation	Police	Debbie Peecook	20 %	4/1/2012	Not Started
Develop policy/ Facebook implementation	Police	Debbie Peecook	25 %	4/1/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/9/2012

Project Tracking Report

Project Priority	High	**Project Number**	PW-00547	**Project Status**	On Time
Project Title	Saratoga Drive Extension Project			**Phase**	2 of 3
Project Start Date	7/1/2011	**Project Due Date**	6/30/2012		
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 west to Silverado Trail. The project is indentified as a mitigation measure in the City's General Plan to improve connectivity with the 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. The new intersection will have a traffic signal and a separate southbound left-turn lane from the Silverado Trail onto Saratoga Drive.

The project will be constructed in two phases. Phase 1 will consist of utility relocation. Phase 2 will consist of constructing the new road and widening Silverado Trail at the new intersection.

Separate permits from Caltrans and the State Water Resources Control Board will be obtained for each phase.

Property acqusitions are required for each phase. A total of ten (10) acqusitions are required. Both temporary construction easements and permanent fee acqusitions are necessary.

Status Update

01/06/2012 - jholley/jfreitas: Potholing is complete; utility conflicts were identified with the proposed storm drain alignment. A new storm drain alignment has been designed and submitted to Cal Trans for approval. Cal Trans approval for revised storm drain alignment is expected in February. Phase 1 (Utility Relocation) work is expected to begin in February and to be completed by April. Staff expects to re-submit plans to Caltrans for Phase 2 Encroachment Permit in late January.

Property acqusition needs for Phase 1 have changed based on the revised alignment. Property acqusitions for each phase are ongoing. Appraisals for all acquisitions are either in progress or have been completed.

Last updated 1/11/2012

Offer packages are expected to begin to be sent out in late January; negotiations and Council approvals will follow thereafter.

10/12/2011 - jholley: City has received Caltrans Encroachment Permit for Phase 1 work. Potholing for utility conflicts to begin in October. Phase 1 (Utility Relocation) work to begin in late November.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Phase 1 - Design/Permitting	PW, Transportation Engin	Jason Holley	10 %	2/29/2012	On Time
Phase 1 - Property Acqusition	PW, Admin	Jeff Freitas	20 %	3/30/2012	On Time
Phase 2 - Design/Permitting	PW, Transportation Engin	Jason Holley	10 %	4/30/2012	On Time
Phase 1 - Utility Relocation	PW, Transportation Engin	Jason Holley	30 %	5/30/2012	Not Started
Phase 2 - Intersection Widening	PW, Transportation Engin	Jason Holley	5 %	6/30/2012	Not Started
Phase 2 - New Roadway Construction	PW, Transportation Engin	Jason Holley	5 %	6/30/2012	Not Started
Phase 2 - Property Acqusition	PW, Admin	Jeff Freitas	20 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/11/2012

Project Tracking Report

Project Priority	High	**Project Number**	REC-00533	**Project Status**	Not Started
Project Title	Parking Garage Renovations			**Phase**	1 of 1
Project Start Date	1/1/2012	**Project Due Date**	6/30/2012		
Requested Start Date		**Requested Due Date**			
Lead Department	Recreation	**Project Leader**	Dave Perazzo		
Project Budget	$152,000				
Funding Sources	Parking Fund				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

The project consists of updating the paint, signage and striping in the three downtown parking garages. A consistent color and signage scheme will be selected for all three garages. Plain interior surfaces will be painted light colors to enhance lighting and visibility for the public.

Status Update

1/6/2012 - dperazzo: Preparing project detail for bid specification package.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Specifications	Recreation	Dave Perazzo	15 %	2/28/2012	Not Started
Bidding and Contracts	Recreation	Dave Perazzo	25 %	4/30/2012	Not Started
Construction	Recreation	Dave Perazzo	60 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/6/2012

Project Tracking Report

Project Priority	High	**Project Number**	REC-00531	**Project Status**	On Time
Project Title	Playground Equipment Replacement			**Phase**	1 of 1
Project Start Date	12/1/2011	**Project Due Date**	6/30/2012		
Requested Start Date		**Requested Due Date**			
Lead Department	Recreation	**Project Leader**	Dave Perazzo		
Project Budget	$760,000				
Funding Sources	Park Quadrant Funds				

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Project will replace aging playground in equipment in 4-5 City parks. The equipment and surfacing no longer meets the State of California standards. Playground locations are chosen from a priority list related to age, condition of existing equipment and use of area. Upgrades will bring these areas into compliance with State standards and ADA accessibility. The City will utilize the US Communities process for choosing the type of equipment and best possible bid.

Status Update

1/6/2012 - dperazzo: Obtained CMAS Contract from preferred playground equipment vendor for purchasing and installation work. Scheduled site visits for mid January to determine layouts for new equipment and surfacing and required demolition of old structures at 5 sites.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Design	Recreation	Dave Perazzo	15 %	12/1/2011	On Time
Contract/Bidding	Recreation	Dave Perazzo	25 %	3/1/2012	Not Started
Construction	Recreation	Dave Perazzo	60 %	5/1/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/9/2012

Project Tracking Report

CITY of NAPA

Project Priority Medium **Project Number** REC-00534 **Project Status** On Time

Project Title New Skate Park - Site Selection and Design **Phase** 1 of 2

Project Start Date 1/1/2012 **Project Due Date** 6/30/2012

Requested Start Date **Requested Due Date**

Lead Department Recreation **Project Leader** Larry Mazzuca

Project Budget $120,000

Funding Sources Quadrant Funds

☐ **City Manager's Report** ☑ **City Council's Report**

Project Description

Phase I: The project will both determine the appropriate location and develop the design for a new skate park facility. This first phase of the project will be completed in FY 2011-12. Consultant selection, public outreach/involvement and site selection will be key factors in the development of the final design, plans and specifications. The second phase of the project will consist of actual construction of the new facility.

Status Update

1/6/2012 - lmazzucca: Staff is currently developing the Request for Proposal (RFP). It is anticipated that the RFP will be made available to firms/consultants experienced in designing skateboard parks by the end of January 2012. The Parks and Recreation Commission will receive a report on this project at their January 11, 2012 regular meeting.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Consultant Selection	Recreation	Larry Mazzuca	20 %	1/15/2012	On Time
Community Design Workshops	Recreation	Larry Mazzuca	25 %	3/1/2012	Not Started
Development of Plans and Specifications	Recreation	Larry Mazzuca	45 %	5/20/2012	Not Started
P&RC & City Council Public Presentations	Recreation	Larry Mazzuca	10 %	6/15/2012	Not Started

Project Progress: 0% of 100% Complete

Last updated 1/9/2012

CITY of NAPA

FY 2011-2012
Capital Improvement Projects
2nd Quarter

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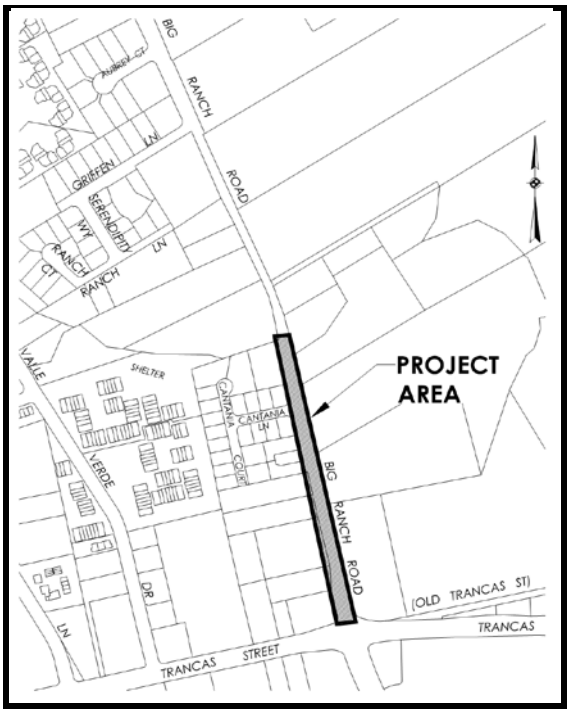
CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT
PROJECT NO. ST11PW02



PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

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

PROJECT STATUS:

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across four parcels. A total of $1,807,000 has been appropriated from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way, complete the design, and construct the project. A contract with Riechers Spence Associates to complete the design is underway and is approximately 50% complete. Completion of design is scheduled for the spring of 2012. Right-of-way acquisition documents will be complete in January 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						50%						
Bid & Award												
Construction												

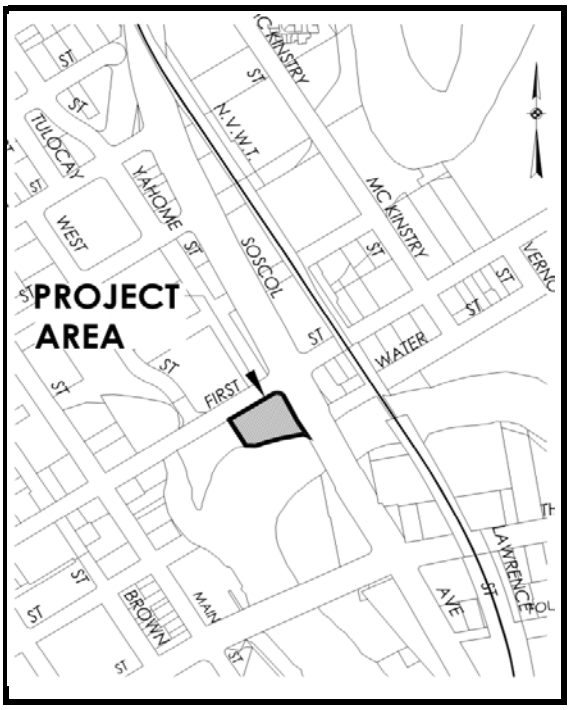
BUDGET STATUS:

PROJECT BUDGET: $1,807,000
BUDGET EXPENDED TO DATE: Approximately $64,000 was spent on the design prior to 2011, and approximately $40,000 has been spent to date on the design and preparing right-of-way documents in 2011.

Last Update 1/6/2012

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

CHINA POINT OVERLOOK PROJECT
PK06RA03



PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer
Public Works Department, Engineering Division

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project's location being adjacent to the Napa River, the City will be working closely with the Flood District and the Army Corps of Engineers, as was done with the Napa Riverfront Green project. GSM has provided 35% construction plans for review and comments. Construction is anticipated for the fall of 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011						2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						35%						
Bid & Award												
Construction												

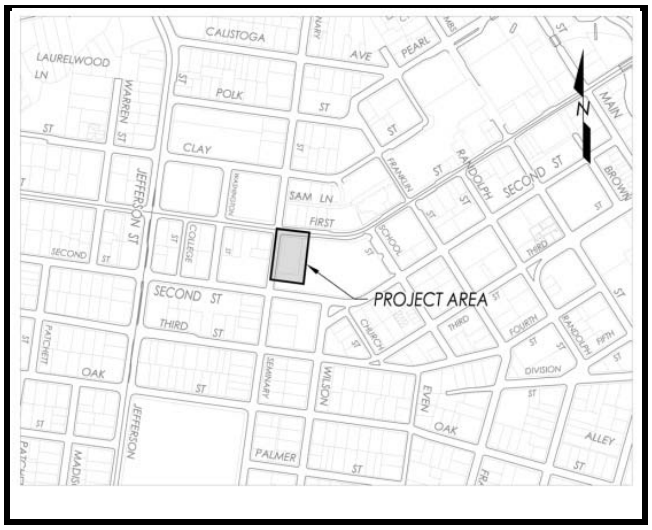
BUDGET STATUS:

PROJECT BUDGET: $660,000
BUDGET EXPENDED TO DATE: Approximately $2,000 of in-house engineering costs have been expended. The approximate percentage complete reflects the total design task progress to date.

Last Update 1/6/2012

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRE STATION NO. 1 SEISMIC RETROFIT
PROJECT NO. MS12FD02



PROJECT DESCRIPTION:

This project will provide interim seismic retrofit upgrades to the Fire Station No. 1 structure as required to prevent catastrophic structural failure during a large earthquake event. The level of upgrades proposed is intended to protect the lives and safety of occupants and allow for removal of vital equipment following a large seismic event.

PROJECT MANAGEMENT:

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

PROJECT STATUS:

A Request-for-Proposals was distributed to structural engineers in the area to perform the seismic retrofit design services. The Public Works Department is currently working out the agreement details with the selected structural engineer ZFA. It is expected that the design will be completed spring/summer 2012 with construction occurring in summer/fall 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011						2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						10%						
Bid & Award												
Construction												

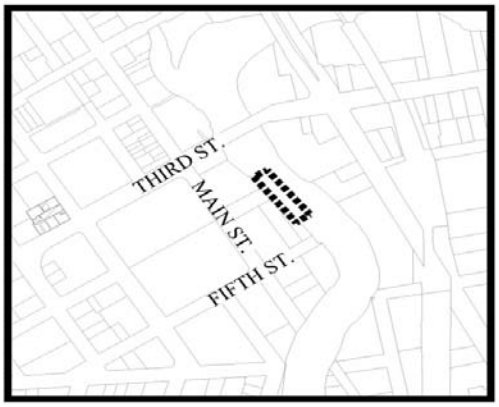
BUDGET STATUS:

PROJECT BUDGET: $100,000 (following the engineering services agreement process and the preliminary design phase, a realistic budget will be established)
BUDGET EXPENDED TO DATE: Approximately $10,000 has been spent to date on preliminary analysis and consultant selection.

Last Update 1/10/2012

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK PROJECT
PROJECT NO. MS07PW01



PROJECT AREA

PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Mark P. Andrilla, Senior 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. Despite staff attempts to obtain grant funding, none was available.

Dredging — All dredge sampling and analysis has been completed.

Permitting — The City has finally obtained its Water Quality Certification from the California Regional Water Quality Control Board. Staff is working with the California Department of Fish & Game to finalize the Draft Streambed Alteration Agreement and also with the Army Corps of Engineers to finalize the Nationwide Permit. The California State Lands Commission is currently reviewing various project documents prior to issuance of a new lease agreement.

Environmental — City Council adopted the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program on February 1, 2011. A revised Joint Aquatic Resource Permit Application has been submittal to the Regional Water Quality Control Board.

Design — Per direction from City Council, the dock has been shortened by 50 feet. Revised construction plans were received in June 2011. Staff is conducting a final review.

PROJECT SCHEDULE — **Actual Percentage Complete**

		FY	2011		Q1			Q2	2012		Q3			Q4
Component	**Start Date**	**End Date**	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design/Permitting	Jan-09	Feb-12						95%						
Bid & Award	Feb-12	Jul-12												
Construction	Aug-12	Oct-12												

CURRENT PROJECT BUDGET: $175,000

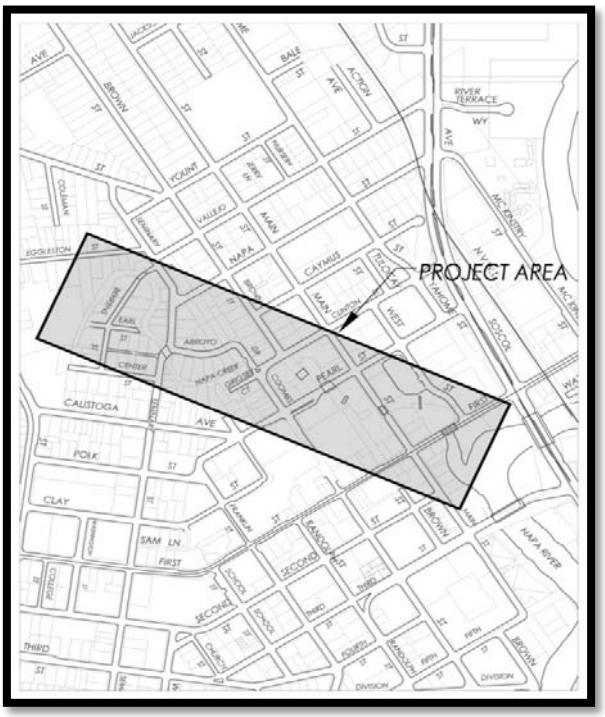
BUDGET EXPENDED TO DATE: $128,000

NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The $175,000 includes Public Works administrative charges, permitting, and grant work.

Last Update 1/10/2012

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

Napa Creek Box Culverts And Flood Terrace Project



PROJECT DESCRIPTION:

The Napa Creek Box Culverts and Flood Terrace 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 completed the required in-stream work on schedule and continued to work on the rest of the work surrounding Napa Creek. The design of this in-stream portion incorporates many natural methods to increase habitat. The end result will provide a much improved conveyance system for storm flows and greatly increase the aquatic diversity and numbers. In addition, there is an added overlook and improved pedestrian path between Cole's Chop House and Napa Creek. The parking lot at Main and Clinton was also completed but there are some grade problems that will need to be addressed. Proven is working on punch list items and started to work in the alley between Seminary and Behrens Street. The work in the alley is another concrete culvert that will add capacity to the Behrens portion of Napa Creek. The work in the alley is expected to be completed by the end of March, depending on weather.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011						2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction						50%						

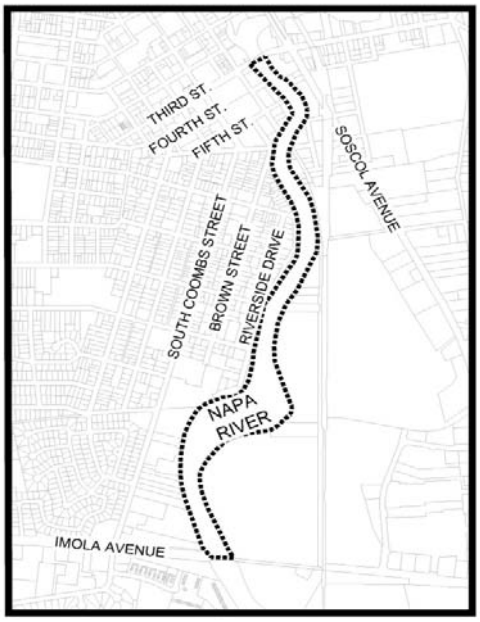
BUDGET STATUS:

CONTRACT BUDGET: $15,000,000
BUDGET EXPENDED TO DATE: Unknown, City is not managing budget

Last Update 1/10/2012

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA RIVER DREDGING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)



PROJECT AREA

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 MANAGEMENT:

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		
	2011						2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting						0%						
Bid & Award												
Construction												

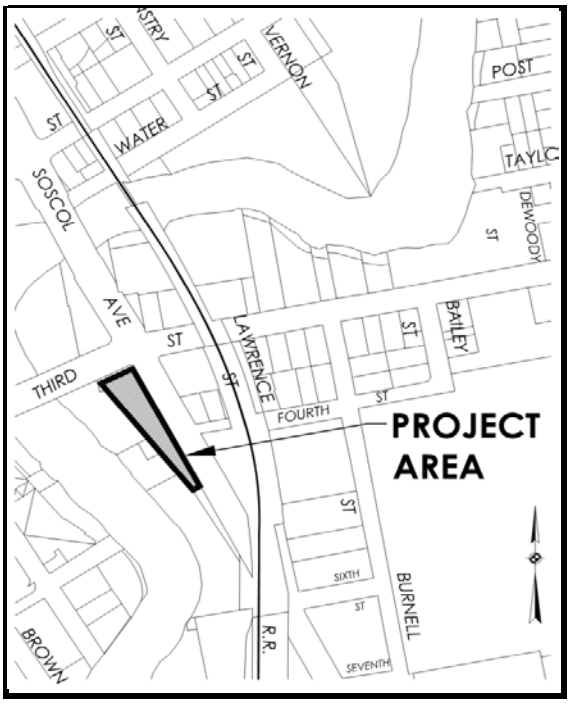
BUDGET STATUS:

PROJECT BUDGET: None.
BUDGET EXPENDED TO DATE: None

Last Update 1/6/2012

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 has been 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 had to work closely with the Flood District and the Army Corps of Engineers to incorporate various conditions of approval. The project was advertised for construction bids at the beginning of August 2011. The Flood District and the Army Corps of Engineers gave final approval of the advertised plan set. Bids were opened on August 30, 2011. G.D. Nielson was determined to be the best and lowest bid and was awarded the contract on September 20, 2011. A Notice to Proceed for construction was issued in October 2011.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011						2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design		100%										
Bid & Award			100%									
Construction						35%						

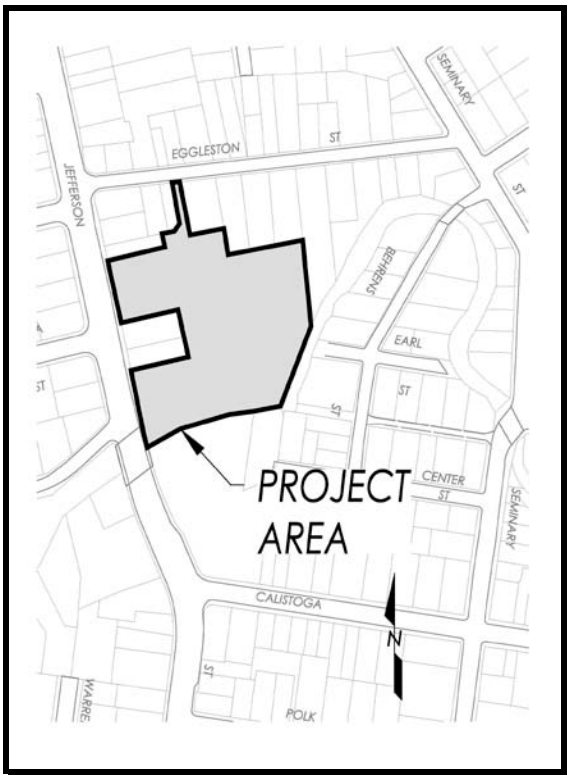
BUDGET STATUS:

PROJECT BUDGET: $756,000
BUDGET EXPENDED TO DATE: Approximately $30,000 of in-house engineering costs have been expended. Approximately $85,000 has been expended for all other design costs (GSM contract, public art, utility coordination, project advertisement, etc.).

Last Update 1/10/2012

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SENIOR CENTER FLOOR REPLACEMENT PROJECT NO. FC12PR01



PROJECT DESCRIPTION:

The Senior Center Floor Replacement Project consists of replacing the existing wood and vinyl tile floor in the Social Hall, adjoining dining area and large kitchen. The existing flooring in these locations is at least 30 years of age, in disrepair and is no longer cost effective to maintain. The replacement flooring will consist of hardwood floor in the Social Hall and adjoining dining area and commercial grade linoleum in the kitchen.

PROJECT MANAGEMENT:

David Perazzo, Parks Superintendent
Parks & Recreation Services Department

PROJECT STATUS:

This project has not started.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011						2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						0%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: $195,000
BUDGET EXPENDED TO DATE: No expenditures to date.

Last Update 1/6/2012

CITY of NAPA

Report on Service Center (CRM) activity Q2 FY 2011-12

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 471 external service requests were submitted to Public Works and Parks and Recreation via the CRM system in the second quarter of FY 2011-12. This is 85 fewer requests than submitted in the first quarter of FY 2011-12 and 132 fewer than the number submitted in the second quarter of FY 2010-11. 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 Oct-Dec 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.*

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

Run Date: 1/17/2012 11:18:32 AM

Department breakdown

Service Request Type	Number this quarter	Average time open	SLA
Bad sidewalk or curb	15	12.55	5
City landscaping issue	5	9.32	6
Construction site problems	1	0.63	1
Dead Animal	20	1.26	1
Drainage problem	3	3.28	1
Graffiti	6	2.49	2
Light out	150	3.51	3
Litter or debris	24	1.24	2
Miscellaneous park/public space issue	5	1.15	5
New streetlight	2	0.48	5
Park issue	13	3.04	5
Pollution report	1	4.96	1
Pothole	52	4.45	2
Rough road surface	10	9.42	5
Sign problem	16	3.62	2
Street sweeping	10	1.63	2
Traffic signal malfunction	17	4.86	1
Tree issue	103	3.81	5
Utility pole issue	2	1.58	5
Water leak	1	0.46	1
Water pressure problem	0	0	1
Water quality issue	0	0	1
Weeds	4	11.96	5