

CITY of NAPA

First Quarter Report
FY 2011-2012



CITY MANAGER
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November 15, 2011

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 1st 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,

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

Mike Parness
City Manager



CITY of NAPA

Quarterly Financial Report

As of September 30, 2011

Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the first 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 numbers in this report are based on the FY 2011-12 revenues and expenditures through September 30, 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. The City is currently reviewing programmatic reductions to reduce the operating deficit in FY 2012-13 and move toward a budget where revenues and expenditures are balanced.

Budget Update

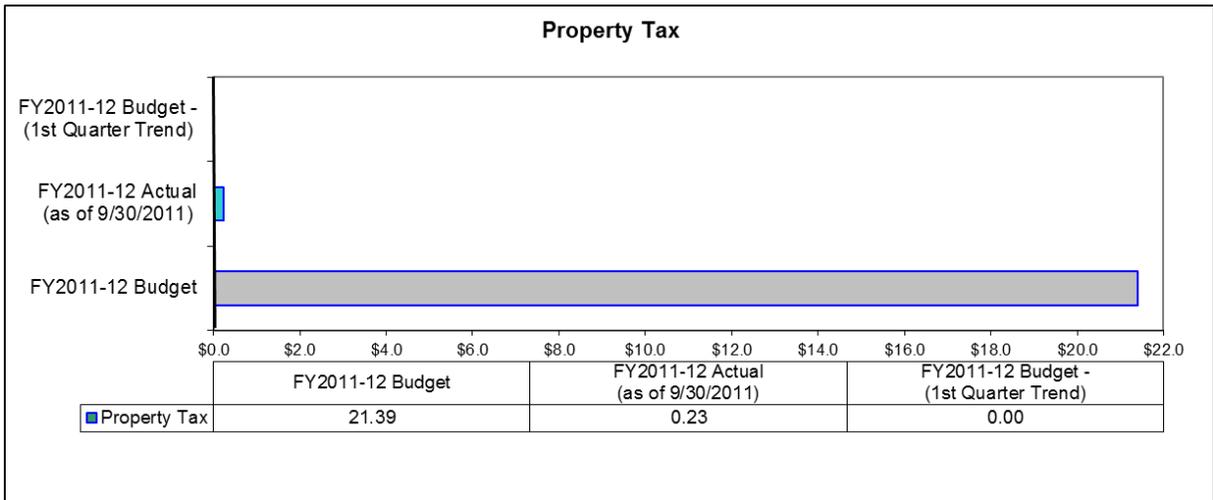
Additional information on the City's major revenue sources has been gathered during the first quarter of this fiscal year. Operating revenues are now projected to be \$59.4 million, \$1.2 million over the budgeted amount of \$58.2 due to expected increases in property tax (\$600k), sales tax (\$300k) and TOT (\$500k) and a state mandated reduction in VLF of \$175k, all as explained below.

Major Revenues

Property Tax - FY 2010-11 Property Tax Receipts were budgeted at \$21.7 million, and received at \$21.8 million. FY 2011-12 Property Tax receipts were budgeted at \$21.4 million, but are now projected to total \$22.0 million. An increase of \$0.6 million to the revenue budget is being requested to more

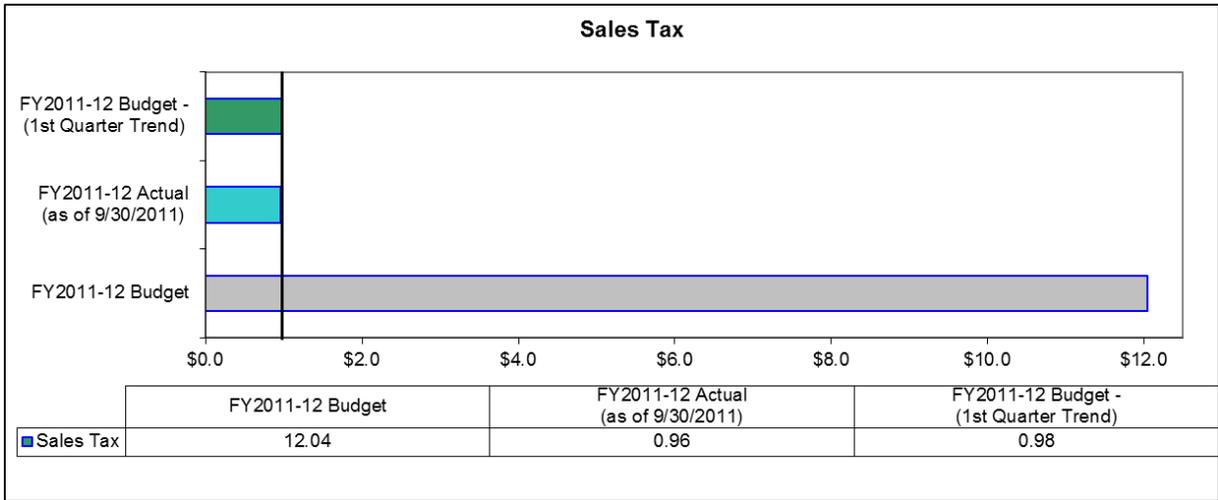
accurately reflect current projections and reflects a 0.27 percent increase in the City's assessed valuation for FY 2011-12 compared to FY 2010-11.

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 first Property Tax installment for FY 2011-12 will be received in the 2nd Quarter. The \$0.23 million received to date is deferred revenue (Teeter payment) from FY 2010-11 received after the accrual period had closed. We should expect our normal property tax distribution in the second quarter.



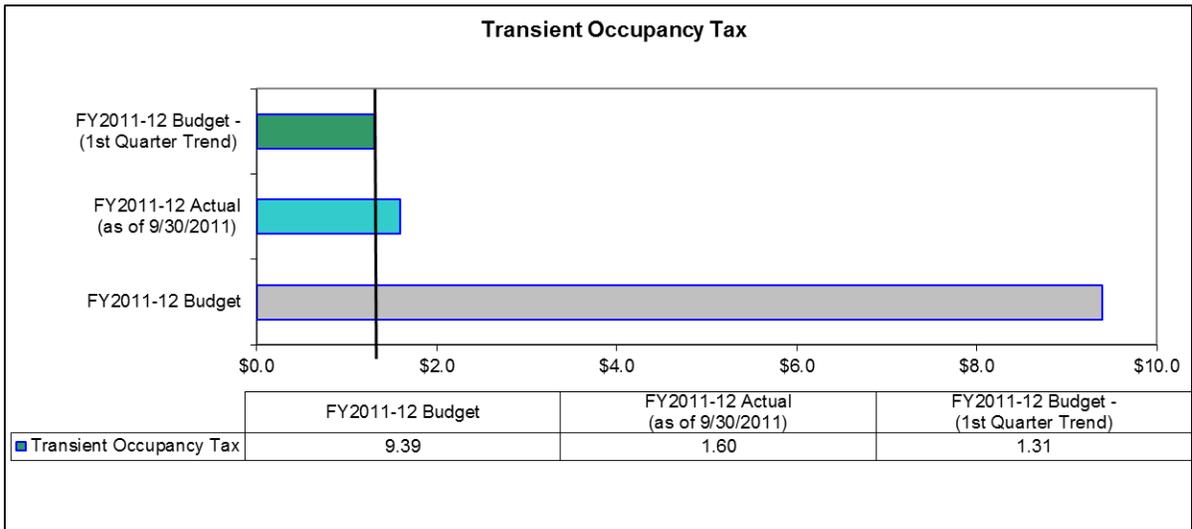
Sales Tax - FY 2010-11 Sales Tax was budgeted at \$11.7 million, and received at \$12.2 million. FY 2011-12 Sales Tax is budgeted at \$12.0 million, but is now projected to be \$12.3 million. An increase of \$0.3 million to the Sales Tax revenue budget is being requested to more accurately reflect current projections. This reflects an increase of 1.2 percent over FY 2010-11 sales tax revenue indicating a slow, but continued economic recovery.

The following graph tracks the Sales Tax (on sales through July 31, 2011) as compared to the first quarter average trend over the past five years and indicates that we are slightly below that trend by \$0.02 million.



Transient Occupancy Tax - One additional indication of a possible economic recovery is the improvement in the City's tourism business. FY 2010-11 TOT Revenue was budgeted at \$8.3 million, and received at \$9.8 million. FY 2011-12 TOT revenue is budgeted at \$9.4 million, but is now projected to be \$9.9 million. An increase of \$0.5 million to the TOT revenue budget is currently being requested to more accurately reflect current projections. There are currently 20 hotels, 23 bed and breakfast establishments and 43 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 October 31, 2011) as compared to the second quarter average trend over the past five years and indicates that we are ahead of the first quarter trend by \$0.29 million.



Other Revenue Adjustments:

Vehicle License Fee - A line item redirecting the city portion of the Motor Vehicle License Fee was included as a last minute change to the California State Budget. A decrease of \$0.2 million to the Intergovernmental Revenue budget is currently being requested to more accurately reflect current projections.

Tourism Improvement District - An increase to the Tourism Improvement District revenue budget from \$350,000 to \$388,225 is also requested. Like the Transient Occupancy Tax, this revenue increase is requested to more accurately reflect current projections.

Expenditures

As of September 30, 2011 departments were operating within their approved budgets.

The following table provides the expenditure budget and actual spent to date for each department through September 30, 2011.

	FY11 Budget (as of 9/30/2011)	FY11 YTD (as of 9/30/2011)	1st Quarter Target = 25%	Quarter 1 Adjustment
Operating Expenditures				
City Council / City Clerk	982,140	187,806	19.12%	
City Manager	1,168,888	254,892	21.81%	
Finance	5,320,485	951,272	17.88%	
City Attorney	938,190	165,276	17.62%	
Human Resources	1,078,321	234,047	21.70%	
Community Development	3,000,540	614,263	20.47%	
General Government	2,345,606	574,968	24.51%	341,000
Police Department	20,976,326	4,141,635	19.74%	
Fire Department	13,356,672	2,747,478	20.57%	
Public Works	6,606,345	1,496,737	22.66%	
Community Resources	6,584,147	1,455,273	22.10%	
Total Operating Expenditures	62,357,660	12,823,648	20.56%	341,000

The requested adjustment is due to the impact of the underfunded General Fund Utility payments (Water, Solid Waste/Recycling collection), and a \$0.1 million appropriation to the Golf Fund.

Operating Position

Even with the proposed revenue adjustments, the FY 2011-12 General Fund budget remains in a deficit position with projected expenditures exceeding anticipated revenues by \$3.2 million (vs. 4.2 million FY 11-12 budget shortfall) and will be funded from operating reserves.

Other City Funds

The City's Proprietary Funds are made up of Enterprise Funds and Internal Service Funds. A listing of these funds and summary of the quarterly activity follows below:

Enterprise Funds – Enterprise Funds are those that provide goods or services to the public for a fee that makes the entity self-supporting. Napa's Enterprise Funds include: Solid Waste & Materials Diversion, 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 table below lists the activity for each of the Proprietary Funds through September 30, 2011.

Proprietary Fund	FY 2011-12 Budget <i>(as of 9/30/2011)</i>	FY 2011-12 YTD <i>(as of 9/30/2011)</i>	Actual to Date %	Quarter 1 Adjustment
Solid Waste & MDF Operating / Non Recurring Revenue	23,804,700	6,210,474	26.09%	125,000
Solid Waste & MDF Operating / Non Recurring Expenditures	24,121,742	4,620,023	19.15%	
<i>Net Operating Position</i>	<i>(317,042)</i>	<i>1,590,451</i>		
Solid Waste & MDF Capital Expenditures	443,500	5,384	1.21%	
<i>Net Operating Position</i>	<i>(443,500)</i>	<i>(5,384)</i>		
Golf Operating Revenue	1,661,095	349,224	21.02%	100,000
Golf Operating Expenditures	1,617,374	340,948	21.08%	
<i>Net Operating Position</i>	<i>43,721</i>	<i>8,276</i>		
Water Operating / Non Recurring Revenue	22,537,204	4,265,250	18.93%	116,000
Water Operating / Non Recurring Expenditures	26,781,205	3,197,081	11.94%	
<i>Net Operating Position</i>	<i>(4,244,001)</i>	<i>1,068,169</i>		
Water Capital Revenues	3,061,151	27,800	0.91%	
Water Capital Expenditures	3,354,320	451,538	13.46%	
<i>Net Operating Position</i>	<i>(293,169)</i>	<i>(423,738)</i>		
Fleet Operating Revenues	3,024,161	794,595	26.27%	
Fleet Operating Expenditures	4,315,374	613,926	14.23%	
<i>Net Operating Position</i>	<i>(1,291,213)</i>	<i>180,669</i>		
Central Stores Operating Revenues	510,000	96,206	18.86%	
Central Stores Operating Expenditures	551,597	103,413	18.75%	
<i>Net Operating Position</i>	<i>(41,597)</i>	<i>(7,206)</i>		
IT Replacement Operating Revenues	169,550	40,502	23.89%	
IT Replacement Operating Expenditures	169,550	23,864	14.07%	
<i>Net Operating Position</i>	<i>-</i>	<i>16,638</i>		
Risk Management Operating Revenues	4,020,672	944,198	23.48%	
Risk Management Operating Expenditures	3,822,541	1,028,758	26.91%	
<i>Net Operating Position</i>	<i>198,131</i>	<i>(84,560)</i>		
Post Employment Benefit Operating Revenues	1,247,829	178,617	14.31%	
Post Employment Benefit Operating Expenditures	1,247,829	520,207	41.69%	
<i>Net Operating Position</i>	<i>-</i>	<i>(341,590)</i>		

Additional Items of Note:

Solid Waste & Materials Diversion Fund: Subsequent to the adoption of the budget, it was determined the General Fund reimbursement for Solid Waste and Recycling Service was being underfunded. This underfunding will require an adjustment of \$0.1 million, beginning in the FY11/12 fiscal year and will be fully phased in over the next three fiscal years.

Golf Fund: In the 1st quarter of this fiscal year, the Golf Course saw a 23% reduction of paid rounds played at the course, compared to the same quarter last fiscal year. This reduced play, has resulted in a 28% loss in projected revenue for the first quarter. While the first quarter is showing a positive cash flow of less than \$10,000, the budget had projected a \$50,000 positive cash flow at the end of the first quarter. This positive cash position is needed to sustain the course during the slower play experienced in the upcoming winter months.

Last year during this same quarter, the golf course had a positive cash flow of \$34,000, which was not sufficient to cover the slower play winter months. In February of 2011, Council appropriated \$70,000 for golf course operations, to sustain a positive cash flow through June 30, 2011. CourseCo Inc., the contracted course management company, is projecting a current fiscal year negative cash flow position of between \$80,000 and \$100,000, if the current trend continues. Because of the continuing drainage issues at the course, once wet weather begins, the playability of the course is reduced, resulting in reduced revenue.

To maintain the course at a minimum maintenance standard, to meet all of the financial obligations and to keep the course open as a public recreation amenity, staff is requesting an additional General Fund appropriation of \$100,000 to be used for the Napa Municipal Golf Course operations through June 30, 2012. CourseCo will be requested to submit requests to draw down this \$100,000 between now and the end of the Fiscal Year, as needed. These requests will include a review of the current financial documents.

Water Fund: Subsequent to the adoption of the budget, it was determined the General Fund reimbursement for Water Service was being underfunded. This underfunding will require an adjustment of \$0.1 million, beginning in the FY11/12 fiscal year and will be fully phased in over the next three fiscal years.

Fleet Management: Although a deficit operating position is sometimes a timing issue (e.g. the sum of value of the vehicles being replaced in any particular year), it has also been determined that we have underfunded the Fleet Management Fund. Along with an amended internal rate methodology, an adjustment of \$0.2 will be required in the FY12/13 budget year and will be fully funded during the

next operating budget cycle and will then restore the Fleet Management Fund back to a fully funded position.

Post-Employment Benefit Fund: This fund receives funding through the Payroll process and records payments supporting retiree medical benefits and HRA Contributions. Expenditures will track high throughout the fiscal year, as the reimbursement from the Trust Fund for direct payments to retirees will not occur until June 30, 2012. We are meeting our OPEB obligations (3% payroll) in accordance with actuarial requirements.

What We Are Watching

Nationally:

Although it is too soon to be overly optimistic for the future, it does appear 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 condition of the economy remains fragile which has potential of having a significant negative impact on all California cities. Projected State deficits could reach record proportions in the near term and the State financial structure and budgetary management / controls will quite possibly result in epic political and programmatic conflict with potential impacts to the fiscal stability of local government. Already the State has reported that its revenues are \$706 million, or 3.6 percent, behind expectations for the first quarter of the fiscal year. It remains unclear if that will impose automatic "trigger" cuts to social services and education that are supposed to occur if the State falls short of revenue.

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 beginning to see a rebound in sales tax revenue. Staff will continue to closely monitor these key revenue sources as we enter the second quarter of the fiscal year. Slow revenue recovery expected. The City still is expecting an operational shortfall of 3.2 million at end of this fiscal year. We will be working with employees and departments to provide necessary reductions to achieve a balanced budget in FY 12-13.

Recommendation

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

Increased Revenues:

- Increase Property Tax Revenues by \$0.6 million *(IFAS 41940.31111)*
- Increase Sales Tax Revenues by \$0.3 million *(IFAS 41940.31301)*
- Increase Transient Occupancy Tax Revenues by \$0.5 million *(IFAS 41940.31402)*
- Increase Tourism Improvement District Revenues by \$0.04 million *(IFAS 21601.31404)*
- Increase Water Fund Operating Revenues by \$0.1 million *(IFAS 53001.34601)*
- Increase Solid Waste & Materials Diversion Operating Revenues by \$0.1 million *(IFAS 51008.34401)*

Decreased Revenues:

- Decrease Vehicle License Fee Revenues by \$0.2 million *(IFAS 41940.33551)*
- Decrease one-time ERAF true up Revenues by \$0.5 million *(IFAS 49940.31111)*

Increased Expenditures:

- General Fund contribution to Golf Course Operations of \$0.1 million (IFAS 41940.62520)
- General Fund expenditures for Water Service of \$0.1 million (IFAS 41940.54101)
- General Fund expenditures for Solid Waste & Recycling Service by \$0.1 million (IFAS 41940.54201)
- Tourism Improvement District Expenditures by \$0.04 million (IFAS 21601.55401)



City of Napa
Quarterly Investment Report
as of September 30, 2011

Introduction

This report represents the City's investment portfolio as of September 30, 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

As with the past few quarters of the year, the struggling economy and the European sovereign debt crisis have maintained short-term interest rates remain low. Investment professionals are not forecasting a significant improvement in investment earnings in the near future, and expect yields to remain near their current levels. 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 0.38% since the middle of 2011.



City of Napa
Quarterly Investment Report
as of September 30, 2011

Total Return Comparison
Periods Ending September 30, 2011

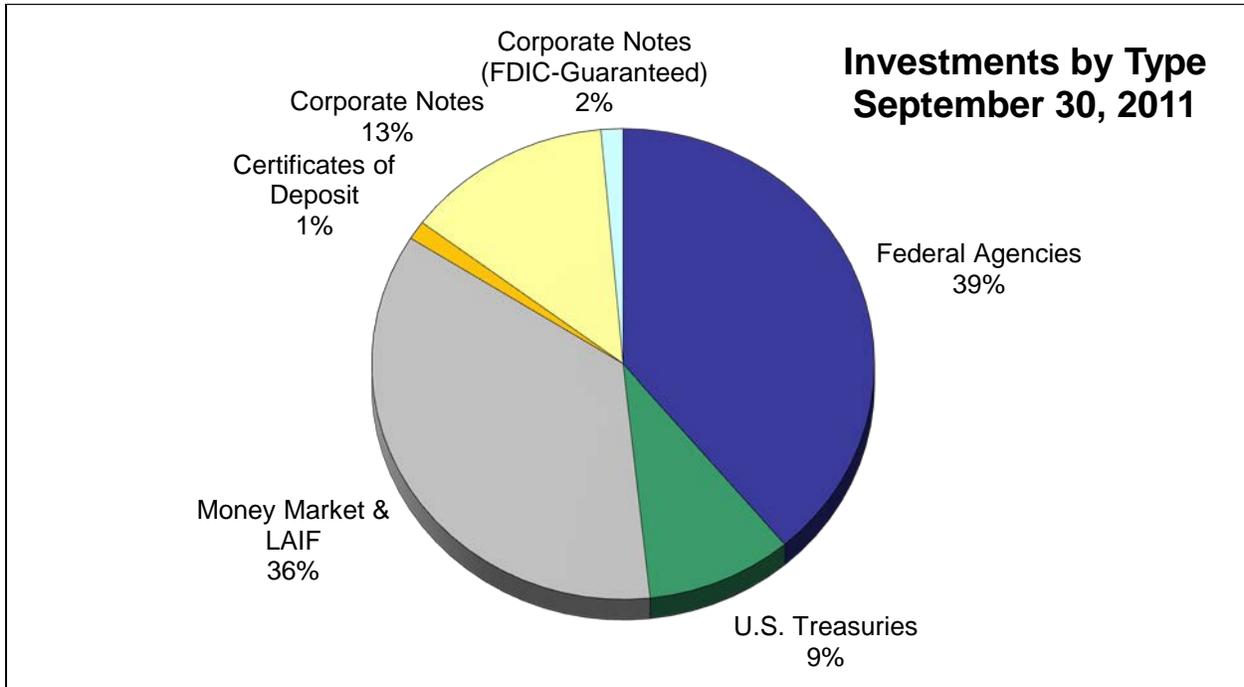
	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	0.92%	1.91%	5.04%	5.11%
Merrill Lynch 1-5 Year Government Index	1.30%	2.18%	3.83%	4.83%
LAIF	0.10%	0.46%	0.91%	2.32%

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

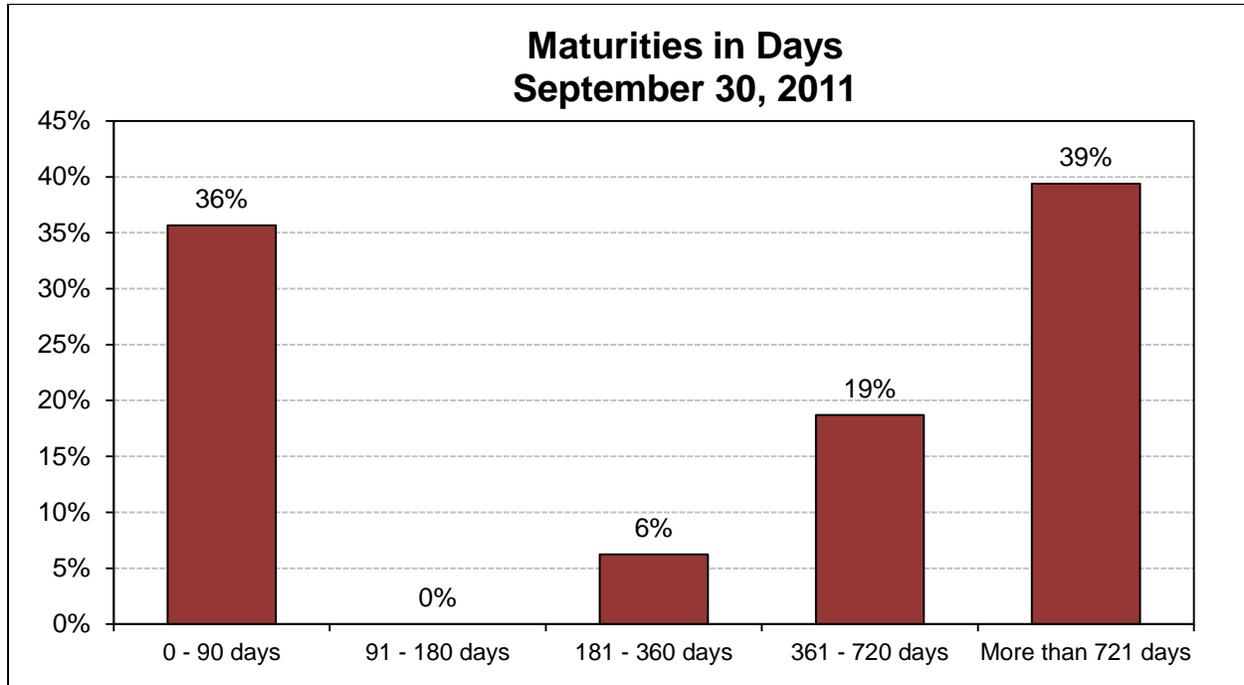
Portfolio Information

The City’s cash, excluding bond proceeds, is pooled for investment purposes. As of September 30, 2011 invested funds totaled \$76,265,503, which is \$7,053,490 million more than the \$69,212,013 million invested funds total at the end of the 1st 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 September 30, 2011 was heavily weighted towards the State Local Agency Investment Fund (LAIF) and high-quality (AA+ rated by Standard and Poor’s) 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 September 30, 2011 36% of the City's funds were invested in very short-term liquid investments, 25% of the funds were invested with maturities between 90 days and 2 years, and 39% of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



Conclusion

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City’s investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer-term maturities (to realize a higher rate of return) is appropriate given the current market conditions. While short-term interest rates continued to be low, the structure of the City’s investments have provided both increased investment income and market value appreciation than generally found with shorter-term investments such as LAIF. The current investment earnings projection for FY 2011-12 is \$200,000. Even though actual earnings for FY 2010-11 was \$367,191, based on first quarter earnings for FY 2011-12, the current fiscal year projection is still appropriate.

The investment portfolio will continue to be closely monitored to ensure minimized risk and appropriate responsiveness 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: 
Dorothea Roberts, City Clerk

Approved as to form:

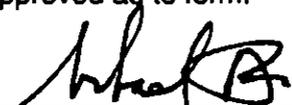

Michael W. Barrett, City Attorney

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.

EXHIBIT "A"

CITY OF NAPA, STATEMENT OF INVESTMENT POLICY June 2011

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

EXHIBIT "A"

CITY OF NAPA, STATEMENT OF INVESTMENT POLICY June 2011

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

EXHIBIT "A"

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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.

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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

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June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

- 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,
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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

CITY OF NAPA,
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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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 selection of the security,

CITY OF NAPA,
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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

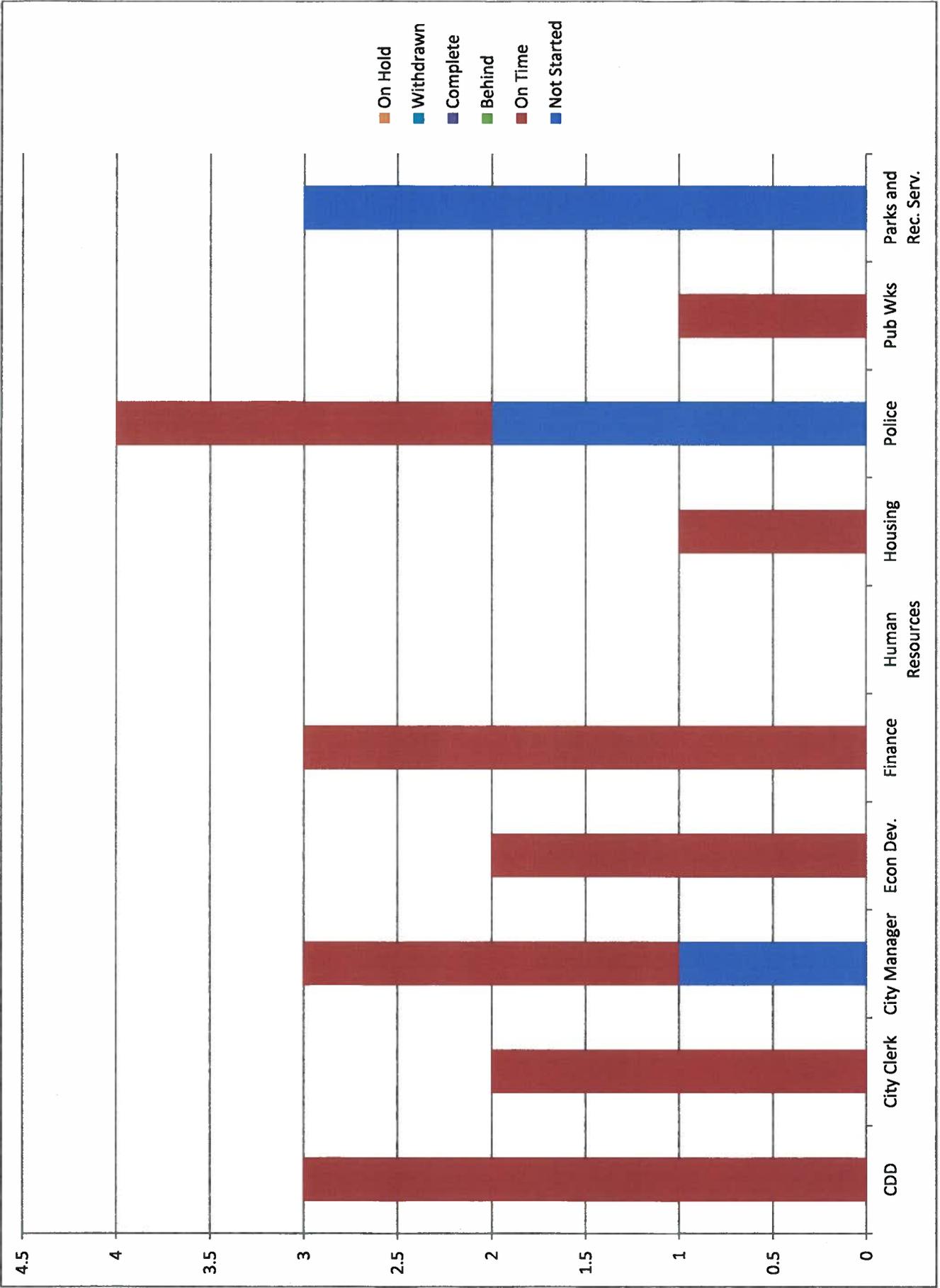
Project Tracking

1st Quarter

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Project Status by Department





CITY OF NAPA

Project Tracking Summary

by Department

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00541	Downtown Specific Plan	3 of 3	On Time	4/30/2012	Julianne Ward
CDD-00543	Public Art Master Plan	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

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00482	Records Management 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

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
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	Not Started	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

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



Project Tracking Summary

by Department

Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00527	Sustainability Plan and EECBG Grant Implementation	1 of 1	On Time		LaLiberte

Total Projects for Economic Development: 2

Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00549	Budget Balancing and Restructuring Process	1 of 1	On Time	6/30/2012	Joe Gray
FIN-00550	Cost Allocation Plan/User Fee Study	2 of 2	On Time	6/30/2012	Deanna Andrews
FIN-00554	IFAS - Implementation of Final System Modules	3 of 3	On Time	6/30/2012	Roberta Meyer

Total Projects for Finance, Accounting: 3

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00526	Inclusionary Zoning Ordinance Update	3 of 3	On Time	2/21/2012	JMW/CDD/Consultant

Total Projects for Housing: 1

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00528	AMR Ambulance Contract for Dispatch Services	1 of 1	On Time	6/30/2012	Debbie Peacock
PD-00529	Social Media Program Implementation	1 of 1	Not Started	6/30/2012	Debbie Peacock
PD-00530	Analyze & Implement Police Reserve Officer Program	1 of 1	Not Started	6/30/2012	Steve Potter
PD-00539	Geographic Neighborhood Policing	1 of 1	On Time	6/30/2012	Steve Potter



CITY of NAPA

Project Tracking Summary

by Department

Police

Project # **Project Title**

Total Projects for Police: 4

PW, Transportation Engineering

Project # **Project Title**

PW-00547 Saratoga Drive Extension Project

Total Projects for PW, Transportation Engineering: 1

Recreation

Project # **Project Title**

REC-00531 Playground Equipment Replacement

REC-00533 Parking Garage Renovations

REC-00534 New Skate Park - Site Selection and Design

Total Projects for Recreation: 3

Phase **Status** **Due Date** **Project Leader**

Phase **Status** **Due Date** **Project Leader**

1 of 1 On Time 6/30/2012 Jason Holley

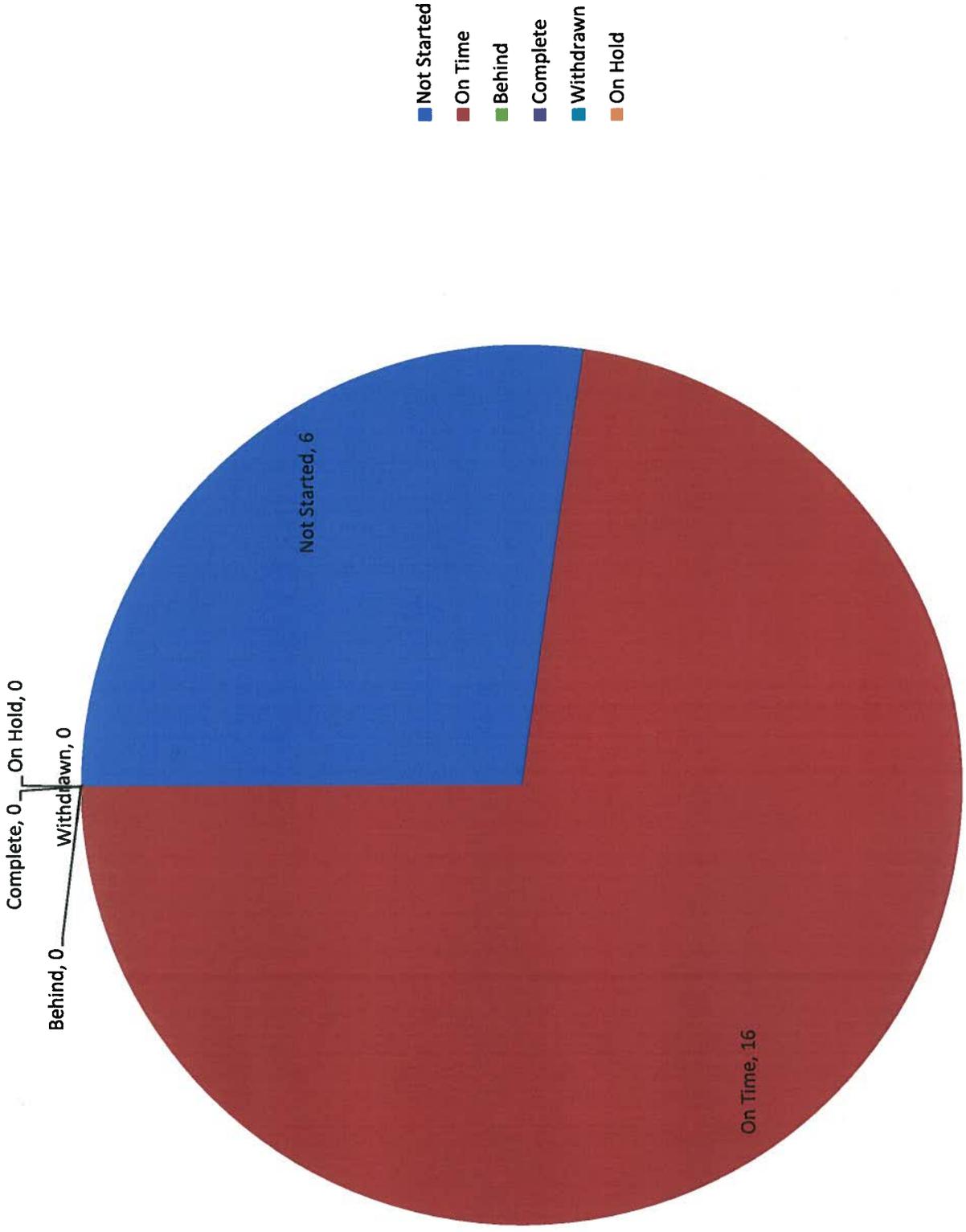
Phase **Status** **Due Date** **Project Leader**

1 of 1 Not Started 6/30/2012 Dave Perazzo

1 of 1 Not Started 6/30/2012 Dave Perazzo

1 of 2 Not Started 6/30/2012 Larry Mazzuca

Project Summary by Status





CITY of NAPA

Project Tracking Summary

by Project Status

Not Started

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CM-00558	Community Climate Survey	1 of 1	3/9/2012	City Manager	Barry Martin
PD-00529	Social Media Program Implementation	1 of 1	6/30/2012	Police	Debbie Peacock
PD-00530	Analyze & Implement Police Reserve Officer Program	1 of 1	6/30/2012	Police	Steve Potter
REC-00531	Playground Equipment Replacement	1 of 1	6/30/2012	Recreation	Dave Perazzo
REC-00533	Parking Garage Renovations	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 Not Started Status: 6

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00541	Downtown Specific Plan	3 of 3	4/30/2012	CDD, Planning	Julianne Ward
CDD-00543	Public Art Master Plan	1 of 1	6/30/2012	CDD, Planning	Mike Allen
CDD-00556	Heritage Napa	3 of 4	6/30/2012	CDD, Planning	Kevin Eberle
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-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	1 of 1		Economic Developmen	LaLiberte
FIN-00549	Budget Balancing and Restructuring Process	1 of 1	6/30/2012	Finance, Accounting	Joe Gray



CITY of NAPA

Project Tracking Summary

by Project Status

<u>On Time</u>	<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
	FIN-00550	Cost Allocation Plan/User Fee Study	2 of 2	6/30/2012	Finance, Accounting	Deanna Andrews
	FIN-00554	IFAS - Implementation of Final System Modules	3 of 3	6/30/2012	Finance, Accounting	Roberta Meyer
	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	Debbie Peacock
	PD-00539	Geographic Neighborhood Policing	1 of 1	6/30/2012	Police	Steve Potter
	PW-00547	Saratoga Drive Extension Project	1 of 1	6/30/2012	PW, Transportation En	Jason Holley

Total Projects with On Time Status: 16



CITY of NAPA

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

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

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	On Time
Joint PC/CC workshop	CDD, Planning	Julianne Ward	10 %	11/15/2011	On Time
Release final draft plan and EIR	CDD, Planning	Julianne Ward	25 %	12/16/2011	Not Started
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: 40% of 100% Complete



CITY of NAPA

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

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

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete Alta Heights Survey	CDD, Planning	Kevin Eberle	20 %	9/30/2011	Complete
Crosswalk Ordinance	CDD, Planning	Kevin Eberle	10 %	2/24/2012	Not Started
Amend Historic Preservation Ordinance	CDD, Planning	Kevin Eberle	40 %	6/29/2012	Not Started
Update Inventory to New Surveys	CDD, Planning	Kevin Eberle	30 %	6/29/2012	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00543	Project Status	On Time
Project Title	Public Art Master Plan			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

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 advisor 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.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	On Time
Draft public art program guidelines	CDD, Planning	Mike Allen	20 %	1/31/2012	Not Started
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: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	Not Started
Redesign Human Resources pages.	City Clerk	R Ryan/D Roadman	20 %	6/29/2012	On Time

Project Progress: 30% of 100% Complete



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

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

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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



CITY of NAPA

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

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

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

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/LaRoche		
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 a 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-Counter 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

10/20/2011 - mhinkle:

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	On Time
JLL Space Needs Assmnt Data Collect	PW, Admin	Hinkle/LaRochelle	5 %	11/15/2011	On Time
RRM Pub Safety Feasability Data Collect	PW, Admin	Hinkle/LaRochelle	10 %	11/30/2011	On Time
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	Not Started
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	Not Started
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: 5% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** CM-00558 **Project Status** Not Started
Project Title Community Climate Survey **Phase** 1 of 1
Project Start Date 1/9/2012 **Project Due Date** 3/9/2012
Requested Start Date 1/9/2012 **Requested Due Date** 3/9/2012
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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Prepare survey	City Manager	Barry Martin	25 %	1/23/2012	Not Started
Distribute and publicize survey	City Manager	Barry Martin	25 %	2/7/2012	Not Started
Collect responses and prepare report	City Manager	Barry Martin	50 %	3/9/2012	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

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

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.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete Project Detail Design	Economic Development	Hinkle	20 %	12/2/2011	On Time
Plan Review for Construction Permits	PW, Engineering	Whan	20 %	12/5/2011	Not Started
Construction Contract	City Attorney	Peter Spoerl	10 %	12/16/2011	Not Started
Fundraising	Fire	Darren Drake	25 %	2/1/2012	On Time
Construction Management/Inspection	PW, Engineering	Whan	25 %	2/15/2012	Not Started

Project Progress: 0% of 100% Complete



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

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

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify target budget reduction levels	Finance, Accounting	Deanna Andrews	25 %	8/1/2011	Complete
Coordinate dept'l budget review	Finance, Accounting	Joe Gray	40 %	11/30/2011	On Time
Review budget revisions with Council	City Manager	M. Parness	15 %	3/31/2012	Not Started
Finalize budget plan for FY 2012-13	Finance, Accounting	Joe Gray	20 %	6/30/2012	Not Started

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** FIN-00550 **Project Status** On Time
Project Title Cost Allocation Plan/User Fee Study **Phase** 2 of 2
Project Start Date **Project Due Date**
Requested Start Date 1/1/2011 **Requested Due Date** 6/30/2012
Lead Department Finance, Accounting **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 implementation of study recommendations and develop implementation 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.

Status Update

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.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	On Time
Consultant Submittal of Final Reports	Finance, Accounting	Deanna Andrews	10 %	12/31/2011	Not Started
Council Review	Finance, Accounting	Deanna Andrews	10 %	2/7/2012	Not Started
Public Outreach	Finance, Accounting	Deanna Andrews	10 %	2/21/2012	Not Started
Council Adoption of New Rates	Finance, Accounting	Deanna Andrews	10 %	3/31/2012	Not Started
Implementation of New Rates	Finance, Accounting	Deanna Andrews	5 %	6/30/2012	Not Started

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** FIN-00554 **Project Status** On Time
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 \$28,675
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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Contract Management	Finance, Accounting	Roberta Meyer	25 %	12/31/2011	On Time
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



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

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

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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	On Time
Stakeholder meetings complete	Housing	JMW/CDD/Consultan	20 %	11/17/2011	Not Started
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: 20% of 100% Complete



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** Debbie Peacock
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

Project Milestones

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

Project Progress: 0% of 100% Complete



CITY of NAPA

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	Steve Potter		
Project Budget	\$0				
Funding Sources					

City Manager's Report City Council's Report

Project Description

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

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

Status Update

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Information Share Software Implementation	Police	Steve Potter	10 %	12/1/2011	Not Started
Map building (testing and validating)	Police	Steve Potter	5 %	12/1/2011	Not Started
Establish a list/line of resources	Police	Steve Potter	5 %	1/1/2012	Not Started
Begin neighborhood meetings	Police	Steve Potter	25 %	6/30/2012	Not Started
Train Department Staff	Police	Steve Potter	25 %	6/30/2012	Not Started
Development of Crime Analysis Reports	Police	Steve Potter	30 %	6/30/2012	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** PD-00530 **Project Status** Not Started
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

Status Update

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop policies and procedures	Police	Steve Potter	10 %	2/1/2012	Not Started
Develop training program	Police	Steve Potter	20 %	3/1/2012	Not Started
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



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** PD-00529 **Project Status** Not Started

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 Peacock

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

10/26/2011 -

Project Milestones

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

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** PW-00547 **Project Status** On Time
Project Title Saratoga Drive Extension Project **Phase** 1 of 1
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 to Silverado Trail as per City's General Plan. The Project will improve connectivity with East Napa neighborhood and the Level of Service at the East Ave/Silverado Trail/Coombsville Road/Third Street five-way intersection. The new road will include two vehicle travel lanes, sidewalks, landscaping strips with street trees, bicycle lanes and street lights. The new Silverado Trail/Saratoga Drive intersection will be located approximately 1,000 feet north of the existing Silverado Trail/Soscol Avenue "Y" intersection and will include a separate southbound left-turn lane from the Silverado Trail onto Saratoga Drive.

Status Update

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
New Intersection Widening	PW, Transportation Engin	Jason Holley	10 %		Not Started
Utility Relocation	PW, Transportation Engin	Jason Holley	30 %		On Time
Property Acquisition	PW, Admin	Jeff Freitas	40 %		On Time
New Roadway Construction	PW, Transportation Engin	Jason Holley	20 %		Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
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



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** REC-00531 **Project Status** Not Started
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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design	Recreation	Dave Perazzo	15 %	12/1/2011	Not Started
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



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** REC-00534 **Project Status** Not Started
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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Consultant Selection	Recreation	Larry Mazzuca	20 %	1/15/2012	Not Started
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



CITY of NAPA

FY 2011-2012 Capital Improvement Projects 1st Quarter

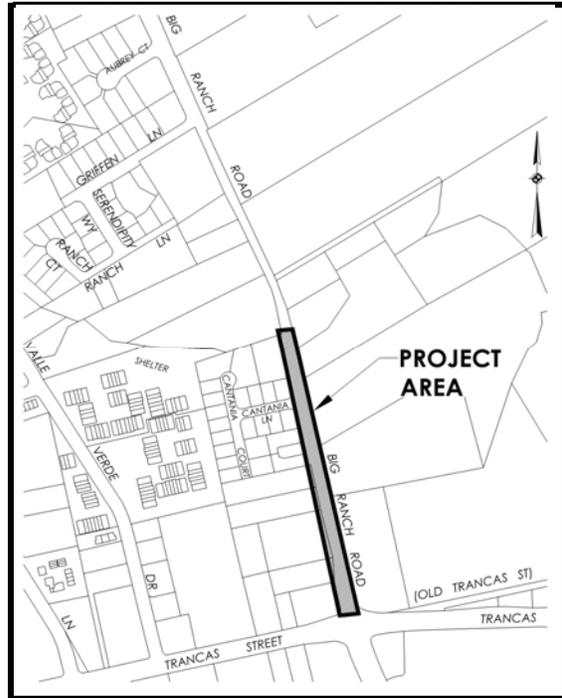
Project	Page #
○ Big Ranch Road Widening Project	66
○ China Point Overlook Project	67
○ Fire Station No. 1 Seismic Retrofit Project	68
○ Main Street Boat Dock Project	69
○ Napa Creek Box Culverts and Flood Terrace Project	70
○ Napa River Dredging Project	71
○ Riverfront Green Project	72
○ Senior Center Floor Replacement Project	73

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 scheduled for completion in the spring of 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010			2011			2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			45%									
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$1,807,000

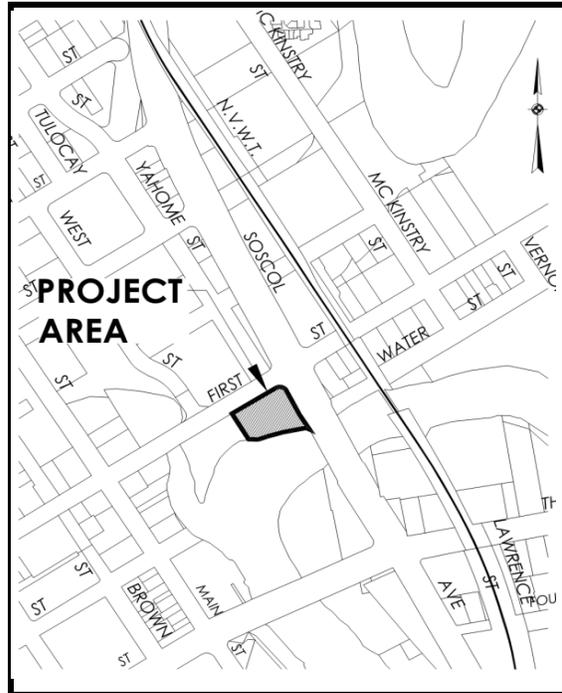
BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design prior to 2011, and approximately \$7,650 has been spent to date preparing right-of-way documents and negotiating a design contract.

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. 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			15%									
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$660,000

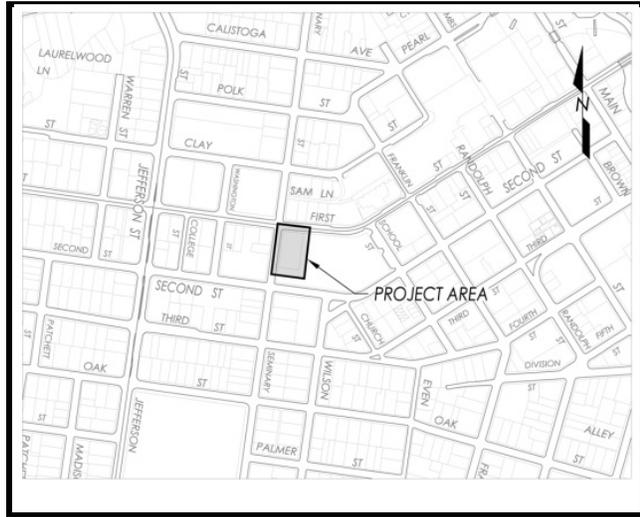
BUDGET EXPENDED TO DATE: Approximately \$1,000 of in-house engineering costs have been expended. The approximate percentage complete reflects the total design task progress to date.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRE STATION NO. 1 SEISMIC RETROFIT PROJECT NO. MS12FD02

PROJECT DESCRIPTION:

This project will provide improvements to the Fire Station No. 1 apparatus room as required to prevent catastrophic roof structure collapse during a large earthquake event. The level of seismic upgrades proposed will provide a solution that will 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 is currently being prepared for distribution to structural engineers in the area to perform the roof retrofit design services. It is expected that the project will be constructed in summer 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011			2012								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			1.3%									
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$100,000

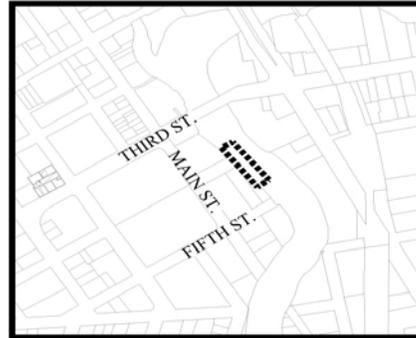
BUDGET EXPENDED TO DATE: Approximately \$1,300 of staff time has been spent to date.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK PROJECT PROJECT NO. MS07PW01

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

Schedule Project scheduled for construction in 2012.

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

Dredging All dredge sampling and analysis has been completed.

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

Environmental City Council adopted of the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program on February 1, 2011. 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 will be revised to be 50' shorter than the original design. Revised construction plans were received in June 2011.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY End Date	Actual Percentage Complete														
			2011			Q1			Q2			2012			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design/Permitting	Jan-09	Dec-11			95%												
Bid & Award	Feb-12	Jul-12															
Construction	Aug-12	Oct-12															

CURRENT PROJECT BUDGET: \$175,000

BUDGET EXPENDED TO DATE: \$118,000

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.

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 is working to complete the in stream work at the downstream end of the project from the Napa River to Clinton/Coombs. Proven is required to be out of the creek by October 15 as required by the environmental permits. The work includes the installation of a bypass culvert, concrete retaining walls, and the use of logs to create natural habitat embedded in the bank. There have been problems with the Corps oversight of the project and the quality of work being performed by the contractor which has required the City to increase oversight. The City has been working with Proven and the Corps to repair contractor damaged City facilities with minimal success. The next phase of work will be the completion of the Main and Clinton parking lot behind the Vintners Collective. Concurrently with the parking lot work, Proven will construct the culvert from Seminary Street to connect to Napa Creek west of Behrens Street. This work is expected to be completed by March 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2011			2012			2012			2012		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction			40%									

BUDGET STATUS:

CONTRACT BUDGET: \$15,000,000

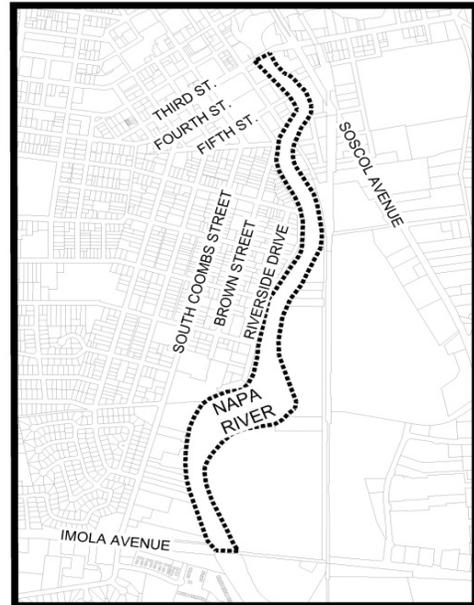
BUDGET EXPENDED TO DATE: Unknown, City is not managing budget

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA RIVER DREDGING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

BUDGET STATUS:

PROJECT BUDGET: None.

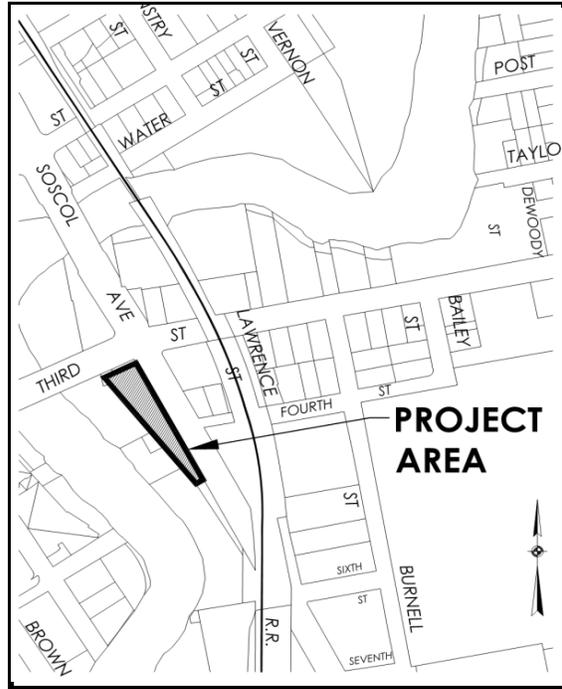
BUDGET EXPENDED TO DATE: None

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. Construction is anticipated to begin 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												

BUDGET STATUS:

PROJECT BUDGET: \$756,000

BUDGET EXPENDED TO DATE: Approximately \$20,000 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.).

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SENIOR CENTER FLOOR REPLACEMENT PROJECT NO. REC-00532

PROJECT DESCRIPTION:

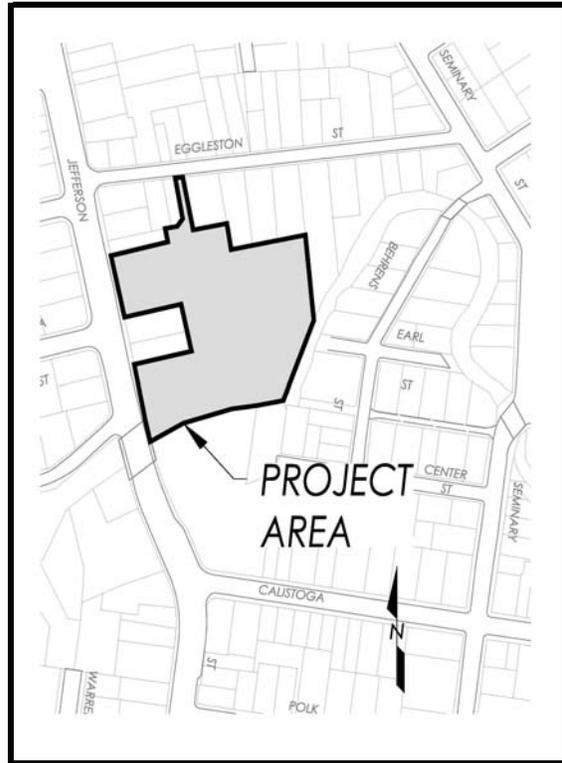
The Senior Center Floor Replacement Project consists of replacing the existing wood and vinyl tile floor in the Social Hall, adjoining dining area and large kitchen. The existing flooring in these locations is at least 30 years of age, in disrepair and is no longer cost effective to maintain. The replacement 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			2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design								100%				
Bid & Award									100%			
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$195,000

BUDGET EXPENDED TO DATE: No expenditures to date.



CITY of NAPA

Report on Service Center (CRM) activity Q1 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 556 external service requests were submitted to Public Works and Parks and Recreation via the CRM system in the first quarter of FY 2011-12. This is **106 requests more than the number submitted in the fourth quarter of FY 2010-11**. Of the 556 submitted, 507 were closed out prior to September 30. 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 July-September 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:

During the period of this report, there were a few days when the CRM vendor's server was undergoing maintenance, resulting in some system-wide delays in staff's ability to respond to service requests. This caused some SLAs to be exceeded.

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.*

Water leaks: *The excessive average time to close in this category is due to one of the two requests submitted in this quarter having been left open in the system for 78 days. The problem itself was addressed the same day it was reported, but the service request was not closed out in the CRM system until much later.*

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: 11/4/2011 3:40:45 PM

Department breakdown



Service Request Type	Number this quarter	Average time open	SLA
Bad sidewalk or curb	13	7.85	5
City landscaping issue	5	5.54	6
Construction site problems	0	0	1
Dead Animal	37	0.55	1
Drainage problem	1	15.83	1
Graffiti	1	0	2
Light out	104	4.63	3
Litter or debris	33	2.73	2
Miscellaneous park/public space issue	2	6.73	5
New streetlight	4	1.89	5
Park issue	15	3.27	5
Pollution report	0	0	1
Pothole	60	8.16	2
Rough road surface	18	4.48	5
Sign problem	8	5.59	2
Street sweeping	8	3.71	2
Traffic signal malfunction	10	4.83	1
Tree issue	173	4.04	5
Utility pole issue	3	3.03	5
Water leak	2	39	1
Water pressure problem	1	2.17	1
Water quality issue	0	0	1
Weeds	9	5.69	5