



CITY of NAPA

Third Quarter Report
FY 2008-2009



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June 16, 2009

Honorable Mayor and Council Members:

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

Specifically, the report contains a rather comprehensive overview of the City's General Fund through the third quarter of fiscal year 2008-09. The report describes the revenue collection trends from major sources and also tracks expenditures to allow early identification of issues and trends.

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 that will be followed to complete the effort, and assigns responsibility for each activity. These reports are intended to keep the Council informed of the status of projects that have been assigned with priority status. It also serves as a communication vehicle to ensure that the City Council and staff are working on the right priorities and the direction of each project is consistent with the goals of the City Council.

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

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

We typically try to present the Quarterly Reports for Council and public review within six weeks of the close of each quarter, but the budget process has delayed presentation of third quarter information. The Quarterly Report for the fourth quarter will also take somewhat longer to allow the Finance Department to analyze year end accruals in order to provide a more complete report.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness", with a stylized flourish at the end.

Mike Parness
City Manager



QUARTERLY FINANCIAL REPORT

Introduction

This is the City's third quarterly financial report for fiscal year 2008-09. The report presents information for the General Fund for the three quarters ending March 31, 2009, reflecting nine months, or 75%, of the City of Napa's fiscal year. These results are unaudited.

This financial report is presented on a modified cash basis wherein revenues are reported when earned and received and expenditures are reported in the period the liability is incurred and payment is issued. Therefore, we do not expect to see exactly half of the annual revenues or expenditures in these figures as there are cyclical and seasonal fluctuations as well as timing issues of when payments are received and made.

Management's Overview

The financial information on the next page includes the annual budget along with a year-to-date budget. The year-to-date budget is, in most cases, derived by multiplying the annual budget by 75%. However, the three primary sources of revenue have been annualized over a four year period to match prior period experience. These revenues are discussed individually on the following pages.

The second table on the subsequent page presents the current year's financial information compared to the previous year's information for the same period.

After we have prepared this report over several years, we will be able to present both the revenue and expenditure information with more meaningful annualized comparisons to previous quarterly experience and provide a more detailed analysis.

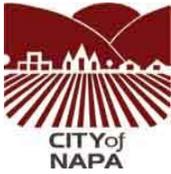


QUARTERLY FINANCIAL REPORT

General Fund Summary - In Millions

	(1)	(2)			(3)		
	Actual	Third Quarter Ended March 31, 2008			2008-09 Fiscal Year		
		Budget	Variance	%	Budget	Variance	%
Revenues:							
Property taxes	\$ 12.192	12.593	* -0.400	97%	23.251	-11.059	52%
Sales taxes	7.701	7.743	* -0.042	99%	13.288	-5.587	58%
Transient occupancy	5.407	5.015	* 0.392	108%	8.242	-2.835	66%
Business license	2.531	2.588	-0.056	98%	3.450	-0.919	73%
Other taxes	1.077	1.029	0.047	105%	1.373	-0.296	78%
Licenses & permits	0.932	1.048	-0.116	89%	1.398	-0.465	67%
Intergovernmental	0.301	0.836	-0.535	36%	1.115	-0.814	27%
Charges for services	3.539	3.513	0.026	101%	4.684	-1.145	76%
Transfers in	3.079	3.218	-0.139	96%	4.291	-1.212	72%
Other	1.088	1.044	0.044	104%	1.392	-0.304	78%
Total Revenues	37.847	38.627	-0.779	98%	62.482	-24.635	61%
Departmental Expenditures:							
Legislative/Admin/Support	5.930	6.708	0.777	88%	8.944	3.013	66%
Community Development	2.596	3.220	0.624	81%	4.293	1.697	60%
Police	14.794	15.521	0.727	95%	20.695	5.900	71%
Fire	9.595	9.478	-0.116	101%	12.638	3.043	76%
Public Works	5.491	6.246	0.755	88%	8.329	2.837	66%
Parks and Recreation	5.005	5.624	0.619	89%	7.499	2.494	67%
General Govt	2.822	3.086	0.264	91%	4.115	1.293	69%
Total Expenditures	46.234	49.883	3.649	93%	66.511	20.277	70%
Results from operations	-8.387	-11.257	2.870	n/a	-4.029	-4.358	n/a
Nonrecurring Items							
FEMA revenue	0.005	0.300	-0.295	2%	0.400	-0.395	1%
Contribution from NCRA	0.438	0.345	0.093	127%	0.460	-0.023	95%
Other	0.597	0.795	-0.198	75%	1.060	-0.462	56%
Revenues	1.040	1.440	-0.400	72%	1.920	-0.880	54%
Replenish reserves	2.344	2.344	0.000	100%	3.125	0.781	75%
Bldg Improvements	0.106	0.129	0.023	82%	0.172	0.066	62%
Retiree Health	0.000	0.660	0.660	0%	0.880	0.880	0%
PD overhire	0.000	0.150	0.150	0%	0.200	0.200	0%
Studies	0.237	0.880	0.643	27%	1.173	0.936	20%
Other	0.814	1.385	0.571	59%	1.847	1.033	44%
Financial system	0.589	0.589	0.000	100%	0.785	0.196	75%
FEMA expenses	0.242	0.511	0.269	47%	0.681	0.439	35%
Expenses	4.330	6.647	2.316	65%	8.862	4.532	49%
Impact of Nonrecurring	-3.290	-5.207	1.916	n/a	-6.942	3.652	n/a
Change in Fund Balance	\$ -11.677	-16.463	4.786	n/a	-10.971	-0.706	n/a

* Annualized estimate based on average of first three quarters' collections from previous five years. All other quarterly budget estimates are based on 75% of total budget.

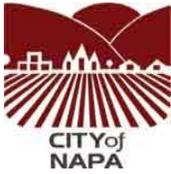


QUARTERLY FINANCIAL REPORT

The table below presents the General Fund operations for the first three quarters of fiscal year 2007-08 along with the first three quarters of fiscal year 2008-09. Revenues came in \$2.087 million lower in 2008-09, partially due to a reduction in property tax received as the County Assessor has begun writing down assessed values. In addition, license and permit revenue is down by 35% from the same period last year due to the decline in development. Intergovernmental revenues, which include certain grants, VLF revenues, and other payments from government agencies, are much lower this fiscal year. According to a City VLF Revenue Update in April 2009, VLF revenues are expected to come in at approximately 66% of the FY 07/08 amount. Expenditures are \$4.02 million more in 2008-09 than for the same period in 2007-08, partially due to the increased GASB 45 contribution in 2008-09, recorded in General Government. In addition, the transfers out for 2008-09 are recorded in the General Government total.

General Fund Operations Comparison to Prior Fiscal Year - In Millions

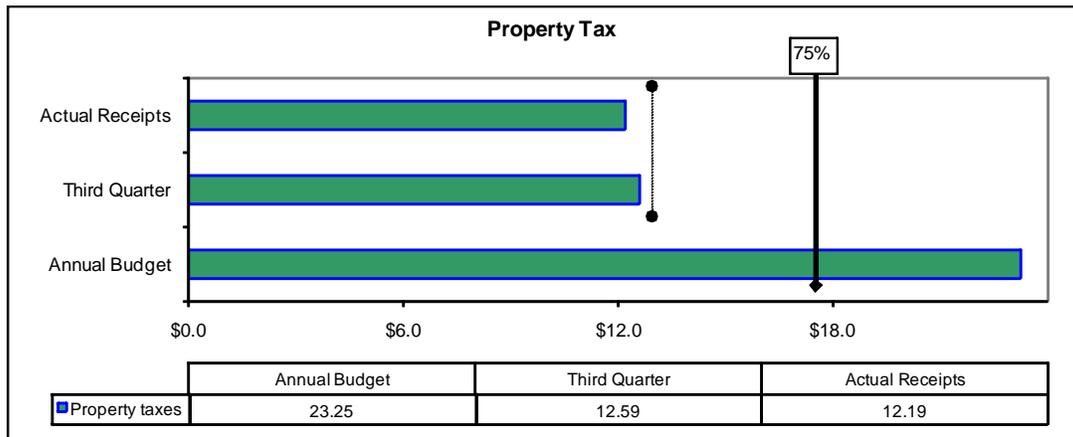
	(1)	(2)		
	Third	Third		
	Quarter	Quarter		
	2007-08	2008-09		
	Actual	Actual	Variance	%
Revenues:				
Property taxes	\$ 13.158	12.192	-0.966	-7%
Sales taxes	7.905	7.701	-0.204	-3%
Transient occupancy	5.357	5.407	0.050	1%
Business license	2.453	2.531	0.078	3%
Other taxes	1.280	1.077	-0.203	-16%
Licenses & permits	1.436	0.932	-0.504	-35%
Intergovernmental	1.013	0.301	-0.711	-70%
Charges for services	3.336	3.539	0.203	6%
Transfers in	2.867	3.079	0.212	7%
Other	1.130	1.088	-0.042	-4%
Total Revenues	\$ 39.934	37.847	-2.087	-5%
Departmental Expenditures:				
Legislative/Admin/ Support	\$ 5.181	5.930	0.750	14%
Community Development	2.997	2.596	-0.401	-13%
Police	13.526	14.794	1.268	9%
Fire	8.974	9.595	0.621	7%
Public Works	4.882	5.491	0.609	12%
Parks and Recreation	4.663	5.005	0.342	7%
Transfers out	1.013		-1.013	-100%
General Govt	0.978	2.822	1.844	189%
Total Expenditures	\$ 42.214	46.234	4.020	10%
Results from operations	\$ -2.280	-8.387	-6.107	n/a



QUARTERLY FINANCIAL REPORT

General Fund Revenue Analysis

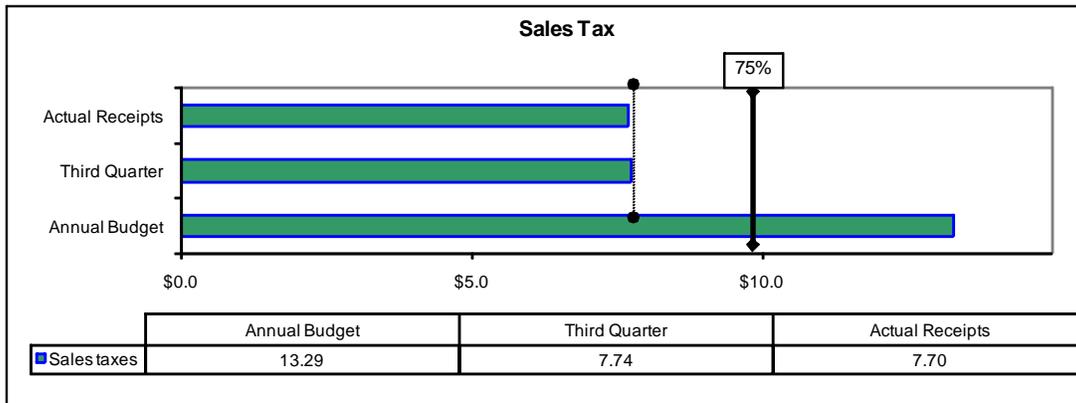
Property Tax – Property taxes are the City’s largest source of operating revenue (36%) and are considered relatively inelastic in that they should remain relatively constant as the economy changes. By State law (Proposition 13), the County levies property taxes at one percent of full market value at the time of purchase with the City receiving approximately 17% of the 1%. Stated another way, the City receives approximately 17 cents for every \$100 of assessed value within the City. Assessed values can be increased by no more than two percent per year until a property is resold. In the current economic downturn, assessed values have proven to be elastic. The County has indicated the intent to write down additional properties in the coming year.



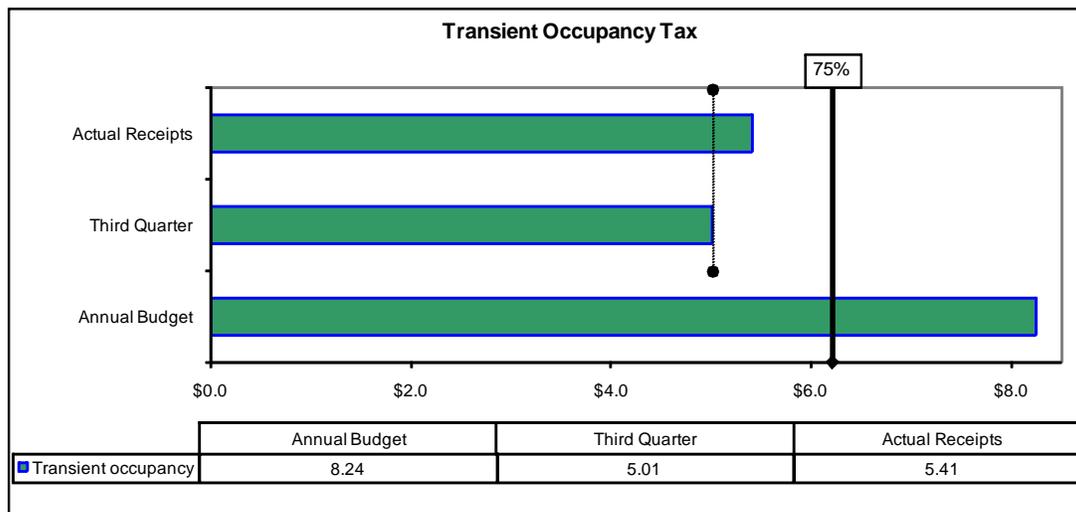
Sales Tax – Sales taxes are the City’s second largest source of revenue (21%) and are elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs. In the first three quarters of the fiscal year, payments from the State came in just shy of expectations. A review of sales activity through December 2008 indicates an overall decline in consumer spending of 3%. We expect to continue to see a decline in sales tax revenue as the local economy is impacted by the larger state and national economic downturn. As the economic situation continues to evolve, this source of revenue remains susceptible to decline.



QUARTERLY FINANCIAL REPORT



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



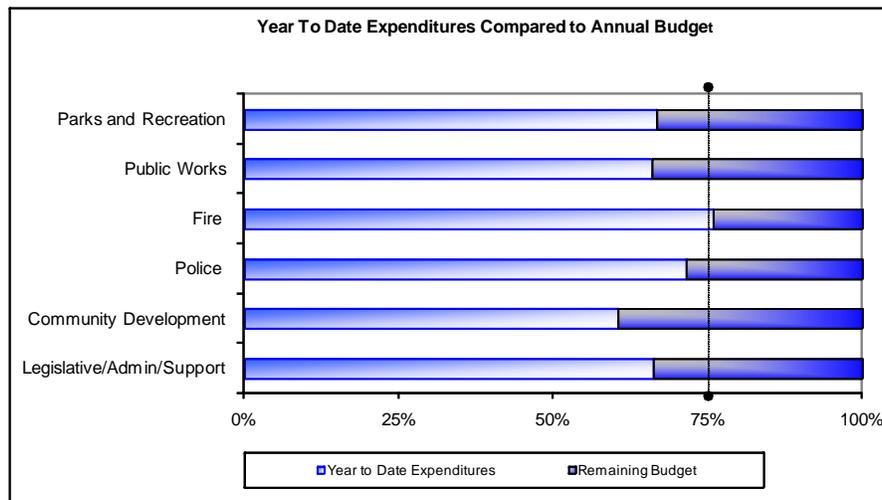
It is important to note that revenues are cyclical or seasonal in nature and do not come in as a steady stream of income. However, residential development activity has dropped to an 18 year low with only 78 permits issued in 2008. For this reason, we adjusted down the budgets for both charges for services and license and permit revenues in the last quarterly report. Charges for service revenues are in line with the revised budget for third quarter, while license and permit revenues are slightly behind at 67% of the revised annual budget amount.



QUARTERLY FINANCIAL REPORT

General Fund Expenditure Analysis

As indicated below, program expenditures are at or below the 75% level of appropriations, with the exception of the Fire Department which is at 76% of annual budget. The Administrative Services Group came in 12% less than budgeted reporting savings of \$777,000. This amount is comprised of approximately \$155,000 in salary savings, \$268,000 in professional services savings, and \$354,000 in other savings. The Community Development Department came in 19% less than budgeted reporting savings of \$624,000. This amount is comprised of approximately \$353,000 in salary savings, \$137,000 in professional services savings, and \$134,000 in other savings. The Police Department came in 5% less than budgeted reporting savings of \$727,000. This amount is comprised of approximately \$483,000 in salary savings, \$94,000 in professional services savings and \$150,000 in other savings. The Public Works Department came in 12% less than budgeted reporting savings of \$755,000. This amount is comprised of approximately \$190,000 in salary savings, \$329,000 in professional services savings, and \$236,000 in other savings. The Parks and Recreation Services Department came in 11% less than budgeted reporting savings of \$619,000. This amount is comprised of approximately \$245,000 in salary savings, \$70,000 in professional services savings, and \$304,000 in other savings.



Third Quarter, Fiscal Year 2008-09 (in Millions)

Departmental Expenditures:	Budget	Actual	Variance	%
Legislative/Admin/Support	\$ 6.708	5.930	0.777	-12%
Community Development	3.220	2.596	0.624	-19%
Police	15.521	14.794	0.727	-5%
Fire	9.478	9.595	-0.116	1%
Public Works	6.246	5.491	0.755	-12%
Parks and Recreation	5.624	5.005	0.619	-11%
Total departmental	\$ 46.797	43.412	3.385	-7%



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What We Are Watching

Nationally:

As we prepare this report, the national economy remains in decline. Experts believe we are experiencing not only the longest, but the most painful recession in modern history. Even the global economy is projected to contract this year for the first time since WWII. At a national level the continued downturn in industrial capacity combined with continually weaker labor markets, a drop-off in consumer spending, the crumbling housing market and a prolonged credit freeze ensure that the economy will not recover until well into the next fiscal year.

State:

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

While the State legislators met in February and were able to agree upon a budget package to bring both fiscal years 2008-09 and 2009-10 into balance, the Governor has since issued 4 revisions in May, totaling an additional \$24 billion in proposed expenditure cuts and possible additional revenues through FY 2009-10, including proposed take-aways from local government.

Cities continue to reiterate to legislators the importance of the State solving its budget problems without borrowing, shifting or taking local revenues. However, concern continues over the extent of program cuts and whether revenue increases could be structured to win the two-thirds needed for passage.

Local Economic Condition:

Housing Market:

In the first two months of 2009, 149 homes in Napa County were sold, compared to 89 during the same period in 2008, a 67% increase. However; the median home sale price for February 2009 was \$305,000, compared to \$475,000 at the end of February 2008, a difference of \$170,000 (-35%).

As of the beginning of June, 732 properties in the 94559 zip code had foreclosure activity, nearly quadruple the 192 properties from four months ago. An additional 550 units in the 94558 zip code, which includes both City and County properties, were in the foreclosure process. As the unemployment rate



QUARTERLY FINANCIAL REPORT

continues to rise, the new foreclosures have more to do with job loss than the sub-prime lending practices in California. We anticipate the continued decline of the economic environment will have an impact on assessed property value and its related revenue stream.

Taxable Retail Sales Reports:

Taxable sales for the period ending December 31, 2008 were down approximately 3% from the same period last year. The largest percentage declines in merchant sales were in the Business to Business (-16.72%) and General Retail (-6.69%) categories while Food Products and Transportation are showing modest recoveries. A news release from the State Board of Equalization in May states that cash receipts from taxable sales came in 18% lower than the initial projection for the quarter ended March 30, 2009.

Employment Issues:

California's unemployment rate reached 11.2% in March of 2009, following a 61,700 job-loss in the same month. The unemployment rate dropped slightly from March's record, falling to 11% in April after months of sharp increases. In Napa County, the unemployment rate dropped from 9.1% to 8.5% in the same timeframe. The April 2009 figure, however, is still more than double the 4.1% rate from one year ago. Unemployment in the City of Napa is slightly higher than the County at 8.9% up from 7.7% in December 2008.

Recommendations

Staff is recommending Council adopt a resolution revising the 2008-09 General Fund expenditure budgets and revenue projections by the following amounts:

Revenues:

Vehicle License Fee Revenue	\$	(287,000)
FEMA Revenue (Non-Recurring)		235,517
Intergovernmental (State Grant)		(149,300)
TOTAL Revenue Adjustment		<u>(200,783)</u>

Expenditures

PD Overhire (Non-Recurring)		(200,000)
Fire Vehicle (Non-Recurring)		(24,270)
TOTAL Expenditure Adjustment		<u>(224,270)</u>

Net Impact	\$	<u>23,487</u>
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QUARTERLY INVESTMENT REPORT

Introduction

This investment report for the City of Napa was prepared to provide summary investment information and is followed by detailed information. The City's Statement of Investment Policy is provided as an appendix to this quarterly report. Attachment A is provided to define terms that will be used throughout the report. This report includes all investments held at March 31, 2009; however, bond related investments are excluded.

All investments are compliant with the investment policy. Last quarter, it was reported that the City was holding a BBB rated corporate note for American General Finance (AGF). This investment met the criteria of the City's investment policy at the time of purchase; however, AGF encountered financial difficulties and their credit rating declined rapidly. The City's portfolio managers sold this note for a loss of \$46 thousand in principal during February of 2009, when offset by the interest earnings on the note, the City experienced a net profit of \$18 thousand. While the portfolio managers make every effort to avoid losses of City assets, it was in the best interest of the City of Napa to sell the note. AGF restructuring efforts did not look promising at the time of the sale and market values experienced steep declines shortly after the City sold the note. The swift action by our portfolio managers mitigated additional loss of City assets. The portfolio managers will continue to closely manage the risks of all City investments.

Investment Approach

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

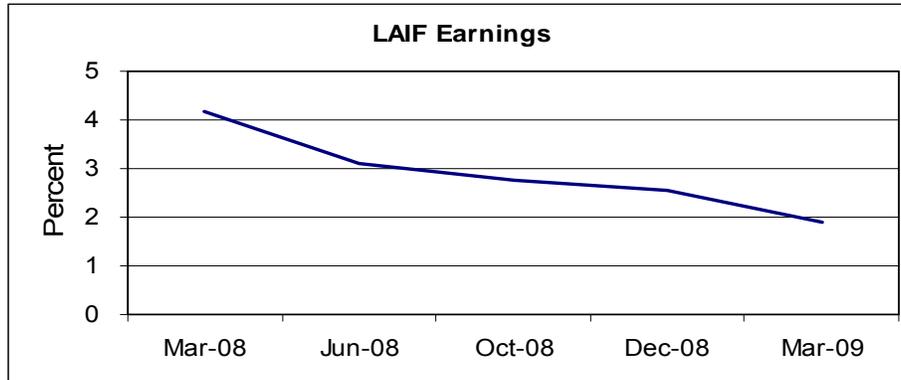
Current Market Conditions

Weak economic conditions continued through the third quarter. The impact of the Federal government's economic stimulus remains unknown and the turmoil in the financial markets may remain well into 2009.

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



QUARTERLY INVESTMENT REPORT



Portfolio Information

Total Invested Assets = \$92,770,195

The City's cash, excluding bond related cash, is pooled for investment purposes. Of the \$93 million invested, \$17 million belongs to the General Fund. The remaining \$76 million belongs to other restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

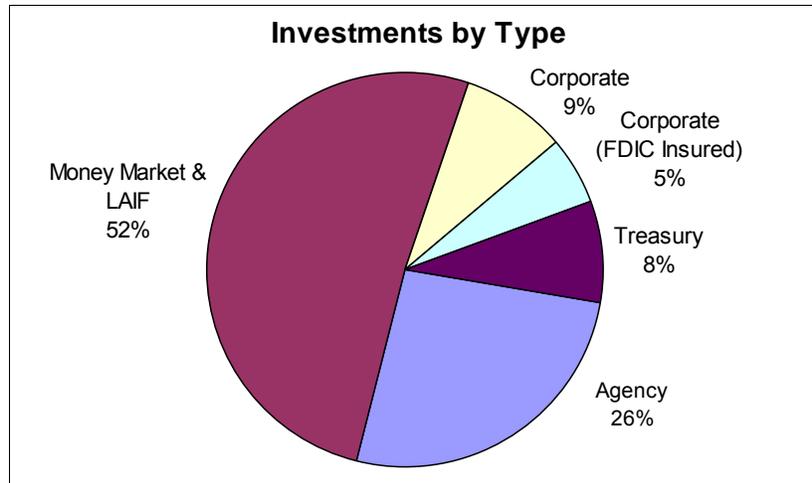
BENCHMARK COMPARISONS		
	City of Napa Portfolio (excluding LAIF)	1 to 5 Year US Treasury Benchmark
Average Maturity	2.72 YEARS	2.63 YEARS
Duration	2.54 YEARS	2.42 YEARS
Yield-to-Maturity	2.14%	1.19%
Average Quality	AAA	AAA
3 Month Rate of Return	.54%	.16%

The City's investments (excluding LAIF) outperformed the yield to maturity benchmark in the third quarter of the year. The City's positive performance is due to the corporate bonds which are outperforming federal instruments in the market with a reported yield in excess of 4.6%. The 3 month rate of return decreased significantly from last quarter as a result of the increase in the Treasury yield. The City's investments are of slightly longer in duration than the benchmark. This is to take advantage of the normal yield curve where longer-term securities yield higher returns than shorter-term securities.

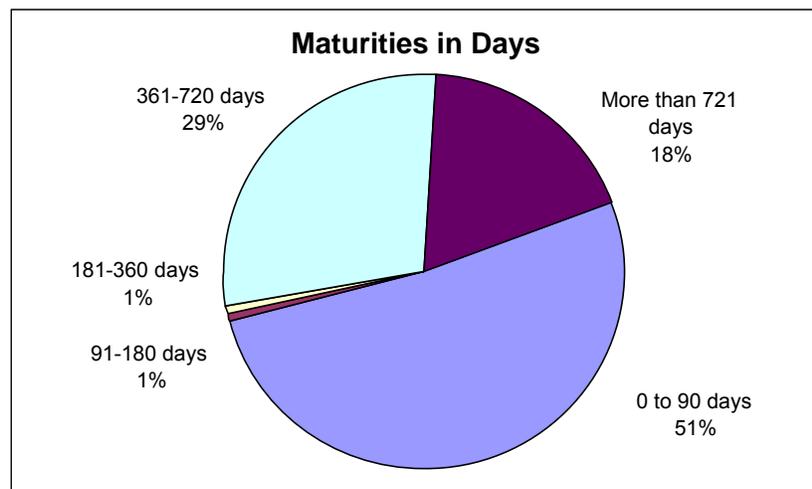
The current City portfolio consists of five types of investments; US Treasuries, Federal Agencies, Corporate Debt, Corporate Debt insured by the FDIC and Cash instruments such as money markets and LAIF. As noted in the chart below, with a focus on safety and liquidity, our portfolio is weighted heavily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



QUARTERLY INVESTMENT REPORT



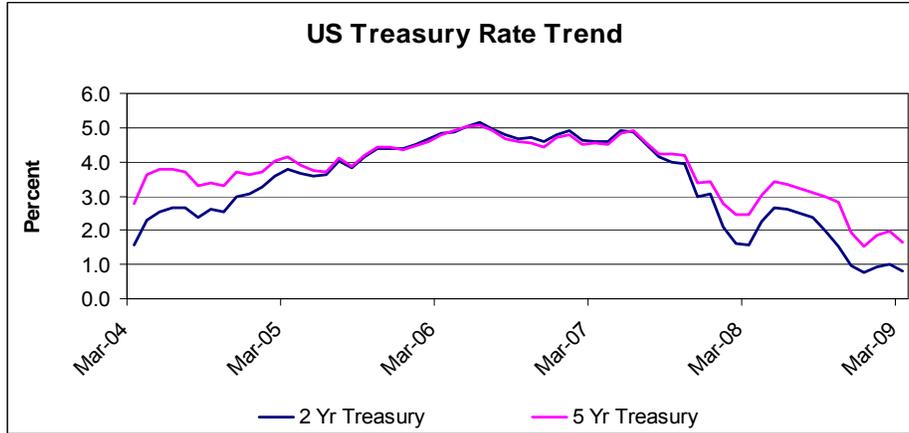
The City policy allows for a 5 year time horizon with an emphasis on liquidity. Over 69% of investments are either very short-term investments or long-term investments. This distribution allows the City the necessary liquidity to meet operational and emergency needs while maximizing returns on funds not needed in the immediate future.



The City's investment approach is appropriate given the current yield trend. As shown below, treasury rates remained depressed during the third quarter. Greater yields can be attained by investing in longer term treasuries. These yields are dependent on market conditions and there may be periods where the short-term yields will equal or exceed long exceed longer-term yields.

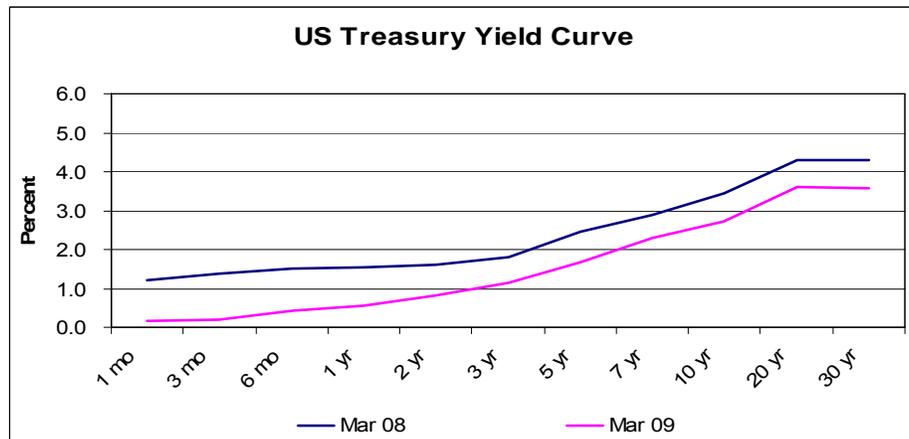


QUARTERLY INVESTMENT REPORT



Conclusion:

Investment earning continue to be significantly lower when compared to the previous year. City funds are invested according to the investment policy with an emphasis on safety, liquidity, and return. Expert opinions on the effects of Federal government intervention in the markets are mixed, with the result being that we are still uncertain whether stabilization will occur in the near future. We will continue to invest according to the stated policy and monitor the market for potential risk to the City's assets.



- Attachment A: Appendix



QUARTERLY INVESTMENT REPORT APPENDIX

Investment Goals

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

Glossary of Terms:

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

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

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

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

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

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

**City of Napa Investment Report
March 31, 2009**

CUSIP	Description	PAR Value	Coupon Rate	Maturity Date	S&P Rating	Original Cost	Yield to Maturity	Accrued Interest	Market Value
LAIF AND MONEY MARKET									
431114701	HIGHMARK GOVT MONEY MARKET	\$ 185,050			AAA	\$ 185,050		\$ -	\$ 185,050
n/a	CAMP MONEY MARKET	61,475			AAA	61,475			61,475
n/a	LAIF	48,198,996				48,198,996		257,978	48,198,996
	Total LAIF and Money Market	48,445,521				48,445,521		257,978	48,445,521
CORPORATE NOTES									
38141GAA2	GOLDMAN SACHS GROUP INC	250,000	6.650	05/15/09	A	257,114	5.140	6,281	250,740
913017AW9	UNITED TECH CORP NOTE	300,000	6.500	06/01/09	A	312,672	2.670	6,500	301,879
046003DC0	ASSOCIATES CORPORATION NA NOTE	400,000	8.500	07/15/09	A	453,036	4.670	7,220	397,174
4042Q0AN9	HOUSEHOLD BANK FSB NOTE	170,000	3.875	09/15/09	AA	170,813	3.550	293	167,956
084664AR2	BERKSHIRE HATHAWAY NOTE	600,000	4.125	01/15/10	AAA	614,196	2.010	5,225	609,863
55263ECL7	MBNA CORPORATION NOTE	525,000	5.000	05/04/10	A	525,835	9.300	10,719	502,007
718507BQ8	CONOCO PHILLIPS NOTE	255,000	8.750	05/25/10	A	281,362	2.580	7,809	272,712
38143JBE0	GOLDMAN SACHS NOTE	750,000	4.500	06/15/10	A	728,813	5.560	9,938	748,393
931142BZ5	WAL-MART STORES NOTE	425,000	4.125	07/01/10	AA	434,920	1.580	4,383	438,339
369550AL2	GENERAL DYNAMICS CORP NOTE	300,000	4.500	08/15/10	A	307,755	2.410	1,725	308,386
36962GWB6	GENERAL ELECTRIC CAPITAL CORP NOTE	100,000	6.125	02/22/11	AA+	106,848	3.670	664	101,101
36962GWS9	GENERAL ELECTRIC CAPITAL CORP NOTE	600,000	5.500	04/28/11	AA+	619,470	6.340	14,025	590,268
892332AQ0	TOYOTA MOTOR CREDIT CORP NOTE	550,000	5.450	05/18/11	AA+	575,300	4.370	11,074	561,974
949746NJ6	WELLS FARGO COMPANY NOTE	400,000	5.300	08/26/11	AA	400,652	5.260	2,061	392,194
172967DU2	CITIGROUP INC NOTE	200,000	5.100	09/29/11	A	198,986	5.230	57	181,876
929903CF7	WACHOVIA CORPORATION NOTE	500,000	5.300	10/15/11	AA	499,185	5.340	12,219	493,589
36962G3K8	GENERAL ELECTRIC CAPITAL CORP NOTE	540,000	5.250	10/19/12	AA+	552,139	4.670	12,758	519,867
949746NW7	WELLS FARGO COMPANY NOTE	250,000	5.250	10/23/12	AA	249,718	5.280	5,760	242,928
46625HHB9	JP MORGAN CHASE & CO NOTE	300,000	4.750	05/01/13	A+	302,985	5.600	5,938	290,795
92976WBJ4	WACHOVIA BANK NOTE	315,000	5.500	05/01/13	AA	330,586	7.760	7,219	290,447
06406HBK4	BANK OF NEW YORK NOTE	400,000	5.125	08/27/13	AA-	401,484	5.040	1,936	409,403
	Total Corporate Notes	8,130,000				8,323,867		133,802	8,071,889
US TREASURY NOTES									
912828FD7	US TREASURY NOTE	1,100,000	4.875	04/30/11	TSY	1,172,961	2.560	22,517	1,192,039
912828FD7	US TREASURY NOTE	400,000	4.875	04/30/11	TSY	404,797	0.810	8,188	433,500
912828FK1	US TREASURY NOTE	185,000	5.125	06/30/11	TSY	186,742	4.910	2,383	202,835
912828FN5	US TREASURY NOTE	575,000	4.875	07/31/11	TSY	583,962	0.840	4,646	628,547
912828KC3	US TREASURY NOTE	1,000,000	1.375	02/15/12	TSY	1,003,516	1.250	1,709	1,008,125
912828GQ7	US TREASURY NOTE	500,000	4.500	04/30/12	TSY	492,813	1.210	9,448	549,688
912828GW4	US TREASURY NOTE	1,000,000	4.875	06/30/12	TSY	1,044,619	1.240	12,255	1,115,625
912828HE3	US TREASURY NOTE	600,000	4.250	09/30/12	TSY	621,047	1.300	70	660,375
912828HG8	US TREASURY NOTE	900,000	3.875	10/31/12	TSY	919,020	1.310	14,644	980,438
912828HK9	US TREASURY NOTE	1,000,000	3.310	11/30/12	TSY	1,003,047	1.330	11,312	1,073,125
	Total US Treasury	7,260,000				7,432,522		87,171	7,844,296

**City of Napa Investment Report
March 31, 2009**

CUSIP	Description	PAR Value	Coupon Rate	Maturity Date	S&P Rating	Original Cost	Yield to Maturity	Accrued Interest	Market Value
US CORPORATE FDIC INSURED									
86801BAB1	SUNTRUST BANK FDIC GUARANTEED NOTE	500,000	3.000	11/16/11	AAA	498,485	3.110	4,375	514,483
7591EAAB9	REGIONS BANK FDIC GUARANTEED NOTE	500,000	3.250	12/09/11	AAA	499,535	3.280	4,965	520,347
36967HAD9	GE CAPITAL CORP FDIC GUARANTEED NOTE	600,000	3.000	12/09/11	AAA	621,042	1.860	5,600	617,784
91160HAA5	US BANKCORP FDIC GUARANTEED NOTE	725,000	2.250	03/13/12	AAA	724,913	1.920	816	731,882
38146FAA9	GOLDMAN SACH FDIC GUARANTEED NOTE	600,000	3.250	06/15/12	AAA	603,426	1.840	6,500	626,269
06050BAA9	B OF A CORP FDIC GUARANTEED NOTE	595,000	3.125	06/15/12	AAA	617,235	2.010	6,043	615,555
481247AK0	JP MORGAN CHASE FDIC GUARANTEED NOTE	300,000	2.200	06/15/12	AAA	299,193	1.940	697	302,370
949744AC0	WELLS FARGO & CO FDIC GUARANTEED NOTE	360,000	1.990	06/15/12	AAA	359,906	1.990	21	361,552
69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	250,000	2.300	06/22/12	AAA	249,708	2.340	1,581	252,408
481247AE4	JP MORGAN CHASE FDIC GUARANTEED NOTE	615,000	2.125	06/22/12	AAA	617,659	1.970	3,594	617,966
	Total US Corporate FDIC Insured	5,045,000				5,091,102		34,192	5,160,616
FEDERAL AGENCY BOND/NOTES									
31359MXH1	FNMA NOTE	575,000	3.875	02/15/10	AAA	564,478	0.950	2,847	589,555
3133XT5Y8	FHLB NOTE	455,000	1.050	02/23/10	AAA	454,536	1.150	504	455,427
3133XBB20	FHLB NOTE	1,300,000	4.375	03/17/10	AAA	1,281,611	0.970	2,212	1,342,250
31331XVF6	FFCB NOTE	715,000	4.800	04/12/10	AAA	708,815	5.130	16,111	742,259
3134A4VB7	FHLMC NOTE	1,150,000	4.125	07/12/10	AAA	1,100,760	0.900	10,410	1,197,079
3133XCQZ9	FHLB NOTE	565,000	4.375	09/17/10	AAA	554,435	1.190	961	590,955
3133XDTA9	FHLB NOTE	210,000	4.750	12/10/10	AAA	217,367	3.480	3,076	221,156
3128X8CV2	FHLMC CALLABLE NOTE	1,010,000	2.000	01/07/11	AAA	350,088	1.990	1,633	350,030
3134A4VJ0	FHLMC NOTE	1,050,000	4.750	01/18/11	AAA	1,054,716	1.340	10,114	1,113,329
3128X8HJ4	FHLMC FLOATING NOTE	500,000	1.224	01/28/11	AAA	500,000	1.230	1,037	499,723
31331VSK3	FFCB NOTE	175,000	4.875	02/18/11	AAA	185,367	1.430	1,019	186,156
3133XT4D5	FHLB GLOBAL NOTE	500,000	1.625	03/16/11	AAA	499,690	1.650	1,083	501,719
31398AVO2	FNMA NOTE	720,000	1.750	03/23/11	AAA	719,258	1.800	280	724,725
31359MJH7	FNMA NOTE	770,000	6.000	05/15/11	AAA	823,318	3.090	17,453	844,353
3133XFJY3	FHLB NOTE	925,000	5.250	06/10/11	AAA	936,547	1.570	14,973	998,133
31331VJ80	FFCB NOTE	2,025,000	5.375	07/18/11	AAA	2,071,938	1.710	22,071	2,191,431
3137EAAF6	FHLMC NOTE	475,000	5.250	07/18/11	AAA	496,134	3.650	5,057	514,188
31398ATD4	FNMA CALLABLE NOTE	510,000	4.000	08/18/11	AAA	510,000	4.000	2,437	515,738
31359MZ30	FNMA NOTE	400,000	5.000	10/15/11	AAA	424,094	3.170	9,222	432,750
31331GNO8	FNMA NOTE	1,400,000	2.250	04/24/12	AAA	1,399,972	2.250	3,238	1,398,250
880591DT6	TENN VALLEY AUTHORITY NOTE	960,000	6.790	05/23/12	AAA	1,052,884	2.190	23,177	1,093,374
31359MPF4	FNMA NOTE	1,000,000	4.375	09/15/12	AAA	1,041,809	1.980	1,944	1,079,688
31331X3S9	FFCB NOTE	400,000	4.500	10/17/12	AAA	410,511	2.390	8,200	428,500
31398AKY7	FNMA NOTE	550,000	3.625	02/12/13	AAA	543,256	2.040	2,714	582,313
31359MRG0	FNMA NOTE	405,000	4.375	03/15/13	AAA	423,661	3.360	788	438,919
31398AQQ8	FNMA CALLABLE NOTE	375,000	4.500	04/29/13	AAA	375,000	4.500	7,125	376,055
3137EABM0	FHLMC NOTE	150,000	3.750	06/28/13	AAA	147,091	2.210	1,453	159,296
31398ASD5	FNMA NOTE	1,200,000	3.875	07/12/13	AAA	1,196,216	3.940	10,204	1,280,626
3134A4TZ7	FHLMC NOTE	425,000	4.500	07/15/13	AAA	439,930	2.280	4,038	463,383
880591DW9	TENN VALLEY AUTHORITY NOTE	450,000	4.750	08/01/13	AAA	465,320	2.890	3,563	483,842
3133XR888	FHLB NOTE	625,000	4.000	09/06/13	AAA	626,376	2.410	1,736	666,602
31359MTG8	FNMA NOTE	400,000	4.625	10/15/13	AAA	406,658	4.250	8,531	439,250
31398AUJ9	FNMA NOTE	425,000	2.875	12/11/13	AAA	432,208	2.370	3,734	434,430
3137EABX6	FHLMC NOTE	1,075,000	2.500	01/07/14	AAA	1,063,137	2.480	6,196	1,075,754
	Total Agency Notes	23,210,000				23,477,182		209,140	24,411,234
TOTAL LAIF AND SECURITIES		\$ 92,090,521				\$ 92,770,195		\$ 722,282	\$ 93,933,557



CITY of NAPA

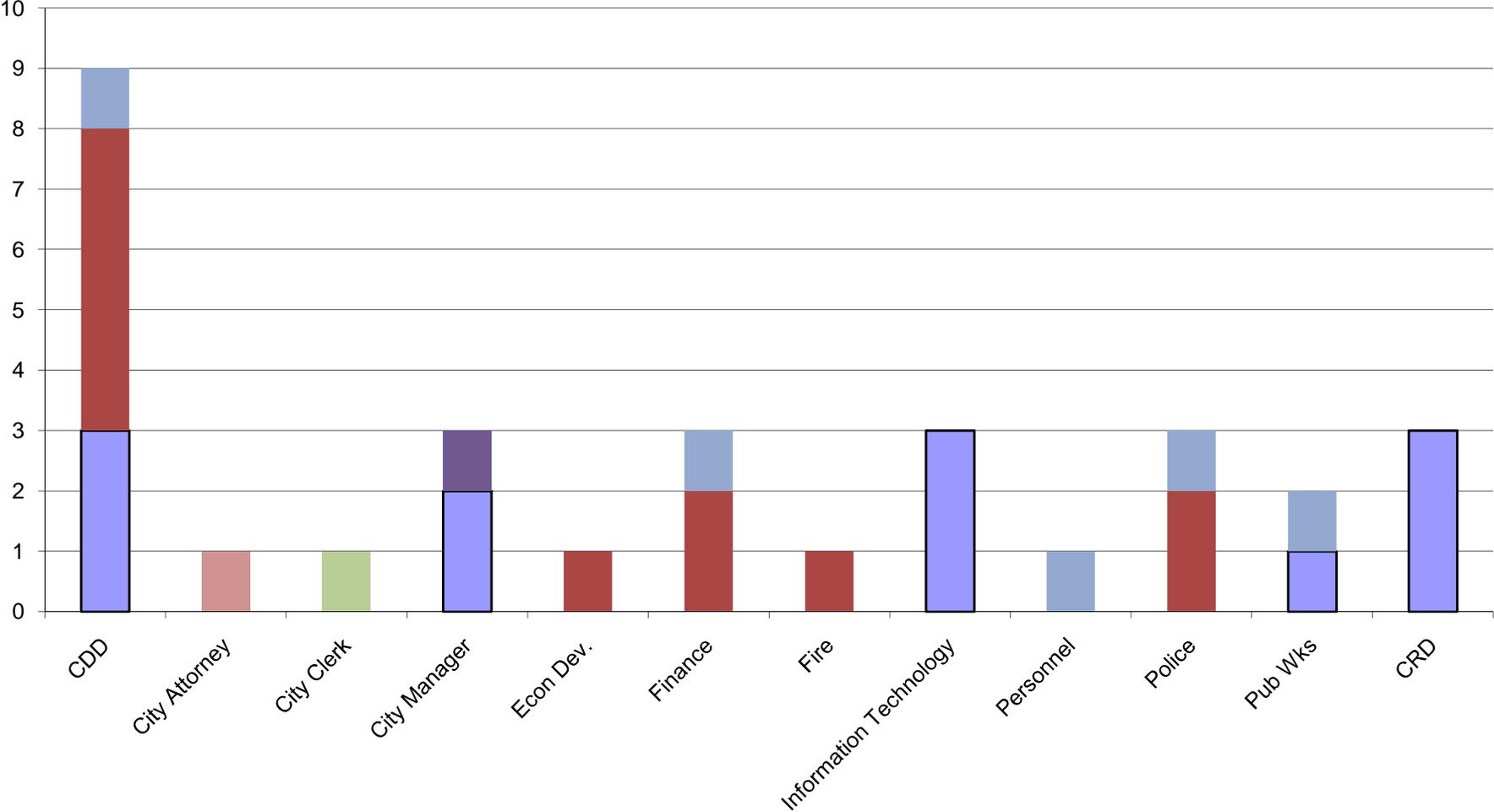
FY 2008-2009

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Project Tracking Summary By Department





Project Tracking Summary

by Department

CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00276	Climate Change Initiative	1 of 1	Behind	8/1/2009	Steve Jensen
CDD-00279	Green Building Ordinance	2 of 2	Behind	4/1/2010	Steve Jensen

Total Projects for CDD, Building: 2

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00053	Downtown Specific Plan	1 of 3	On Time	6/30/2009	Jean Hasser
CDD-00286	Public Art Ordinance	1 of 2	Behind	9/30/2009	Demery
CDD-00290	Housing Element	2 of 2	On Time	6/30/2009	Jean Hasser
CDD-00292	Napa Pipe and related planning efforts	3 of 4	On Time	6/30/2009	Jean Hasser
CDD-00293	Miscellaneous General Plan Amendment	1 of 1	Complete	4/21/2009	Jean Hasser
CDD-00294	St. Regis Napa Valley Resort	1 of 2	On Time	6/30/2009	Mike Allen

Total Projects for CDD, Planning: 6

City Attorney

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

Total Projects for City Attorney: 1

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
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Project Tracking Summary

by Department

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00209	Commission Training and Recognition	1 of 1	On Hold	4/30/2009	Sara Cox
Total Projects for City Clerk: 1					

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00246	"Citizen Centric" Report	1 of 1	Not Started	6/30/2009	Barry Martin
CM-00249	Evaluate Use of Public Access TV as Outreach Tool	1 of 1	Behind	7/31/2009	Barry Martin
CM-00285	Citywide Fee Updates	1 of 2	Behind	12/31/2009	Desiree Brun
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-00048	Ritz-Carlton Napa Valley Hotel	2 of 4	On Time	6/30/2009	Hinkle
Total Projects for Economic Development: 1					

Finance, Accounting

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



Project Tracking Summary

by Department

Fire

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FD-00243	City/County Joint Station Consideration	1 of 1	On Time	10/31/2009	Tim Borman
Total Projects for Fire: 1					

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00280	Laurel Manor Phase II	2 of 4	On Time	6/30/2009	Jan Maurer-Watkins
Total Projects for Housing: 1					

Information Technology

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
IT-00229	E911 Wireless Implementation	3 of 3	Behind	12/31/2009	Gus Ulloth
IT-00232	Security & Surveillance Camera System	1 of 1	Behind	8/31/2009	Scott Nielsen
IT-00233	Council Chambers Presentation Equipment Upgrade	1 of 1	Behind	7/31/2009	Scott Nielsen
Total Projects for Information Technology: 3					

Personnel

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



Project Tracking Summary

by Department

Police

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

PW, Engineering

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

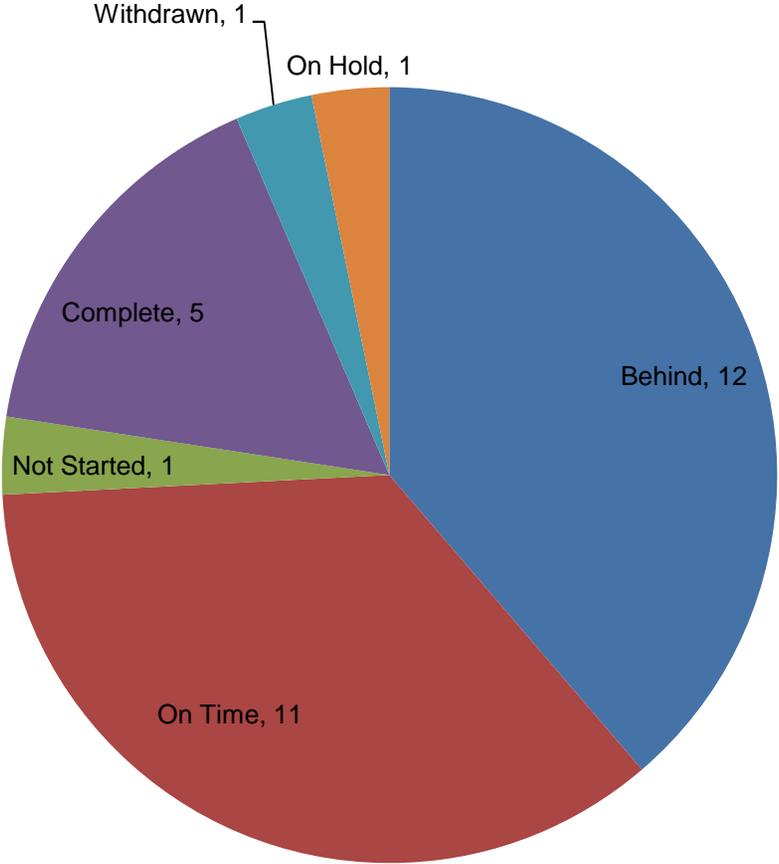
PW, Materials Diversion

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

Recreation

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

Project Tracking Summary
By Status





Project Tracking Summary

by Project Status

Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00276	Climate Change Initiative	1 of 1	8/1/2009	CDD, Building	Steve Jensen
CDD-00279	Green Building Ordinance	2 of 2	4/1/2010	CDD, Building	Steve Jensen
CDD-00286	Public Art Ordinance	1 of 2	9/30/2009	CDD, Planning	Demery
CM-00249	Evaluate Use of Public Access TV as Outreach Tool	1 of 1	7/31/2009	City Manager	Barry Martin
CM-00285	Citywide Fee Updates	1 of 2	12/31/2009	City Manager	Desiree Brun
IT-00229	E911 Wireless Implementation	3 of 3	12/31/2009	Information Technolog	Gus Ulloth
IT-00232	Security & Surveillance Camera System	1 of 1	8/31/2009	Information Technolog	Scott Nielsen
IT-00233	Council Chambers Presentation Equipment Upgrade	1 of 1	7/31/2009	Information Technolog	Scott Nielsen
PW-00221	Construction and Demolition (C&D) Debris Ordinance	1 of 4	9/30/2009	PW, Materials Diversio	Kevin Miller
REC-00006	Parks and Recreation Facilities Master Plan	1 of 1	10/1/2009	Recreation	L. Mazzuca
REC-00172	Napa Golf Course Fiscal Operations Policy	1 of 1	10/18/2009	Recreation	Larry Mazzuca

Total Projects with Behind Status: 11

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00293	Miscellaneous General Plan Amendment	1 of 1	4/21/2009	CDD, Planning	Jean Hasser
FIN-00068	Purchasing Policy Update	1 of 1	1/31/2009	Finance, Accounting	Bill Feit
PD-00275	Animal Control Contract	1 of 1	4/1/2009	Police	Andy Lewis
PER-00218	Internship Program	1 of 2	5/30/2009	Personnel	C.Kasten
PW-00278	Avia Hotel (Inn at Town Center)	2 of 2	6/30/2009	PW, Engineering	Eric Whan



Project Tracking Summary

by Project Status

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
Total Projects with Complete Status: 5					

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-00246	"Citizen Centric" Report	1 of 1	6/30/2009	City Manager	Barry Martin
Total Projects with Not Started Status: 1					

On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CLK-00209	Commission Training and Recognition	1 of 1	4/30/2009	City Clerk	Sara Cox
Total Projects with On Hold Status: 1					

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00053	Downtown Specific Plan	1 of 3	6/30/2009	CDD, Planning	Jean Hasser
CDD-00290	Housing Element	2 of 2	6/30/2009	CDD, Planning	Jean Hasser
CDD-00292	Napa Pipe and related planning efforts	3 of 4	6/30/2009	CDD, Planning	Jean Hasser
CDD-00294	St. Regis Napa Valley Resort	1 of 2	6/30/2009	CDD, Planning	Mike Allen
ED-00048	Ritz-Carlton Napa Valley Hotel	2 of 4	6/30/2009	Economic Development	Hinkle
FD-00243	City/County Joint Station Consideration	1 of 1	10/31/2009	Fire	Tim Borman
FIN-00064	GASB 45 Actuarial Study & CalPERS Trust Contract	1 of 1	12/31/2009	Finance, Accounting	Carole Wilson



Project Tracking Summary

by Project Status

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
FIN-00102	Financial System - Phase I & II	2 of 3	6/30/2009	Finance, Accounting	J.Craig
HSG-00280	Laurel Manor Phase II	2 of 4	6/30/2009	Housing	Jan Maurer-Watkins
PD-00220	Code Enforcement Initiative	1 of 1	6/30/2009	Police	Jeff Troendly
PD-00242	Photo Red Light Enforcement	2 of 2	6/30/2009	Police	Andy Lewis
REC-00173	Quadrant Fund Consolidation	1 of 1	11/1/2009	Recreation	Cindy Bannister
Total Projects with On Time Status: 12					

Withdrawn

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



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00276	Project Status	Behind
Project Title	Climate Change Initiative			Phase	1 of 1
Project Start Date	8/1/2008	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date	8/1/2009		
Lead Department	CDD, Building	Project Leader	Steve Jensen		
Project Budget	\$0				
Funding Sources	Grant funding, general fund				
<input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

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

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

Status Update

6/9/2009 - sjensen: A preliminary draft of the Napa Countywide carbon footprint results report, including municipal inventories and existing and proposed climate actions, has been released to the staffs of the County and Cities for their review and revision. The consultant has indicated that this is the first phase for a final climate action/implementation plan for the County and that additional work will be needed to complete this project. More specifically, there will be a second phase of this project assigning costs to the proposed actions and will be accomplished through funding by the Community Foundation thereby pushing the project due date out. Work toward reduction targets would occur after the implementation plan is completed.

5/4/2009 - sjensen:

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

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

May 11: Staff Working Session to Develop Possible Actions

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

Early June: Staff Comments Due

Mid June: Revised Preliminary Draft

August: Final Action Plan

1/12/2009 - sjensen:

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

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

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

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

11/5/2008 - sjensen/dbrun:

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

Internal municipal operations:

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

Community wide:

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

Climate Protection

Last updated 6/10/2009

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

Project Milestones

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

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Project Description

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

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

Status Update

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

5/4/2009 - sjensen: The City Council will be hearing a request to form a stakeholder green building task force on May 5, 2009. The task force will be charged with crafting an expanded green building ordinance that will include new residential buildings and new commercial buildings not currently included in the existing green building ordinance. The task force will be using the new State Green Building Code as a basis for the expanded ordinance. It is anticipated that the expanded green building ordinance will be ready for Council approval in the Spring of 2010.

Last updated 6/10/2009

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

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

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

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

Project Milestones

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

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Phase I of this project consisted of replacement of all of the sidewalks and various other minor repair items. Phase III of this project will include repaving of the parking lot; correcting drainage on the site; repaint building exteriors; replace/repair exterior lighting; replace fencing and replace heating units. Phase IV of this project will include remodeling the kitchens and bathrooms; repainting the interiors; and replace floor coverings.

Status Update

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

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

3/27/2009 - jwienczek: Cabinets for units 3209, 3213, 3285, and 3291 will be delivered to site on 3/31/09. All work, except for kitchens, is now complete and units will be available for occupancy on April 13, 2009. Contract for gutter installation has been awarded to Modern Method Roofing and work will begin on or around April 6, 2009.

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

1/8/2009 - jwienczek: To date, all of the concrete walkways have been replaced, new roofs have been

Last updated 5/22/2009

installed on all 13 buildings, and the structural repairs to apartment 3209 have been completed. A bidwalk for the complete interior remodeling of unit 3209 was held on 01/07/09 with bids due on 01/16/09. Bidwalks for the interior remodeling of units 3213, 3285, and 3291 will be held during the week of 01/12-01/16.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
New foundation and floor - Unit 3209	Housing	Joe Wiencek	10 %	12/31/2008	Complete
Removal and replacement of roof	Housing	Joe Wiencek	35 %	12/31/2008	Complete
Quarterly update meetings with tenants	Housing	Jan Maurer-Watkins	5 %	6/30/2009	On Time
Replacement of windows and doors - all	Housing	Joe Wiencek	30 %	6/30/2009	Not Started
Complete rehabilitation of Unit 3209	Housing	Joe Wiencek	20 %	6/30/2009	Not Started

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00286	Project Status	Behind
Project Title	Public Art Ordinance			Phase	1 of 2
Project Start Date		Project Due Date	7/1/2008		
Adjusted Start Date	7/1/2008	Requested Due Date	9/30/2009		
Lead Department	CDD, Planning	Project Leader	Demery		
Project Budget	\$0				
Funding Sources	General Fund				
<input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

Development of a Public Arts Ordinance

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

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

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

Status Update

6/4/2009 - Actual Public Outreach took longer than anticipated. The draft Ordinance is planned to be before the Planning Commission in August with their recommendations being heard by the City Council in September.

1/8/2009 - Sklingbe: Public Outreach with the Arts Council will begin January 14th starting with the Chamber of Commerce and continue through March. It is anticipated that a model ordinance could be reviewed by the Planning Commission in April.

11/12/2008 - mdemery: This project has been on hold for the public outreach to developemnt community/Chamber of Commerce. That process will be completed this Winter and the Draft Ordinance will go back to decision makers this spring.

Last updated 6/5/2009

11/10/2008 - cshoop: Specific steps and timeline will be established following conclusion of public outreach effort. This outreach has started, but an estimated completion date has not yet been determined.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Public Outreach	CDD, Planning	Marlene Demery	40 %	2/1/2009	Complete
Draft Ordinance back to PC	CDD, Planning	Marlene Demery	30 %	4/15/2009	Behind
Draft Ordinance to City Council	CDD, Planning	Marlene Demery	30 %	6/30/2009	Behind

Project Progress: 40% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Housing Committee workshop with PC/CC	CDD, Planning	Jean Hasser	40 %	8/7/2008	Complete
Preliminary Draft Element, init env eval	CDD, Planning	Jean Hasser	5 %	10/29/2008	Complete
Committee review/refinement of Element	CDD, Planning	Jean Hasser	10 %	12/15/2008	Complete
Draft Element and Env. Doc	CDD, Planning	Jean Hasser	5 %	1/15/2009	Complete
PC/CC workshop review	CDD, Planning	Jean Hasser	5 %	1/31/2009	Complete
(Opt.) if HCD req changes	CDD, Planning	Jean Hasser	5 %	1/31/2009	Complete
Final Draft Element and Env. Doc	CDD, Planning	Jean Hasser	10 %	2/15/2009	Complete
Plan Commission hearing	CDD, Planning	Jean Hasser	5 %	4/30/2009	Behind
Submittal to State HCD for formal review	CDD, Planning	Jean Hasser	5 %	5/1/2009	Complete
City Council hearing and adoption	CDD, Planning	Jean Hasser	5 %	5/31/2009	On Time
Adopted plan subm for HCD certif.	CDD, Planning	Jean Hasser	5 %	6/30/2009	Not Started

Project Progress: 85% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00292	Project Status	On Time
Project Title	Napa Pipe and related planning efforts			Phase	3 of 4
Project Start Date	7/1/2008	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Jean Hasser		
Project Budget	\$344,000				
Funding Sources	\$100,000 Developer Deposit, General Fund				

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

Project Description

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

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

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

These discussions have resulted in a new 45 day City "due diligence" effort beginning in October 2008 to look at the feasibility of accommodating up to 70% of the County's Housing needs and the ability of a

project on Napa Pipe to achieve affordable housing objectives and fund necessary infrastructure and municipal services. This \$96,500 effort, nearing completion will assist the City and County in discussing varied housing alternatives, and next steps.

Status Update

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

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

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

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

Project Milestones

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

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			0 %		
Publish draft Safety EI changes	CDD, Planning	Jean Hasser	10 %	10/15/2008	Complete
Compile add'l req'd S.EI background info	CDD, Planning	Jean Hasser	25 %	10/15/2008	Complete
Complete initial study	CDD, Planning	Jean Hasser	20 %	12/15/2008	Complete
Planning Commission Hearing	CDD, Planning	Jean Hasser	25 %	1/15/2009	Complete
City Council Public Hearing	CDD, Planning	Jean Hasser	20 %	2/15/2009	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00294	Project Status	On Time
Project Title	St. Regis Napa Valley Resort			Phase	1 of 2
Project Start Date	10/7/2008	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Mike Allen		
Project Budget	\$188,000				
Funding Sources	Developer Deposit				

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

Project Description

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

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

Status Update

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

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

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

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

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

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

Last updated 6/10/2009

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

2/4/2009 - mallen: Draft Initial Study completed 2/3/09, two week internal review commenced.

Anticipated conclusion requiring a full Environmental Impact Report which should commence 3/1/2009.

Anticipate EIR completion 6-10 months

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Application Review at IDR Meeting	CDD, Planning	Mike Allen	2 %	10/21/2008	Complete
Environmental Consultant Interviews	CDD, Planning	Mike Allen	2 %	10/21/2008	Complete
Application Deemed Incomplete	CDD, Planning	Mike Allen	2 %	10/29/2008	Complete
Follow up IDR Meeting	CDD, Planning	Mike Allen	2 %	11/12/2008	Complete
Environmental Consultant Selection	CDD, Planning	Mike Allen	2 %	1/5/2009	Complete
Draft Initial Study	CDD, Planning	Mike Allen	15 %	2/3/2009	Complete
Draft Initial Study internal review	CDD, Planning	Mike Allen	3 %	3/18/2009	Complete
EIR Scoping Meeting	CDD, Planning	Mike Allen	2 %	3/30/2009	Complete
First Admin. Draft EIR to City	CDD, Planning	Mike Allen	10 %	5/8/2009	On Time
Comments on first Admin. Draft EIR	CDD, Planning	Mike Allen	20 %	5/22/2009	Not Started
Second Admin. Draft EIR to City	CDD, Planning	Mike Allen	10 %	6/5/2009	Not Started
Comments on second Admin. Draft EIR	CDD, Planning	Mike Allen	20 %	6/19/2009	Not Started
Screencheck Draft Admin. EIR	CDD, Planning	Mike Allen	10 %	6/26/2009	Not Started

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

Evaluate potential changes to the City Charter and develop strategies and time line to address issues and prepare for formal Charter amendment in 2010 if desired. Primary focus will be in personnel systems improvements related to appointment, hiring and classification of employees; and clarification and updates to comply with changes in State and Federal law. A formal study of the City's current personnel system, structure and policies and practices will commence in late 2008 with interviews with stakeholder groups including employee bargaining units; civil service commission; and managers and department heads . Recommendations for potential Charter changes are to be completed by July 2009. Presentation of potential charter changes is anticipated to go to Council in Fall of 2009.

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

Status Update

6/9/2009 - nweiss:

City staff, in conjunction with the City's consultant, Mary Egan of Municipal Resource Group LLC, has completed a preliminary review of the City's personnel system and has identified areas of improvement. Although staff initially evaluated the possibility of modifications to the City Charter as a means of clarifying the City's personnel systems, staff has concluded that the most immediate issue can be more effectively addressed through modifications to the City's Personnel Rule and administrative policies and procedures. City staff is planning to conduct a collaborative process with the Civil Service Commission (CSC) and employee bargaining groups in late Summer 2009 in order to prepare recommended updates to the Rules and policies. If charter changes are found to be necessary in the future, staff will bring those back to Council for direction.

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

Last updated 6/10/2009

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

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

Project Milestones

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

Project Progress: 40% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CLK-00209	Project Status	On Hold
Project Title	Commission Training and Recognition			Phase	1 of 1
Project Start Date	7/1/2008	Project Due Date	4/30/2009		
Requested Start Date		Requested Due Date			
Lead Department	City Clerk	Project Leader	Sara Cox		
Project Budget	\$8,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

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

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

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

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

Status Update

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

2/9/2009 - scox: An official Commission Roster documenting the enabling legislation and bylaws for each commission as well as its composition and the requirements for appointment was completed. Council made commission appointments throughout the fall of 2008 that resulted in all City commissions now

Last updated 6/3/2009

being fully represented by Council appointees. As each appointment was made, the Roster was updated to reflect changes in the composition and appointments requirements of the respective boards/commissions.

In December 2008 City commission/board members attended a Commission Workshop at which each Chair delivered a status report on 2008 commission activities and accomplishments and projected goals for 2009. Work is underway to complete an all new Commission Manual that will serve as an orientation tool for new and returning commissioners. The City Clerk is also currently working with the City Attorney's office to develop an orientation program for new commissioners to cover code-mandated topics as well as City policies and procedures.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Organize and draft Commission Roster	City Clerk	Sara Cox	15 %	9/22/2008	Complete
Set interviews: new/reorganized boards	City Clerk	Sara Cox	10 %	10/30/2008	Complete
Plan Commissioner Workshop	City Clerk	Sara Cox	10 %	12/2/2008	Complete
Draft Commissioner Manual	City Clerk	Sara Cox	15 %	2/27/2009	On Hold
Develop Commissioner Training Program	City Clerk	S. Cox/M. Barrett	15 %	3/21/2009	On Hold
Plan Commission Recognition Dinner	City Clerk	Sara Cox	10 %	3/28/2009	On Time
Design Commission web pages/train staff	City Clerk	Sara Cox	25 %	4/30/2009	On Time

Project Progress: 35% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** CM-00246 **Project Status** Not Started
Project Title "Citizen Centric" Report **Phase** 1 of 1
Project Start Date 6/1/2009 **Project Due Date** 6/30/2009
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** Barry Martin
Project Budget \$5,000
Funding Sources City Manager's Department Budget
 City Manager's Report **City Council's Report**

Project Description

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

Status Update

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Compile information for report	City Manager	Barry Martin	70 %	6/10/2009	Not Started
Layout.design of publication	City Manager	Barry Martin	15 %	6/20/2009	Not Started
Publish and distribute report	City Manager	Barry Martin	15 %	6/30/2009	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Pros/cons of sep. G channel	City Manager	Barry Martin	20 %	3/1/2009	Complete
Plan/costs for video development	City Manager	Barry Martin	75 %	4/9/2009	Not Started
Brief City Council with any Plan	City Manager	Barry Martin	5 %	4/30/2009	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

Phase 2--The Administrative Regulations and Fee Collection Procedures will be completed by December 2009. New fees will be developed and discussed with City Management over the next 18 months and are anticipated to be adopted by City Council by June 2010.

Status Update

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

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

11/10/2008 - The Administrative Fee update will go to City Council in early December 2008 and take effect in January 2009. The schedule and timing for the remaining development related fees (street improvement, parking in-lieu, water connection, housing inclusionary, etc.) is being developed and will be vetted with City Management over the next several months. It is anticipated that these fees will all be updated (in stages) and brought before City Council for adoption by June 2009.

Last updated 6/10/2009

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Administrative Fee Update	City Manager	Desiree Brun	20 %	12/15/2008	Complete
Strategic Plan - Development Fees	City Manager	Desiree Brun	20 %	12/31/2008	Complete
All Development Fees Updated	City Manager	Desiree Brun	60 %	6/30/2009	Not Started

Project Progress: 40% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

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

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

Phase 4 (FY10-11) - Construction and occupancy

Status Update

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Engineering Plan Check	PW, Engineering	Eric Whan/Consultant	40 %	10/1/2008	Behind
Project Administration	Economic Development	Micah Hinkle	20 %	6/30/2009	On Time
Building Plan Check	CDD, Building	Steve Jensen	40 %	6/30/2009	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

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

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

Status Update

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

October - January-Consultant search and selection

January 20-Council approval of MIG selection and scope

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

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

-Application period for Steering Committee candidates

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

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

June-First Community Workshop June 9 to discuss vision and initial land use strategy ideas

- First Steering Committee meeting to refine vision and strategy ideas

Project Milestones

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

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

Status Update

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

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

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

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

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

1/2/08 - Project on track.

11/30/07 - No change.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review actuarial data with CalPERS	Finance, Accounting	C.Wilson	20%	12/31/2008	Behind
Review CalPERS contract with City Attorn	Finance, Accounting	C.Wilson	20%	1/31/2009	Behind
Finalize actuarial study	Finance, Accounting	C.Wilson	30%	1/31/2009	Complete
Finalize Trust Contract with CalPERS	Finance, Accounting	C.Wilson	20%	2/27/2009	Behind
Contract to Council	Finance, Accounting	C.Wilson	10%	3/31/2009	Behind

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Project Description

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

Status Update

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

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

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

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

4/28/08 - Delayed due to resource issues

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

Project Milestones

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

Last updated 2/10/2009

Council approval

Finance, Accounting C.Wilson

1% 1/31/2009 Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Project Description

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

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

Status Update

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

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

Project Milestones

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

Project Progress: 55% of 100% Complete

Last updated 4/23/2009



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

Status Update

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Initial Chief's/Administrators meetings	Fire	Borman	5 %	7/1/2008	Complete
Initial meeting with union/associations	Fire	Randolph	5 %	10/1/2008	Complete
City/County Administrator meeting	Fire	Borman	5 %	1/1/2009	Complete
Fire Chiefs meet to identify details	Fire	Borman	40 %	3/1/2009	Behind
Union/Association meetings	Fire	Randolph	20 %	4/1/2009	On Hold
Development of Agreement	Fire/City Attorney	Borman	10 %	5/1/2009	Not Started
Council/Board of Supervisors Approval	Fire	Borman	10 %	5/1/2009	Not Started
Inform the Brown's Valley Working Group	Fire	Borman	5 %	5/2/2009	Not Started

Project Progress: 15% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	IT-00229	Project Status	Behind
Project Title	E911 Wireless Implementation			Phase	3 of 3
Project Start Date	7/1/2008	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date	12/31/2009		
Lead Department	Information Technology	Project Leader	Gus Ulloth		
Project Budget	\$551,000				
Funding Sources	State of California 911 Fees (CPE)				
<input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

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

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

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

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

Wireless e911:

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

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

There are two major hurdles to resolve:

Last updated 6/9/2009

1. Implementation is time consuming: Coordination occurs with each wireless provider to determine and configure each cellular site and the "sectors" on each site to route to the appropriate 911 Center. This process is formulized, and we are not the first. Though time consuming, it is only a temporary staffing drain.
2. Dispatch Center Staffing: Empirical data from the State of California and CHP project a 15%-25% increase in call volume. Not specifically "calls for service" but actual received individual phone calls. Napa Dispatch Center estimates it receives 400,000 individual phone calls per year. Of that, about 100,000 are 911 or emergency calls. Current budgeted line staffing in the Napa 911 Dispatch Center is 20 Dispatchers and 4 Supervisors. Even with full staffing, there are challenges in appropriately processing current call volume. Additional staffing costs are not factored into the "Project Budget". At this time, Napa County Sheriff and it's associated contract agencies (American Canyon and Yountville) have chosen not to be included in this project.

The Police Chief and Communications Manager have filed the appropriate paper work to begin the process. Implementation is at "our own pace." The regional wireless coordinator advises a lead-time of 4-6 months to begin implementation from the moment Napa says go.

Status Update

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

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

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

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

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

10/31/2008 - gulloth: Rough time line established. When the implementation schedule is established (late December - early January); additional milestone tasks will be provided. Current final Due Date (April 1,2009) is an estimate based on limited information.

Project Milestones

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

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	IT-00232	Project Status	Behind
Project Title	Security & Surveillance Camera System			Phase	1 of 1
Project Start Date	11/1/2008	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date	8/31/2009		
Lead Department	Information Technology	Project Leader	Scott Nielsen		
Project Budget	\$50,000				
Funding Sources	Allocated 08/09 General Fund				
<input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

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

Status Update

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
System Design	Information Technology	Scott Nielsen	5 %	11/1/2008	Complete
Demo/design equipment acquisition	Information Technology	Scott Nielsen	10 %	2/15/2009	On Time
Final System Specifications	Information Technology	Scott Nielsen	25 %	2/28/2009	Complete
Demo of system prototype	Information Technology	Scott Nielsen	15 %	3/15/2009	Complete
Develop Policy for Public Deployment	Police	Richard Melton	15 %	3/31/2009	Behind
CC Approval of Public Deployment Policy	Police	Richard Melton	5 %	6/1/2009	Not Started
Installation & Maintenance Agreement	Information Technology	Scott Nielsen	25 %	6/30/2009	Not Started

Project Progress: 45% of 100% Complete

Last updated 6/10/2009



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	IT-00233	Project Status	Behind
Project Title	Council Chambers Presentation Equipment Upgrade			Phase	1 of 1
Project Start Date	12/1/2008	Project Due Date	5/30/2009		
Requested Start Date		Requested Due Date	7/31/2009		
Lead Department	Information Technology	Project Leader	Scott Nielsen		
Project Budget	\$20,000				
Funding Sources	General Fund				
<input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

Proposed Council Chambers Upgrade:

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

Proposed solution:

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

Status Update

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

5/4/2009 - snielsen: There have been significant difficulties that have required a redesign of the Council project. The new configuration will include a new 200 inch screen mounted directly behind the Council Dias. This is the only location within the chambers that provides easy viewing for all seats available to the public. An additional 150 inch screen will be deployed to replace the existing screen in its current location. Ceiling mounted projectors will project identical images on both screens. Each seat at the Dias

Last updated 6/5/2009

will receive a computer with a 12.1 inch screen. The computers will have two viewing options available. One option will be with a focus on the presentation currently projected, and the other option will allow access to a shared directory containing the current agenda. Council members will have the option to watch the presentation on screen as they do now or watch it on the computer on the Dias. The current TV monitors within the view of the Council will be replaced with a LCD Television Monitor on the left side of council Chambers in an effort to increase the image size available on the right side of the Council Chambers.

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Contract install and schedule	Information Technology	Scott Nielsen	25 %		Withdrawn
Purchase demonstration equipment	Information Technology	Scott Nielsen	3 %	3/6/2009	Complete
Install demonstration equipment	Information Technology	Scott Nielsen	15 %	5/11/2009	Behind
Take system live (Test Period)	Information Technology	Scott Nielsen	2 %	5/18/2009	Behind
Finalize installation plan	Information Technology	Scott Nielsen	10 %	5/18/2009	Not Started
Purchase equipment	Information Technology	Scott Nielsen	5 %	5/18/2009	Complete
Adjust draft with Council Member Input	Information Technology	Scott Nielsen	5 %	5/18/2009	Behind
Validate draft with Council Members	City Manager	Scott Nielsen	5 %	5/18/2009	Behind
Adjust draft with Senior Staff input	Information Technology	Scott Nielsen	3 %	5/18/2009	Behind
Validate draft with Senior Staff	City Manager	Barry Martin	4 %	5/18/2009	Behind
Adjust draft with staff input	Information Technology	Scott Nielsen	3 %	5/18/2009	Behind
Finalize Live System	Information Technology	Scott Nielsen	5 %	5/30/2009	Behind
Remove old presentation equipment	Information Technology	Scott Nielsen	2 %	5/30/2009	Behind
Validate draft with staff	City Manager	Barry Martin	3 %	6/2/2009	Complete
Draft presentation specifications	City Manager	Barry Martin	10 %	6/30/2009	Not Started

Project Progress: 11% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00006	Project Status	Behind
Project Title	Parks and Recreation Facilities Master Plan			Phase	1 of 1
Project Start Date	1/1/2008	Project Due Date	3/1/2009		
Adjusted Start Date		Requested Due Date	10/1/2009		
Lead Department	Recreation	Project Leader	L. Mazzuca		
Project Budget	\$175,000				
Funding Sources	Park Dedication Fund/Quadrant Fund				

City Manager's Report City Council's Report

Project Description

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

Status Update

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

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

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

10/28/2008 - Imazzuca: Project completion expected to be May/June 2009. Project scope and selected firm resulted in extended completion date. Inventory and data gathering completed. Project website created and online. Stakeholder meetings and information and survey gathering in progress.

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

Last updated 6/10/2009

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

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

Base Map and Existing Resource Maps Provided (August 2008)

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			%		
Develop RFP/outline/select consultant	CRD	Larry Mazzuca	30 %	7/1/2008	Complete
Develop needs assessment	CRD	Larry Mazzuca	60 %	11/1/2008	Complete
P&R Commission presentation	CRD	Larry Mazzuca	5 %	2/1/2009	On Time
City Council Presentation/Adoption	CRD	Larry Mazzuca	5 %	6/1/2009	Not Started

Project Progress: 90% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

Status Update

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

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

2/6/2009 - lmazzuca: Staff anticipates that the collection of data necessary to develop the "draft" golf course options report will take longer than anticipated. Therefore, it requires a revision of the project milestones. Please note that due dates for City Manager Final Review is anticipated for 7/16/09 and City Council Review and Adoption for 8/18/09.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
City Council Review & Adoption	Recreation	Larry Mazzuca	5 %		Not Started
Develop "draft" golf Course options	Recreation	L. Mazzuca	50 %	2/27/2009	Complete
City Manager Initial Review	City Manager	M. Parness	5 %	3/12/2009	Complete
Finance Department Review	Finance, Accounting	C.Wilson	10 %	3/12/2009	Behind
City Attorney Review	City Attorney	Michael Barrett	10 %	3/12/2009	Behind
City Manager Final Review	City Manager	M. Parness	10 %	3/27/2009	Behind
Draft Revisions	Recreation	L. Mazzuca	10 %	3/31/2009	Behind

Project Progress: 55% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

Status Update

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research Quad Fund History	Recreation	Cindy Bannister	35 %	2/27/2009	Complete
Research Gen. Plan for impacts	Recreation	Cindy Bannister	10 %	3/27/2009	Complete
Dev. Draft Proposal for CA review	City Attorney	Michael Barrett	10 %	4/17/2009	Behind
Dev. Draft Proposal for Finance review	Finance, Accounting	Carole Wilson	10 %	4/17/2009	Behind
CM review	City Manager	Mike Parness	10 %	5/8/2009	Behind
Dev. Final for City Council Adoption	Recreation	Cindy Bannister	25 %	6/30/2009	Not Started

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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

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

Project Milestones

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

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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

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

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

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify common objectives	Police	Jeff Troendly	25 %	12/30/2008	Complete
Create pilot consolidated workforce	Police	Jeff Troendly	50 %	4/30/2009	On Time
Create Special Multi-Agency Review Team	Police	Jeff Troendly	25 %	6/30/2009	Not Started

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Project Description

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

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

Status Update

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

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

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

Project Milestones

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

Project Progress: 55% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

Fiscal 2008/2009 Animal Services Control contract with the Napa Sheriff's Department. The Sheriff's Department provides the City with day-to-day animal control services. This contract has been delayed mainly in part by the lack of follow-up from County Counsel. The City Attorney's office and County Counsel are working to figure out costs related to dangerous and/or vicious dog hearings.

Status Update

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

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

Project Milestones

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

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PW-00221	Project Status	Behind
Project Title	Construction and Demolition (C&D) Debris Ordinance			Phase	1 of 4
Project Start Date	4/1/2009	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date	9/30/2009		
Lead Department	PW, Materials Diversion	Project Leader	Kevin Miller		
Project Budget	\$25,000				
Funding Sources	Solid Waste and Materials Diversion Fund				

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

Project Description

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

Phase 1 = Research and Survey of Comparable C&D Ordinances (FY 08-09) - up to approx. \$25K (outside consultant/legal)

Phase 2 = Screening & Analysis of Options; Identification of Internal and External Stakeholders - up to approx. \$35K (outside consultant/legal)

Phase 3 = Vetting of Preferred Option with Internal and External Stakeholders; Drafting and Legal Review - up to approx. \$45K (outside consultant/legal)

Phase 4 = Final Adoption and Implementation of new C&D Ordinance - up to approx \$10K (outside consultant/legal)

Status Update

6/8/2009 - kmiller: Because of 3-year budget and rate setting demands in particular, development of a C&D ordinance has been delayed. The City has identified a third party consultant (Mr. John Febbo) who is qualified, LEED certified and cost effective who has agreed to begin to help the City with this process beginning in the 4th quarter of FY 08-09. The first phase is now projected to be complete September 30, 2009.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Select Consultant for Research/Survey	PW, Materials Diversion	Kevin Miller	10%	2/15/2009	Behind
Staff & Consultant conduct survey	PW, Materials Diversion	Kevin Miller	70%	6/1/2009	Not Started
Discussion of Mixed C&D Rate at DRTS	PW, Materials Diversion	Kevin Miller	20%	6/30/2009	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

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

Status Update

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

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

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

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

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

Last updated 6/9/2009

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

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

Project construction completion is estimated to be April 2009.

Project Milestones

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

Project Progress: 100% of 100% Complete



CITY of NAPA

FY 2008-2009 Capital Improvement Projects

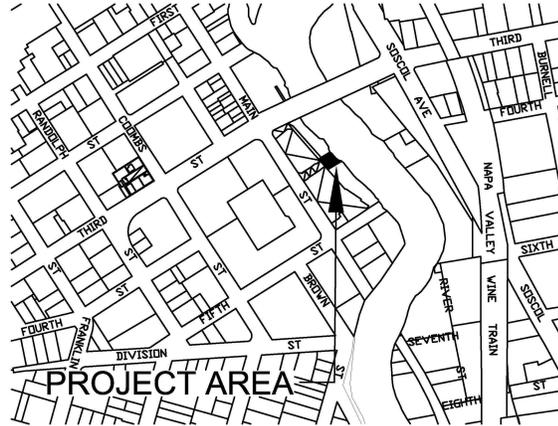
Project	Page #
• 4 th Street Boat Dock Project	87
• Citywide Sidewalk Repair 2008	88
• East Avenue Road Rehabilitation	89
• East Avenue Sidewalk Project	90
• First Street Bridge Over Napa River Replacement Project	91
• Imola Avenue @ SR 29 Ramps Traffic Signals	92
• Jamieson Canyon Water Treatment Plant Improvements	93
• Napa Creek Flood Protection Project	94
• River Park Canal Maintenance District	95

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

4TH STREET BOAT DOCK (5651-498)

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Construction Division
Mark Tomko

PROJECT STATUS:

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

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

BUDGET STATUS:

BUDGET: \$100,000

BUDGET EXPENDED: \$2,000

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

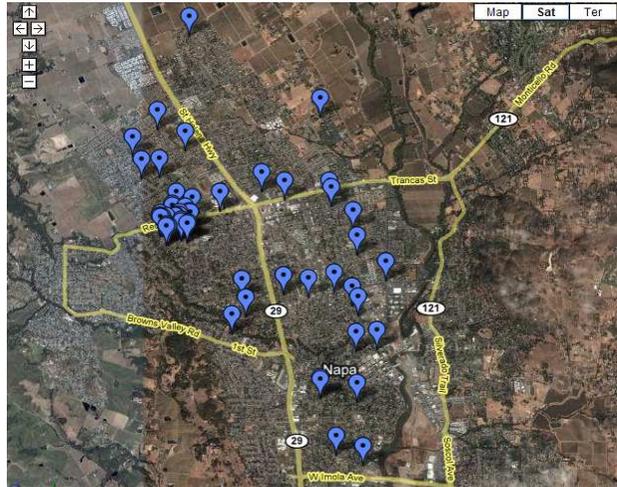
CITYWIDE SIDEWALK REPAIR 2008 (5651-527)

PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Mike Socorro - Project Engineer



PROJECT STATUS:

- Design - Complete
- Bid opening - 7/2/2008
- Award - 8/8/08 to Hess Concrete Construction
- Construction - Notice to Proceed was issued on 9/15/08. Construction is roughly 95% complete to date with 100% completion anticipated in April 2009.

PROJECT SCHEDULE

Actual Percentage Complete

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

BUDGET STATUS:

PROJECT BUDGET: \$1,209,836
 BUDGET EXPENDED TO DATE:
 Design - Approximately \$25,000 (2% of the total budget)
 Construction - \$1,011,995 (84% of total budget)
 Total to Date - \$1,095,958

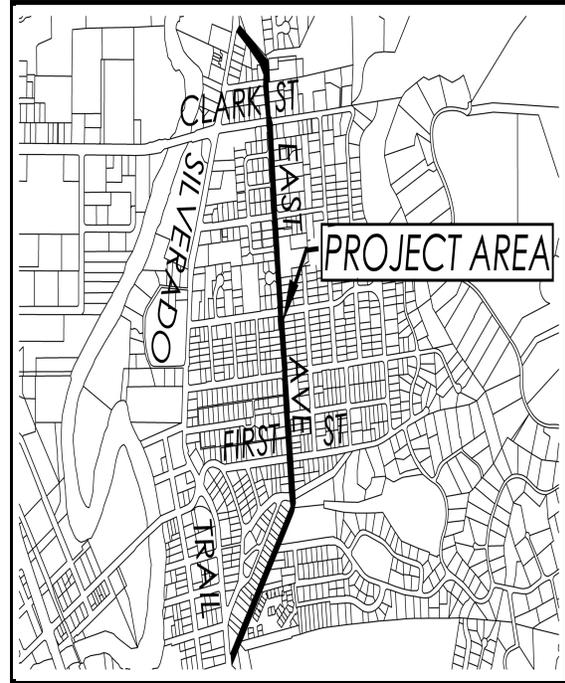
NOTES: The Engineer's Estimate for construction of the project was approximately \$1,103,780. Project experienced a bid dispute. The Lowest bidder (Sansei Gardens) was determined to be non-responsive. The second lowest bidder (Hess Concrete Construction) was then awarded the job.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

EAST AVENUE ROAD REHABILITATION PROJECT (5651-450)

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Neil Mathiesen

PROJECT STATUS:

Design is being performed in-house and will be completed in July 2009. Consideration is being given to splitting this project into two projects pending the construction start time of the East Ave. Sidewalk Project. If the East Ave; Sidewalk Project is delayed, then the project will be split into two projects. Construction is expected to begin in September 2009 and conclude in December 2009.

PROJECT SCHEDULE

Component	Start Date	End Date	Actual Percentage Complete													
			2008			Q1			Q2			Q3			Q4	
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Design	Jul-08	Jul-09							5%			30%				
Bid & Award	Jul-09	Aug-09														
Construction	Sep-09	Dec-09														

BUDGET STATUS:

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

BUDGET EXPENDED TO DATE: Approximately \$55,000 has been spent on design (5% of the total budget).

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

EAST AVENUE SIDEWALK PROJECT (5651-450)

PROJECT DESCRIPTION:

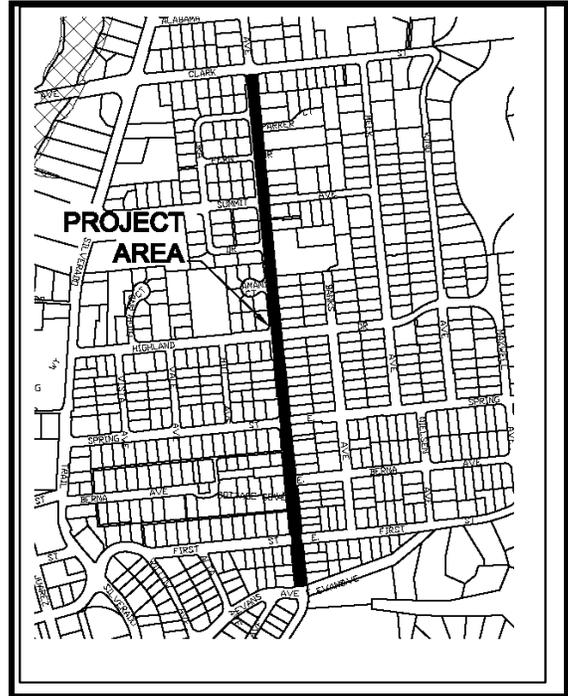
The East Avenue Sidewalk Project will construct a continuous sidewalk on the east side of East Avenue between Clark Street and Alta Heights Elementary School.

PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Neil Mathiesen

PROJECT STATUS:

Design is being performed in-house and will be completed in July 2009. The plans, specifications, and estimate will be submitted to Caltrans Local Assistance for obligation of Federal funds for construction.



PROJECT SCHEDULE

Component	Start Date	End Date	Actual Percentage Complete														
			2008			Q1			Q2			Q3			Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design	Jul-06	Jul-09			25%			40%			50%						
Bid & Award	Jul-09	Aug-09															
Construction	Sep-09	Dec-09															

BUDGET STATUS:

PROJECT BUDGET: \$550,000 (of which \$467,000 is federally funded), but will require additional funds (see below).

BUDGET EXPENDED TO DATE: Approximately \$30,000 has been spent on design (5% of the total budget).

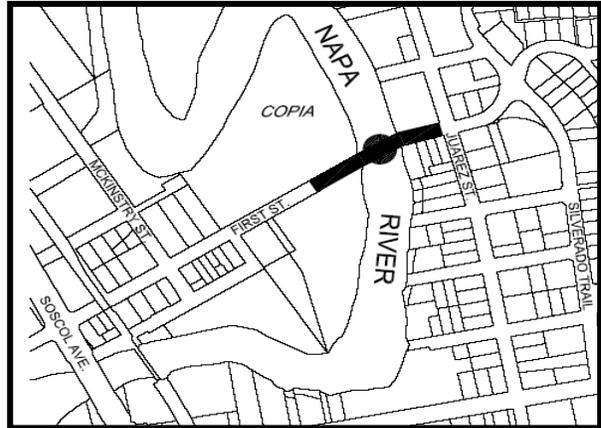
NOTES: The Engineer's Estimate for construction of the project is approximately \$600,000. Repairs of existing storm drain facilities have been added to the project which will require additional funds to be appropriated from the Storm Water System Service Fee Account. A revised Engineer's Estimate is still being evaluated as further exploratory work is required of the existing storm drain system.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department
Jason Holley

PROJECT STATUS:

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

PROJECT SCHEDULE			Actual Percentage Complete											
			2008			Q1			Q2			Q3		
Component	Start Date	End Date	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	Jan-04	Jan-08									100%			
Bid & Award	Feb-08	Mar-08									100%			
Construction	May-08	Oct-09									70%			

BUDGET STATUS:

PROJECT BUDGET: \$15.1 M (of which \$13.3 M is federally reimbursable)
BUDGET EXPENDED TO DATE: Approximately \$12 M spent to date

NOTES: Construction contract is \$10.3M of which \$7.0M spent to date. Change orders represent 3% of contract total thus far.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

ROUTE 29/IMOLA AVENUE SIGNALIZATION (5651-511)

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Construction Division
Mark Tomko

PROJECT STATUS:

Design of this project and application for the Caltrans encroachment was completed by Castle Companies as a condition of approval for the Sheveland Ranch residential development. The encroachment permit has been transferred to the City of Napa. The final plans and specs were prepared by Riechers, Spence, & Associates with a bid opening date of April 16, 2009.

PROJECT SCHEDULE			Actual Percentage Complete											
			2008			Q1			Q2			Q3		
Component	Start Date	End Date	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design Phase 1	Jan-09	Jun-09			75%			75%			100%			
Bid & Award	Jun-09	Aug-09												
Construction	Aug-09	Oct-09												

BUDGET STATUS:

BUDGET: \$1,100,000

BUDGET EXPENDED: \$13,000

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

PROJECT DESCRIPTION:

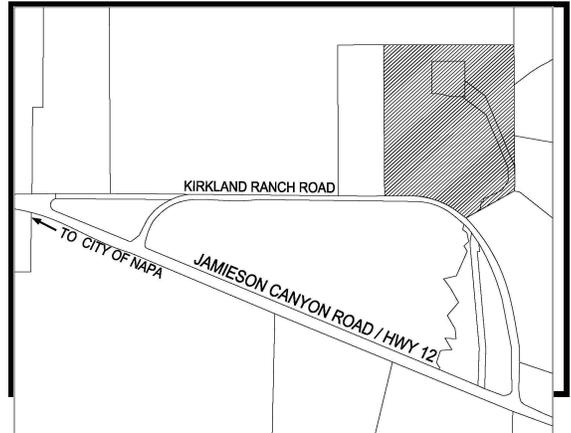
This project consists of \$38M construction of new water treatment facilities and improvements to existing facilities. The improvements will give the City the capability to take beneficial use of existing water rights as allocated by the State Water Project.

PROJECT MANAGEMENT:

Joy Eldredge, Acting General Manager
Public Works - Water Division

PROJECT STATUS:

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



PROJECT SCHEDULE

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

PROJECT BUDGET: \$38,588,000

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

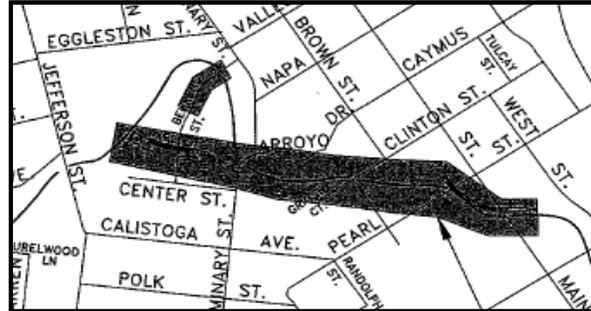
Construction is ahead of the contract schedule. The finish date is projected to be 4 months ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 1.5% of the contract amount.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA CREEK FLOOD PROTECTION PROJECT

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

United States Army Corps of Engineers

PROJECT STATUS:

Corps design is 65% complete and expected to be complete in late 2009

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

BUDGET STATUS:

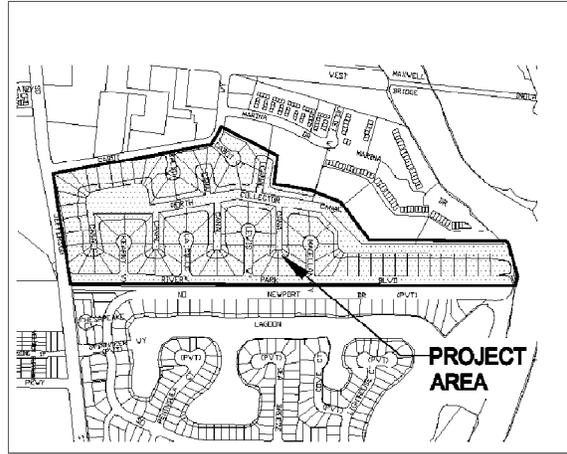
1) Corps of Engineers was awarded \$30M of stimulus funds for this project

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

RIVER PARK CANAL MAINTENANCE DISTRICT DISTRICT (5951-005)

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Construction Division
Mark Tomko

PROJECT STATUS:

The estimate to complete all of the repairs identified by Winzler & Kelly and dredge is approximately \$6,000,000 and the current account balance is approximately \$2,400,00 with estimated revenues of \$225,000 per year. The work has been broken into phases that can be completed over 18 years given the funding source. The first phase or work is bank repair at the Newport North Condominiums and four properties. The documents for the CEQA and permitting are nearly complete. Finding a disposal site for dredged material has impacted the schedule and available funds. Advertising for bids is expected to start in June 2009 with work being completed between August and October.

PROJECT SCHEDULE

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

BUDGET STATUS:

RIVER PARK FUND BALANCE: \$2,300,000
 WINZLER & KELLY BUDGET: \$200,000
 WnK BUDGET EXPENDED TO DATE: \$188,539

NOTES: This is an assessment district that has approximately \$2,300,000 and receives \$230,000 per year in assessment revenue. The construction project planned for 2009 is estimated to cost \$2,000,000. Staff is requesting authorization at the June 16 City Council Meeting to extend Winzler & Kelly's contract one additional year per the terms of the agreement and add \$200,000.



CITY of NAPA

Citizen Relationship
Management
(CRM)



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

Report on Citizen Relationship Management (CRM) activity Q3 FY 2008-09

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

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

The attached chart "All Service Requests Q3 2008-09 " shows the total number of service requests made in the 23 available request types during the period January-March. (Note: 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. This is the only significant service request content that has not been fully incorporated into the CRM system, and will be absorbed over time as other systems are phased out.)

The second chart titled "Service Request Average Time Open vs. Time Allowed" shows the same 23 service request types with data lines indicating the performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) (Note: The extended average time to complete in some categories such as "rough road surface" and "drainage problem" are indicative of (a) the need for additional time in many cases to evaluate what are sometimes extensive requests, and (b) the need for staff to identify when a service request should be closed out in the CRM system and moved to a project list.

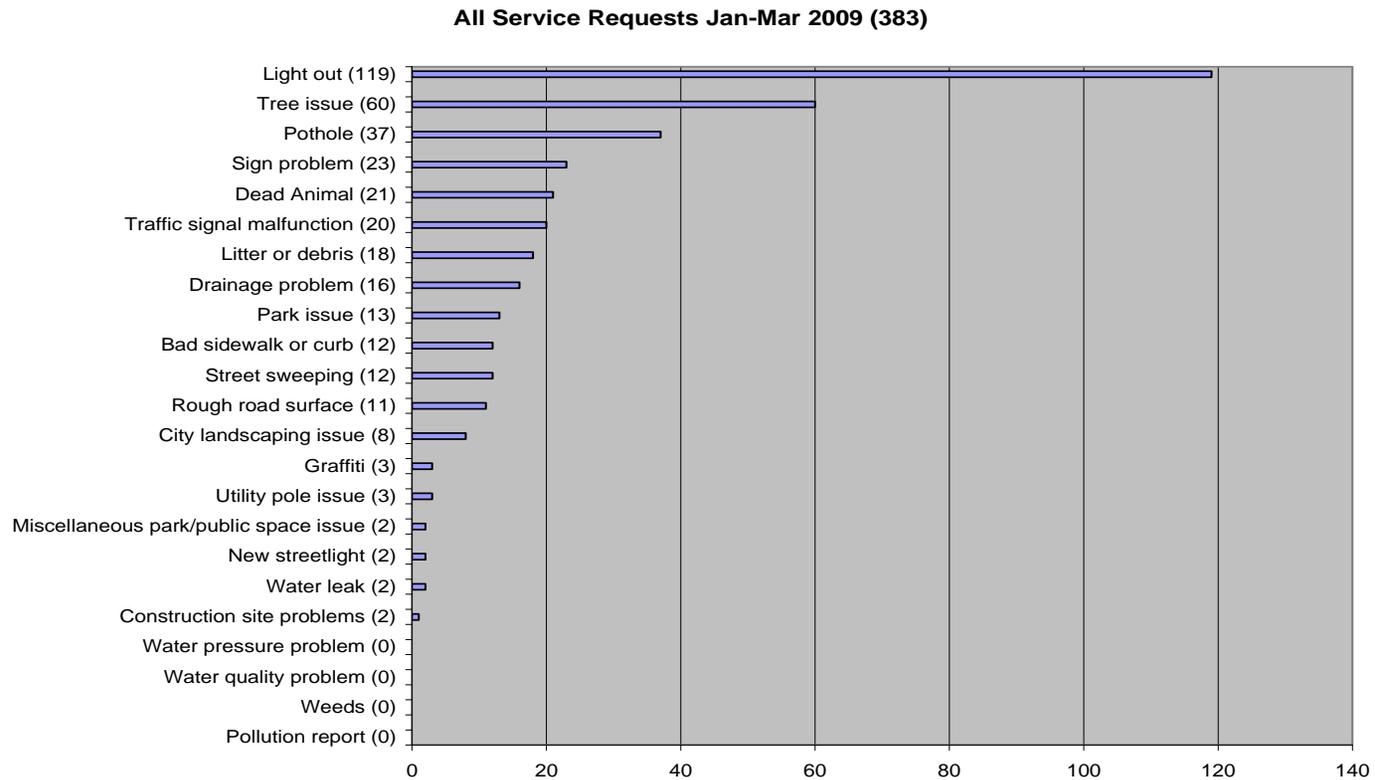
Over the next quarter of the year, we will continue to evaluate whether the SLAs that were established at the outset need to be adjusted, or if the response times can be shortened. We will also continue the training process so that all staff understand the importance of processing requests through to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

Report provided by Barry Martin, June 5, 2009



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

A total of 383 external service requests were entered into the CRM system in the third quarter of FY 2008-09. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins. The total number of requests for each service request type is shown in parentheses.

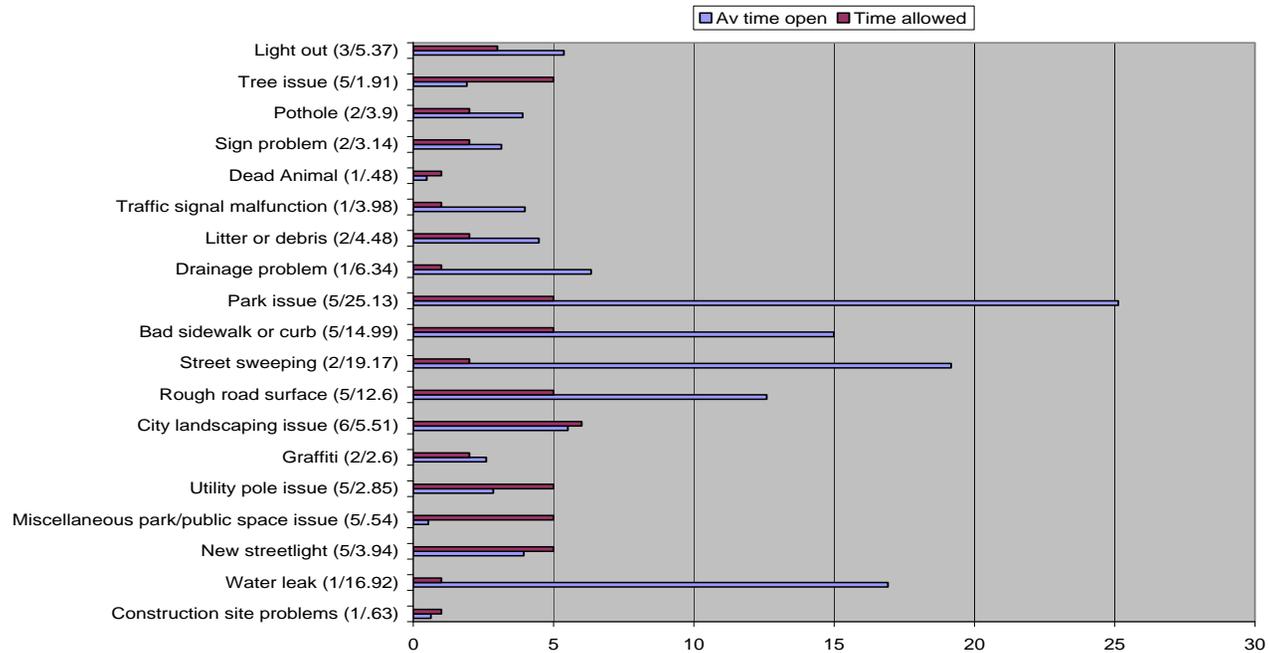




Report on Citizen Relationship Management (CRM) Activity For Third Quarter 2008-09

Each Service Request has a specific amount of time allowed for completion. This time allowance is called the Service Level Agreement (SLA) which were set by each Department at the start of CRM implementation and have been adjusted over the last year of use. This chart shows all the Service Request types and compares the Average Time to Close them to the SLA. The first number in parentheses is the number of workdays allowed for completion – the second number is the average time to close during the January – March 2009 quarter. A narrative explanation follows the chart.

Service Request average time open vs. time allowed





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

There are five types of Service Requests in this report where SLAs were significantly exceeded in the period reviewed. It is apparent from a detailed review that staff have generally responded in a timely manner to services requests, but that in some instances requests were not closed until the problem was completely fixed rather than closing it when the request had been responded to. Staff and managers have been reminded that service requests are to be closed when the request has been received and either resolved, or assigned to a project list. As we have it configured, the CRM is an intake and assignment system and is not designed to be a tracking system where work orders remain open for extended periods of time. The problem illustrates a need for reminders and refresher training in how the Service Center (CRM) system is designed to be used.

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2008

1. Policy

It is the policy of the City of Napa to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and 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. These 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

Investments shall be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the city's investment officials shall be the "**prudent investor**" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and in the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2008

4. Objective

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

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

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

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

5. Delegation of Authority

Pursuant to the City of Napa Municipal Code Section 2.32.030(g), the Finance Director/Treasurer is delegated investment authority and is responsible for investment decisions and activities. Section 53607 of the California Government Code requires that delegation of authority is only valid for a one-year period or until the delegation of the authority is revoked or expires. Authority must be renewed each year. The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: Safekeeping, Public Securities Association 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 person 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.

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2008

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

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

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer. 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.

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2008

10. Safekeeping and Custody

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

11. Diversification

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

12. Maximum Maturities

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

13. Internal Control

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

14. Performance Standards

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2008

15. Reporting

The City shall comply with State reporting requirements established by California Government Code section 53646. Monthly statements generated by the City's contracted investment managers shall provide the following information:

Type of investment

Issuer

Maturity date

Par and dollar amount invested on all securities

Market value as of the date of the report and source of valuation

16. Investment Policy Adoption

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2008

APPENDIX "A"

**ALLOWABLE INVESTMENTS AND ADDITIONAL
INVESTMENTS GUIDELINES**

A. INVESTMENTS

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 Instrumentality Securities are not direct obligations of the United States but do involve federal sponsorships or guaranty.

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

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The federal government has sponsored the creation of, or the financial support of several corporations, also known as government-sponsored instrumentalities. 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)

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. Please refer to restriction on collateralized mortgage obligations in other investments not allowed by the City.

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 agency'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.

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City of Napa Limitation:

- 1) Maximum par value size 30% of portfolio
- 2) Maximum par value per institution - \$2,000,000 or 10% whichever is lower.
- 3) Credit - from City authorized 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 (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 53601 Requirement: No limit specified.

City of Napa Limitation:

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

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 - from City authorized financial institutions. Must be rated A or higher by a nationally recognized statistical-rating organization. Collateral must comply with Government Code, Chapter 4, Bank Deposit Law Section 16500 (et seq) and the Savings and Loan Association and Credit Union Deposit Law GC Section 16600 (et seq).

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5. Commercial Papers 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 (\$5,000,000).
- 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
- 3) Credit - CA GC Section 53601 requirements as in above sections 1,2,3,4, and 6

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 in the top three note rating categories by two of the three largest nationally recognized rating services.
- 3) May not exceed 30% of surplus money

City of Napa Limitation:

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

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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) \$40,000,000 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 bills 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.

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9. Money market accounts are market-sensitive bank accounts, which are available to depositors at any time without penalty. The interest rate is generally comparable to rates on money market mutual funds. The City is also authorized to invest in shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and are subject to 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%
- 2) Maximum of 10% per any one money market mutual fund.

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

- 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
- 6) When issued market for treasury bills
- 7) Federal (Fed) funds.

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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,
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 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.



QUARTERLY INVESTMENT REPORT APPENDIX

Investment Goals

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

Glossary of Terms:

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

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

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

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

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

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