

**CITY OF NAPA CITY COUNCIL  
AGENDA REPORT**

Admin I Calendar  
Agenda Item No. 5A  
Date: October 7, 2008

To: Honorable Mayor and Members of City Council  
From: Mike Parness, City Manager   
Prepared by: Chris Shoop, Management Analyst, 257-9902   
Subject: Fiscal Year 2007-2008 Fourth Quarter Report

**ISSUE STATEMENT:**

Receive, approve and file the Fourth Quarter Report for Fiscal Year 2007-2008.

**DISCUSSION:**

The attached document is the City's fourth edition of the Quarterly Report. The report includes a financial section which compares the General Fund revenues and expenditures for the fiscal year with projections. This report is being presented later than normal to allow for the year end accrual process. It is anticipated that the final audited numbers, available in January 2009, will not vary significantly.

The second section of the report includes a description and status report of some of the City Department work program items scheduled for the current fiscal year. The projects are presented in order to keep the Council apprised of the priorities that have been assigned to the departments that may be of interest to you and the general public, and to keep you informed through out the year on progress achieved.

The quarterly report provides an update and status designation for each project. The following schedule provides an overview of proposed timeline adjustments to the projects provided in the last quarterly report:

<b>Project Number</b>	<b>Project Title</b>	<b>Proposed Adjustment</b>	<b>Justification</b>
CDD-00058	Green Building Ordinance	Adjusted Due Date: 7/1/2009	The date change was prompted by pending changes in the green building rating systems (LEED and BIG) and time required to analyze the new state green building code

			recently adopted by the Building Standards Commission. Time is also needed to study state energy efficiency standards effective on July 1, 2009 (not yet published) and costs associated with exceeding these standards.
CM-00083	City Charter Review	Adjusted Due Date: 6/30/2010	Work is behind schedule pending preparation of RFP and subsequent work focusing on identifying potential charter changes related to the City's personnel system and structure. Project will be revised and re-submitted in FY 08/09.
ED-00054	5 <sup>th</sup> Street Garage	Adjusted Due Date: 10/31/08	Draft Operations and Use Agreement complete and waiting for final agreement of terms with County staff prior to review by City Council and County Supervisors
FIN-00002	Finance System—Phase 1	Adjusted Due Date: 7/1/2009	Progress on completion hampered by software problems that the company has needed extensive time to correct.
FD-00075	Fire Station No. 5 (Browns Valley Station)—Station Location and Plan	Adjusted Due Date: 12/31/08	Project changed direction due to site/property issues. A new development plan is being created to outline steps for upcoming fiscal year.
HSG-00044	Laurel Manor Status	Adjusted Due Date: 6/30/2009	The sidewalks have been completed and work on the roofs will begin in the next week or two. Because we do not want to have the roof and window projects under construction at the same time, we may have to delay the window/door replacement until spring.

PW-00025	1 <sup>st</sup> Street Bridge Replacement over Napa River	Adjusted Due Date: 10/1/2009	Demolition of existing bridge took longer than expected because unexpected reinforcing was in place.
PW-00026	Oxbow Preserve Construction	Adjusted Due Date: 11/5/2008	Planting moved closer to the Fall to improve the likelihood that plantings will survive. The opening date of the Preserve has not changed.
PW-00045	Avia Hotel	Adjusted Due Date: 4/30/2009	Project construction completion is now estimated to be in April 2009.

With the approval of each Quarterly Report, the Council is approving the proposed adjustments in priorities and schedules.

This process provides a positive opportunity to ensure the Council and the Administration are working together with the same priorities and expectations. If new priorities emerge during the year, it should be easier to adjust schedules and absorb new work efforts by identifying existing projects that can be delayed or withdrawn in favor of the new priorities.

During the fourth quarter, the City completed a number of key projects. The following list provides a summary of the projects updated in the last quarterly report that have since been completed:

<b>Project Number</b>	<b>Project Title</b>
CDD—00047	Kimpton Hotel
CLK—00040	Granicus System Implementation
ED—00052	Soscol Gateway Redevelopment Project Area
PW—00022	Custom House Sidewalk
PW—00013	Jamieson Canyon Water Treatment Plant—Phase 1

The third section contains our second round of project reports on the City's Capital Improvement Projects. Summary status reports on select Capital Improvement Projects are provided for review and consideration.

The final section of the Quarterly Report is new this quarter. We are providing summary information collected from our new Customer Service software system for City Council review and consideration. These new reports allow the Council to track the nature and number of service requests received from the public and to monitor the administration's responsiveness to those requests. In future reports, as we collect this data over time for each reporting period, we will be able to provide comparison information for each quarter. Should Council have any suggestions to improve this information, staff would be happy to incorporate the improvements for the next report.

The Quarterly Report is a public document that will be made available on the City's website, in the City Clerk's Office and at the Finance Department.

**FINANCIAL IMPACTS:**

None.

**CEQA:**

The City Manager has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

1. Attachment 1: Fourth Quarter Report Fiscal Year 2007-2008

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

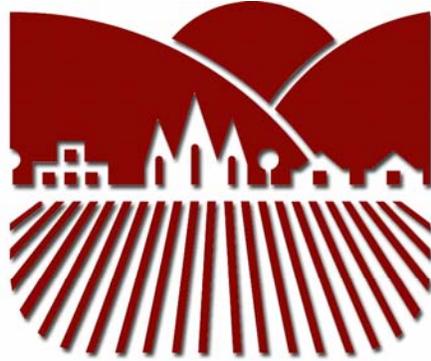
City staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion stated as:

Move to:

Receive and file the Fourth Quarter Report for Fiscal Year 2007-2008, and approve the proposed projects and project plans as presented.

**CITY MANAGER**





# CITY of NAPA

Fourth Quarter Report  
FY 2007-2008



**CITY MANAGER**  
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Mailing Address:  
P.O. Box 660  
Napa, California 94559-0660  
(707) 257-9501  
FAX (707) 257-9534

October 7, 2008

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's Fourth Quarter Report for 2007-08. 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 end of fiscal year 2007-08. The report describes the revenue collection trends from major sources and also tracks expenditures to allow early identification of issues and trends.

In addition, the report also 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.

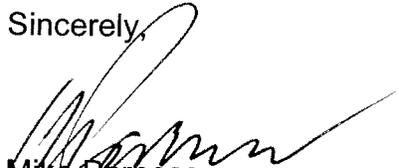
The third section of the report contains summary status reports on select Capital Improvement Projects for review and consideration. These reports provide an overview and map of the projects, as well as updates on the status, schedule, and costs to-date.

The final section of the report is a new enhancement to the Quarterly Report which provides information collected from our new *Customer Service* software system. These new reports allow 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. However, the Fourth Quarter report takes a little longer to allow the Finance Department staff more time to analyze year end accruals 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,



Mike Barnes  
City Manager



## QUARTERLY FINANCIAL REPORT

### **Introduction**

This report is the City's fourth quarterly financial report. Presented is the information for the General Fund fiscal year ended June 30, 2008. These results are unaudited.

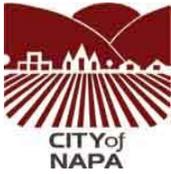
This financial report is presented on a modified accrual basis wherein revenues are reported when earned and available and expenditures are reported in the period the liability is incurred. This report was delayed in order to proceed through the accrual process and report more accurately the unaudited General Fund activity for the fiscal year.

### **Management's Overview**

The financial information on the next page is for the full fiscal year. All budget amounts are for the full year and include all budget amendments made during the fiscal year.

The fourth quarter of the fiscal year saw financial performance remain steady with year end expenditure activity 4% below the amended operating budget. Revenues are continuing to show some weakness due to economic slowdown, but strong interest earnings and transient occupancy tax revenues allowed the City to end the year very close to projections.

Further, after we have prepared this report over a period of two years, we will be able to present both the revenue and expenditure information with more meaningful comparisons to previous quarterly experience and provide a more detailed analysis.



## QUARTERLY FINANCIAL REPORT

### General Fund Summary

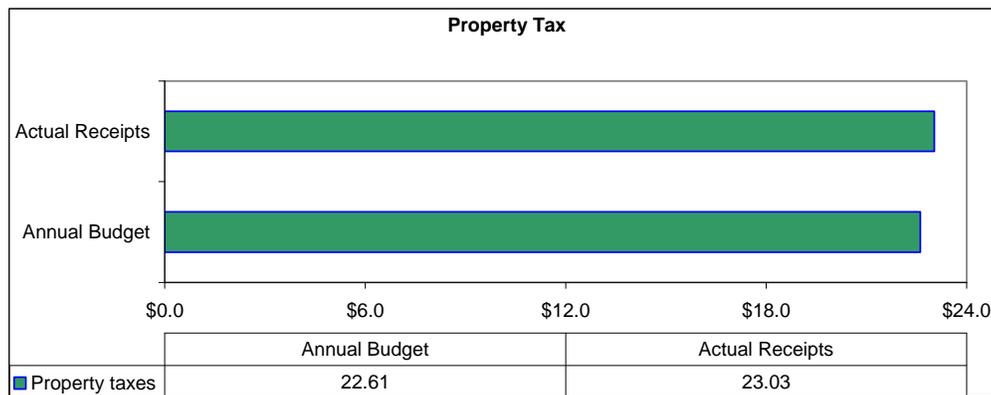
	(1) Actual	(2) Fiscal Year Ending UNAUDITED			(3) 2007-08 Fiscal Year		
		Budget	Variance	%	Budget	Variance	%
<b>Revenues:</b>							
Property taxes	\$ 23.028	22.615	0.414	102%	22.615	0.414	102%
Sales taxes	13.500	13.652	-0.152	99%	13.652	-0.152	99%
Transient occupancy	8.722	8.104	0.618	108%	8.104	0.618	108%
Business license	3.145	3.145	0.000	100%	3.145	0.000	100%
Other taxes	1.712	1.512	0.199	113%	1.512	0.199	113%
Licenses & permits	1.772	1.789	-0.018	99%	1.789	-0.018	99%
Intergovernmental	1.428	1.996	-0.569	72%	1.996	-0.569	72%
Charges for services	4.791	4.976	-0.185	96%	4.976	-0.185	96%
Transfers in	3.822	4.040	-0.218	95%	4.040	-0.218	95%
Other	2.288	1.512	0.776	151%	1.512	0.776	151%
<b>Total Revenues</b>	<b>64.209</b>	<b>63.341</b>	<b>0.867</b>	<b>101%</b>	<b>63.341</b>	<b>0.867</b>	<b>101%</b>
<b>Departmental Expenditures:</b>							
Legislative/Admin/ Support	7.439	7.662	0.223	97%	7.662	0.223	97%
Community development	4.590	4.829	0.239	95%	4.829	0.239	95%
Police	18.491	18.622	0.131	99%	18.622	0.131	99%
Fire	12.197	12.306	0.109	99%	12.306	0.109	99%
Public works	8.053	8.330	0.277	97%	8.330	0.277	97%
Community resources	5.549	5.645	0.096	98%	5.645	0.096	98%
Transfers out	1.338	1.338	0.000	100%	1.338	0.000	100%
General govt	1.486	2.803	1.317	53%	2.803	1.317	53%
<b>Total Expenditures</b>	<b>59.144</b>	<b>61.535</b>	<b>2.391</b>	<b>96%</b>	<b>61.535</b>	<b>2.391</b>	<b>96%</b>
<b>Results from operations</b>	<b>5.065</b>	<b>1.806</b>	<b>3.258</b>	<b>n/a</b>	<b>1.806</b>	<b>3.258</b>	<b>n/a</b>
<b>Nonrecurring Items</b>							
FEMA revenue	1.256	1.256	0.000	100%	1.256	0.000	100%
Miscellaneous	0.232	0.232	0.000	100%	0.232	0.000	100%
Use of reserves	0.000	0.414	-0.414	0%	0.414	-0.414	0%
Contribution from NCRA	0.120	0.120	0.000	100%	0.120	0.000	100%
<b>Revenues</b>	<b>1.608</b>	<b>2.022</b>	<b>-0.414</b>	<b>80%</b>	<b>2.022</b>	<b>-0.414</b>	<b>80%</b>
Capital projects	4.800	4.800	0.000	0%	4.800	0.000	0%
Replenish reserves	3.625	3.625	0.000	100%	3.625	0.000	100%
Financial system	0.758	0.758	0.000	100%	0.758	0.000	100%
Records mgmt project	0.035	0.035	0.000	100%	0.035	0.000	100%
FEMA expenses	0.188	0.157	-0.032	120%	0.157	-0.032	120%
<b>Expenses</b>	<b>9.406</b>	<b>9.374</b>	<b>-0.032</b>	<b>0%</b>	<b>9.374</b>	<b>-0.032</b>	<b>100%</b>
<b>Impact of Nonrecurring</b>	<b>-7.798</b>	<b>-7.353</b>	<b>-0.064</b>	<b>n/a</b>	<b>-7.353</b>	<b>-0.064</b>	<b>n/a</b>
<b>Change in Fund Balance</b>	<b>\$ -2.734</b>	<b>-5.546</b>	<b>3.195</b>	<b>n/a</b>	<b>-5.546</b>	<b>3.195</b>	<b>n/a</b>



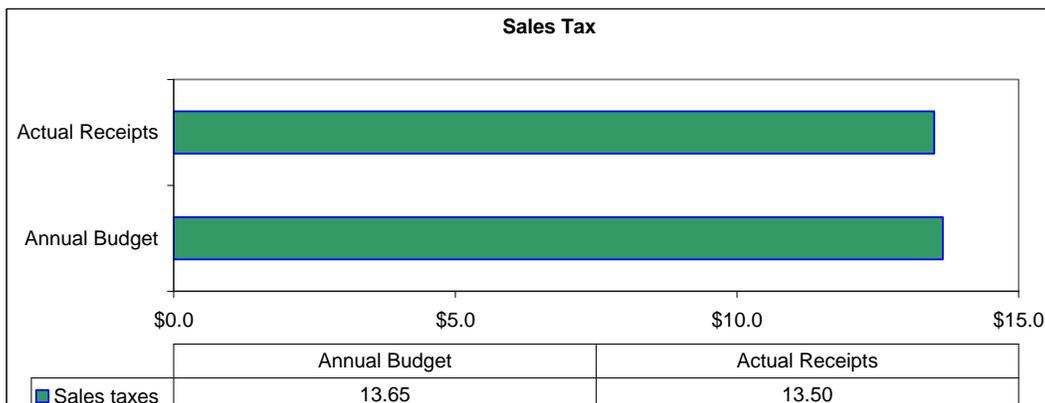
## QUARTERLY FINANCIAL REPORT

### General Fund Revenue Analysis

**Property Tax** – Property taxes are the City’s largest source of operating revenue (35%) and are relatively inelastic in that they should remain 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%. Assessed values can be increased by no more than two percent per year until a property is resold. Actual receipts slightly exceeded expectation. However, the County has indicated the intent to write down additional properties in the coming year. We will be reviewing the potential budgetary impacts and reporting as information is available.



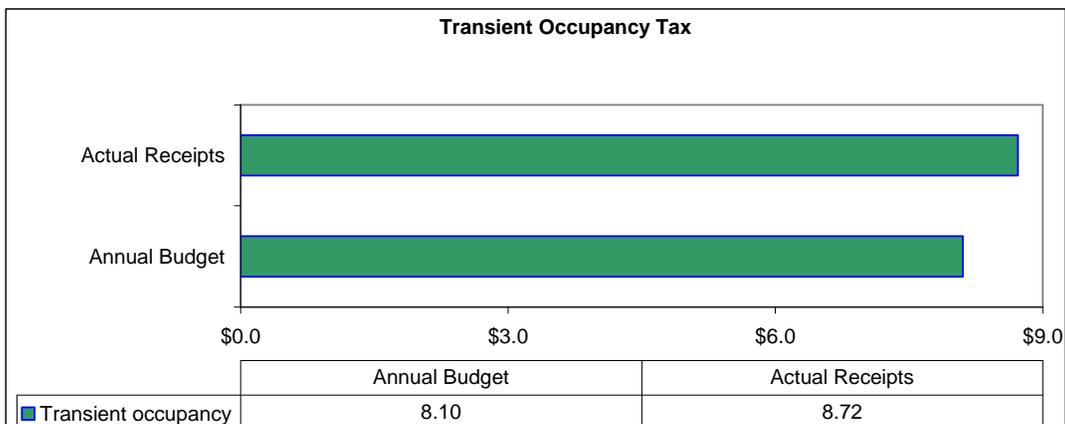
**Sales Tax** – Sales taxes are the City’s second largest source of revenue (22%) and are elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs. Sales tax activity began to slow in the third quarter and continued to slow through the end of the year, resulting in slightly lower than anticipated revenues.





## QUARTERLY FINANCIAL REPORT

**Transient Occupancy Tax (TOT)** – Transient occupancy taxes are the City’s third largest source of revenue (13%) and are 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 licensed vacation rentals operating within the City. The tax rate is 12%, of which the City receives 100%. This revenue source continued to perform well beyond original expectations and the fourth quarter reflected strong tourism activity and stronger than anticipated TOT receipts.



**Charges for Services** – This revenue source encompasses fees the City charges throughout its various functions, with a large portion of the budget dollars focusing on development and recreation fees.

**Other Revenue Items of Note** – Investment earnings continue to post stronger than anticipated which helped offset lower than expected documentary stamp tax revenue. This tax is collected when real property within the City is sold and is the City’s first impact from the housing market downturn. Nonrecurring Federal Emergency Management Agency and California Office of Emergency Service revenues for reimbursement of the cost of initial response (\$2.4 million) came in much stronger than anticipated.

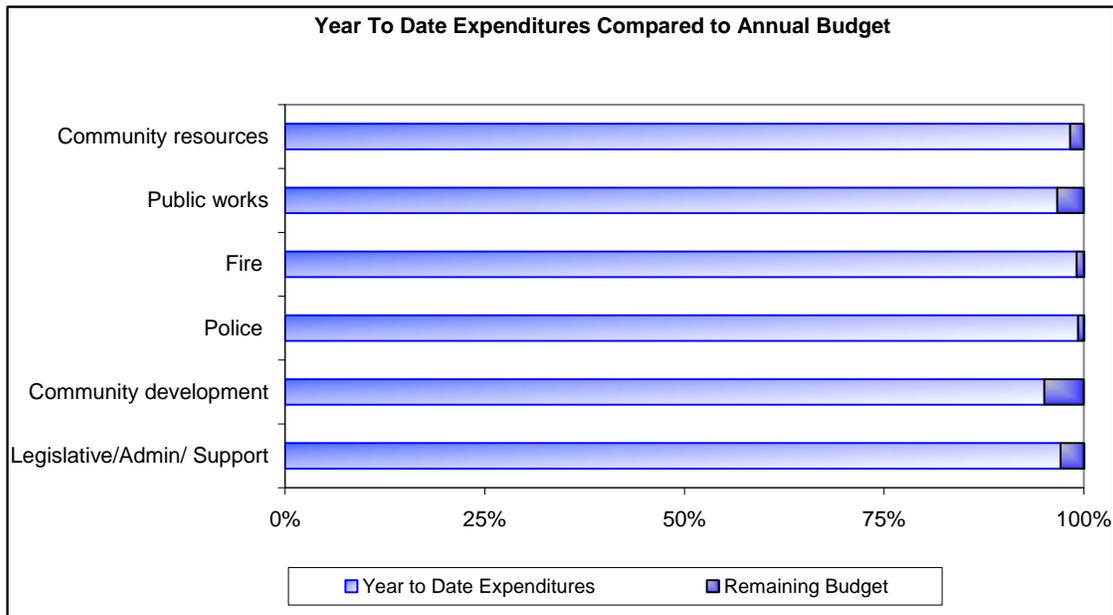


## QUARTERLY FINANCIAL REPORT

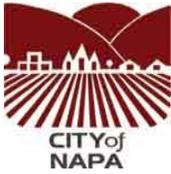
### General Fund Expenditure Analysis

As indicated below, programs are below the 100% level of expenditures. Budget totals reflect changes made at mid-year and represent a small various to budget. We anticipate that after preparing this report over a period of two years, we will be able to present the information with comparisons to previous quarterly experience, which will be more helpful in the analysis.

Fire Department expenditures include \$157,000 in unanticipated overtime costs due to the mutual aid provided to Southern California during the recent fires experienced there. Therefore, we would expect to see the department at or slightly beyond their budget.



<b>Departmental Expenditures:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>%</b>
Legislative/Admin/ Support	\$ 7.662	7.439	0.223	97%
Community development	4.829	4.590	0.239	95%
Police	18.622	18.491	0.131	99%
Fire	12.306	12.197	0.109	99%
Public works	8.330	8.053	0.277	97%
Community resources	5.645	5.549	0.096	98%
<b>Total departmental</b>	<b>\$ 57.395</b>	<b>56.320</b>	<b>1.074</b>	<b>98%</b>



## QUARTERLY FINANCIAL REPORT

### **What We Are Watching**

#### Nationally:

As we prepare this report and conclude the first quarter of the new fiscal year, the national economy is in turmoil. The recent proposals by the Federal Reserve and the U.S. Treasury to shore up the nation's major financial institutions is unprecedented and will impact the economy for decades to come in undetermined ways. It is impossible to predict what will occur in the next 3, 6, or 9 month period at this time.

The National League of Cities released its 2008 City Fiscal Conditions Report on September 22, 2008. Michael A. Pagano, co-author of the report and Dean of the College of Urban Planning and Public Affairs at the University of Illinois at Chicago stated, "Even if economic conditions improved immediately, the nation's cities are likely to be realizing the effects of the current downturn through 2010." This statement is based on the sharp erosion in property tax value and the resulting loss of property tax revenues, a critical buffer that has helped cities through economic downturns for the last three decades.

#### State:

As of this writing, the State has passed the budget. Direct impacts include a reduction of 10% of the Citizens' Option for Public Safety Program (COPs). As of this writing, the State Controller has not issued the final amount the City will receive. However, staff estimates the resulting revenue reduction to be approximately \$14,700. Additionally, there is the potential invoicing by the County for booking fees and jail access fees. It is estimated that the cost will be \$72,000 and the City has provided sufficient appropriations for this charge.

State budget actions impact the County of Napa's resources. As these resources decline, the County will be providing a lower level of service in various areas. The City can anticipate pressure to provide funding for services previously provided by the County.

The State budget was adopted without significant take-aways from cities. However, part of the balancing was a take-away from redevelopment agencies, including the Napa Community Redevelopment Agency (NCRA). The State will be taking \$283,060 of the NCRA 2008-09 tax increment revenues. Unlike previous take-aways from redevelopment agencies, there is no repayment required or time limit extensions granted for project areas.



## QUARTERLY FINANCIAL REPORT

It is important to note that while the State has a budget for 2008-09, the State's structural imbalance remains. As the City prepares its budget for 2009-11, the State will again be wrestling with the same issues and the City's revenues will continue to be threatened.

### Local Economic Condition:

#### Housing Market:

The number of new and resale home sales increased 20% from 103 sales in July 2007 to 124 sales in July 2008 throughout the County. However, the median sale price dropped 24.1% from \$597,000 to \$453,000. The increase in number of sales and the decrease in median price result from the two issues we've been watching this past year. The distressed housing market is contributing to foreclosures resulting in a glut of homes for sale statewide at much lower prices driving down prices everywhere. Within Napa County, 39% of the sales were foreclosure resales. The second factor is the credit market. "Jumbo" mortgages over \$417,000 are more expensive and harder to obtain thus reducing the marketability of higher priced homes. The use of 'jumbo' mortgages declined from 58.6% of all housing sales in the Bay Area in August 2007 to just 32% in August of 2008.

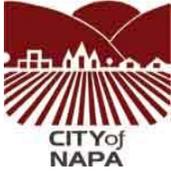
We anticipate the continued decline and turmoil in the economic environment will have an impact on assessed property value. Given the reliance on this primary revenue stream, staff will be recommending working with a consultant to gain better insight and understanding of the local property assessed values, the resulting revenue stream, and local and state trends.

#### Employment Issues:

The State seasonally adjusted unemployment rate reached 7.4% in July of 2008, the highest rate since 1996 and preliminary numbers indicate an increase to 7.7% in August. Napa County's preliminary unadjusted unemployment rate was 5.3% in August 2008 compared to 4.0% in August 2007.

#### Sales Reports:

For the three month period ending June 30, 2008, taxable retail sales dropped 3% over the same period last year. This is an indication of the slowing economy and, most likely, primarily the result of increased unemployment in the area. We will be carefully monitoring this information as it becomes available.



## QUARTERLY FINANCIAL REPORT

### **Recommendations**

The City Council's foresight in building reserves serves the City of Napa well during this difficult financial period. There is no recommended action at this time.



**CITY of NAPA**  
**FY 2007-2008**  
**Project Tracking**

<b>Project</b>	<b>Page #</b>
<b>Project Tracking Summary by Department</b>	14
<b>Project Tracking Summary by Project Status</b>	19
<b>CDD (Community Development Department)</b>	
<u><i>Building Division:</i></u>	
• Green Building Ordinance	23
<u><i>Planning Division:</i></u>	
• Napa Pipe	24
• Kimpton Hotel	26
• Future Hotel Developments	28
• Housing Element	29
• Public Art Ordinance	31
<b>City Clerk</b>	
• Granicus System Implementation	32
• November 2008 Election	33
<b>City Manager</b>	
• New City of Napa Website	34
• Citizen Relationship Management (CRM)	35
• Public Opinion Research Project	36
• City Charter Review	37

<b>Project</b>	<b>Page #</b>
----------------	---------------

**Economic Development**

- Ritz Carlton Hotel 38
- Soscol Gateway Project Area 39
- Downtown Specific Plan 40
- 5<sup>th</sup> Street Garage 41

**Finance Department**

- Finance System – Phase I 42

**Fire Department**

- Fire Station No. 5 (Browns Valley Station) 44

**Housing**

- Laurel Manor Status 46
- Homeless Issues – Regional 48

**Police Department**

- D.A.R.E. 50
- Dangerous Animal Ordinance 52

**Public Works Department**

*Bridge & Urban Drainage Division:*

- First Street Bridge over River Replacement Project 53

*Engineering Division:*

- Custom House Sidewalk 55
- Oxbow Preserve Construction 57
- Avia Hotel (Inn at Town Center) 59

*Water Division:*

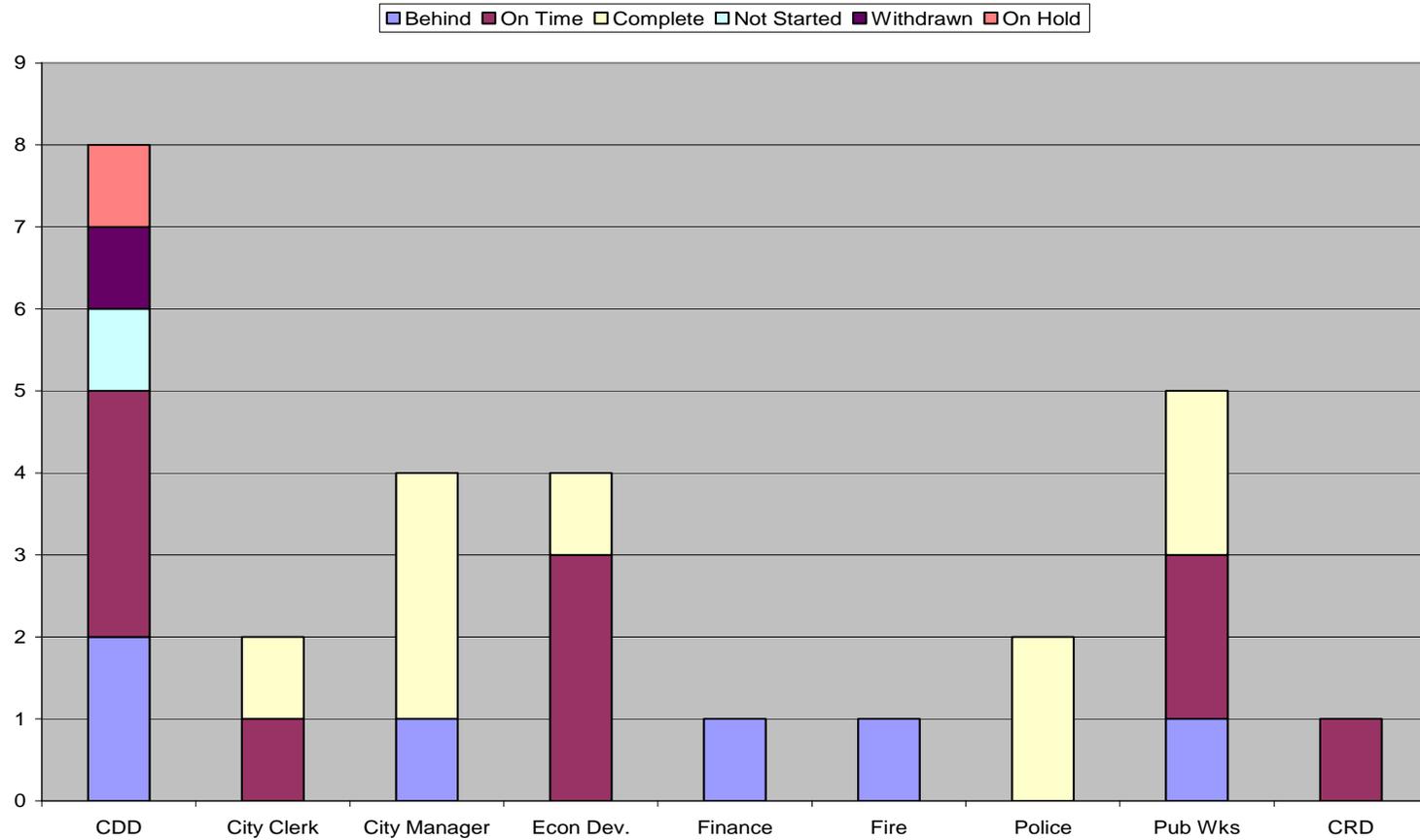
- Jamieson Canyon Water Treatment Plant Improvements 60

**Recreation (Community Resources)**

- Parks and Recreation Facilities Master Plan 62

# Project Tracking Summary

## By Department





# Project Tracking Summary

by Department

## CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00058	Green Building Ordinance	On Time	7/1/2009	Steve Jensen
Total Projects for CDD, Building: 1				

## CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00031	Napa Pipe and related planning efforts	Behind	12/31/2009	Hasser
CDD-00047	Kimpton Hotel	Withdrawn	6/3/2008	Mike Allen
CDD-00051	Future Hotel Developments	Not Started	6/30/2008	Scott Klingbeil
CDD-00055	Housing Element	On Time	7/1/2009	Jean Hasser
CDD-00056	Public Art Ordinance	On Hold	6/30/2008	Scott Klingbeil
Total Projects for CDD, Planning: 5				

## City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00040	Granicus System Implementation	Complete	6/20/2008	Sara Cox
CLK-00093	November 2008 General Election	On Time	12/15/2008	Sara Cox
Total Projects for City Clerk: 2				

## City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00028	New City of Napa Website	Complete	10/24/2007	Barry Martin



# Project Tracking Summary

by Department

## City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00029	Citizen Relationship Management (CRM)	Complete	2/20/2008	Barry Martin
CM-00037	Public Opinion Research Project	Complete	9/1/2008	Barry Martin
CM-00083	City Charter Review	Behind	6/30/2010	Nancy Weiss

Total Projects for City Manager: 4

## Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00048	Ritz-Carlton Napa Valley Hotel	On Time	8/1/2010	Walker/Hinkle
ED-00052	Soscol Gateway Redevelopment Project Area	Complete	7/1/2008	Walker/LaLiberte
ED-00053	Downtown Specific Plan	On Time	8/1/2010	Walker/Hinkle
ED-00054	5th Street Garage	On Time	10/31/2008	Walker/LaLiberte

Total Projects for Economic Development: 4

## Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00002	Finance System - Phase I	Behind	7/1/2009	Jeremy Craig

Total Projects for Finance, Accounting: 1

## Fire

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FD-00075	Fire Station No. 5 (Browns Valley Station)	Behind	12/31/2008	T. Borman



# Project Tracking Summary

by Department

## Fire

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
Total Projects for Fire: 1				

## Housing

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00044	Laurel Manor Status	Behind	6/30/2009	Jan Maurer-Watkins
HSG-00059	Homeless Issues - Regional	On Time	11/30/2008	Jan Maurer-Watkins
Total Projects for Housing: 2				

## Police

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00001	D.A.R.E.	Complete	1/1/2008	Andy Lewis
PD-00004	Dangerous Animal Ordinance	Complete	6/1/2008	Andy Lewis
Total Projects for Police: 2				

## PW, Bridge and Urban Drainage

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00025	1st St. Bridge over Napa River Replacement Project	Behind	10/1/2009	Jason Holley
Total Projects for PW, Bridge and Urban Drainage: 1				

## PW, Engineering

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

by Department

## PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00022	Custom House Sidewalk	Complete	11/5/2007	Mike Socorro
PW-00026	Oxbow Preserve Construction	On Time	11/5/2008	Mark Tomko
PW-00045	Avia Hotel (Inn at Town Center)	On Time	4/30/2009	Eric Whan
Total Projects for PW, Engineering: 3				

## PW, Water

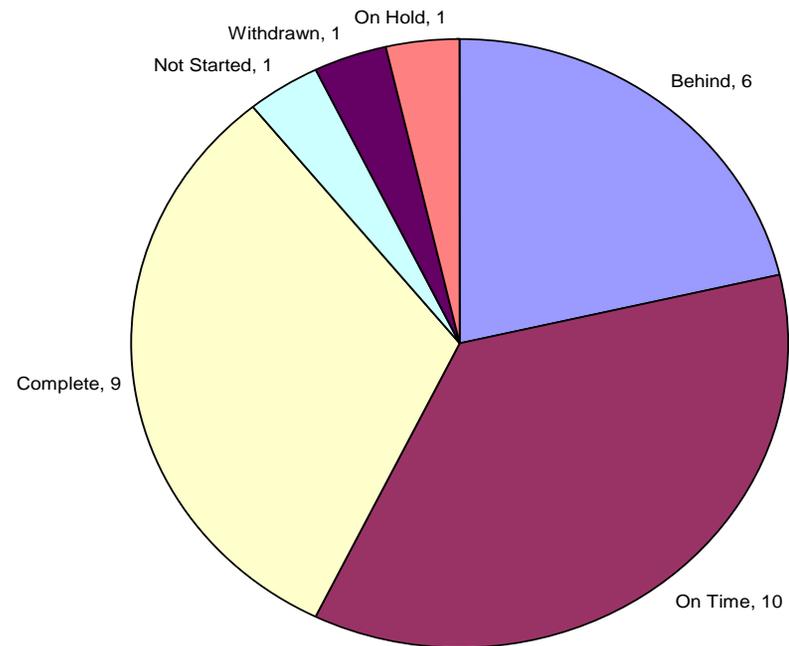
<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00013	Jamieson Canyon Water Treatment Plant - Phase 1	Complete	6/30/2008	Joy Eldredge
Total Projects for PW, Water: 1				

## Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00006	Parks and Recreation Facilities Master Plan	On Time	3/1/2009	L. Mazzuca
Total Projects for Recreation: 1				

# Project Tracking Summary

## By Status





# Project Tracking Summary

by Project Status

## Behind

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00031	Napa Pipe and related planning efforts	12/31/2009	CDD, Planning	Hasser
CM-00083	City Charter Review	6/30/2010	City Manager	Nancy Weiss
FD-00075	Fire Station No. 5 (Browns Valley Station)	12/31/2008	Fire	T. Borman
FIN-00002	Finance System - Phase I	7/1/2009	Finance, Accounting	Jeremy Craig
HSG-00044	Laurel Manor Status	6/30/2009	Housing	Jan Maurer-Watkins
PW-00025	1st St. Bridge over Napa River Replacement Project	10/1/2009	PW, Bridge and Urban Dra	Jason Holley
Total Projects with Behind Status: 6				

## Complete

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CLK-00040	Granicus System Implementation	6/20/2008	City Clerk	Sara Cox
CM-00028	New City of Napa Website	10/24/2007	City Manager	Barry Martin
CM-00029	Citizen Relationship Management (CRM)	2/20/2008	City Manager	Barry Martin
CM-00037	Public Opinion Research Project	9/1/2008	City Manager	Barry Martin
ED-00052	Soscol Gateway Redevelopment Project Area	7/1/2008	Economic Development	Walker/LaLiberte
PD-00001	D.A.R.E.	1/1/2008	Police	Andy Lewis
PD-00004	Dangerous Animal Ordinance	6/1/2008	Police	Andy Lewis
PW-00013	Jamieson Canyon Water Treatment Plant - Phase 1	6/30/2008	PW, Water	Joy Eldredge
PW-00022	Custom House Sidewalk	11/5/2007	PW, Engineering	Mike Socorro
Total Projects with Complete Status: 9				



# Project Tracking Summary

by Project Status

## Not Started

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00051	Future Hotel Developments	6/30/2008	CDD, Planning	Scott Klingbeil
Total Projects with Not Started Status: 1				

## On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00056	Public Art Ordinance	6/30/2008	CDD, Planning	Scott Klingbeil
Total Projects with On Hold Status: 1				

## On Time

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00055	Housing Element	7/1/2009	CDD, Planning	Jean Hasser
CDD-00058	Green Building Ordinance	7/1/2009	CDD, Building	Steve Jensen
CLK-00093	November 2008 General Election	12/15/2008	City Clerk	Sara Cox
ED-00048	Ritz-Carlton Napa Valley Hotel	8/1/2010	Economic Development	Walker/Hinkle
ED-00053	Downtown Specific Plan	8/1/2010	Economic Development	Walker/Hinkle
ED-00054	5th Street Garage	10/31/2008	Economic Development	Walker/LaLiberte
HSG-00059	Homeless Issues - Regional	11/30/2008	Housing	Jan Maurer-Watkins
PW-00026	Oxbow Preserve Construction	11/5/2008	PW, Engineering	Mark Tomko
PW-00045	Avia Hotel (Inn at Town Center)	4/30/2009	PW, Engineering	Eric Whan
REC-00006	Parks and Recreation Facilities Master Plan	3/1/2009	Recreation	L. Mazzuca



# Project Tracking Summary

by Project Status

## On Time

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
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Total Projects with On Time Status: 10

## Withdrawn

<u>Project #</u>	<u>Project Title</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
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CDD-00047	Kimpton Hotel	6/3/2008	CDD, Planning	Mike Allen
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Total Projects with Withdrawn Status: 1



# Project Tracking Report

**Project Priority** High                      **Project Number** CDD-00058                      **Project Status** On Time  
**Project Title** Green Building Ordinance  
**Project Start Date** August 10, 2007                      **Project Due Date** 8/15/2008  
**Adjusted Start Date**                      **Adjusted Due Date** 7/1/2009  
**Lead Department** CDD, Building                      **Project Leader** Steve Jensen  
**Project Budget** \$0                      **Funding Sources** Private partnerships, potential grants

## 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 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).

## Status Update

City staff has met with the Foundation’s consultants/board representative to discuss specifics of such a program. The Foundation agreed to postpone a mandatory green building ordinance for larger projects greater than 30,000 square feet until the later part of 2008 giving staff time to analyze proposed standard changes by the State, LEED and Build-It-Green. It is anticipated that the larger project green building ordinance will be introduced to the Council for consideration in November or early December 2008. Other implementation programs will include staff training and Sustainable Napa County workshops in 2008. Implementation efforts will be ongoing during ordinance review, as well as afterwards.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
	CDD, Building	Hasser, Jensen	10 %	8/10/2007	Complete
City staff review and dev of options	CDD, Building	Hasser, Jensen	20 %	12/31/2007	Complete
Gasser consultant reviews options	CDD, Building	Hasser, Jensen	15 %	1/10/2008	Complete
Workshop options to PC & CC	CDD, Building	Hasser, Jensen	15 %	3/6/2008	On Time
Voluntary program and General Plan adds	CDD, Building	Hasser, Jensen	10 %	5/6/2008	Complete
Meeting with Gasser reps.	CDD, Building	Hasser, Jensen	5 %	6/1/2008	On Time
Next Steps report for mandatory Ord.	CDD, Building	Hasser, Jensen	10 %	6/15/2008	On Time
Mandatory Ordinance	CDD, Building	Hasser, Jensen	25 %	7/1/2009	On Time

**Project Progress: 55% of 110% Complete**



# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00031	<b>Project Status</b>	Behind
<b>Project Title</b>	Napa Pipe and related planning efforts				
<b>Project Start Date</b>	July 7, 2007	<b>Project Due Date</b>	12/31/2009		
<b>Adjusted Start Date</b>		<b>Adjusted Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Hasser		
<b>Project Budget</b>	\$100,000	<b>Funding Sources</b>	Developer Deposit		

## Project Description

Napa Pipe is a proposed development in the unincorporated County that proposes significant residential, commercial, and industrial uses. The project has the potential to significantly impact city services and regional transportation systems. City Staff is working on a city/county staff Study Group to identify initial concerns dealing with water supply, traffic generation and fiscal impacts related to municipal service delivery. This Study Group Phase with its 3 studies precedes the project environmental review. Public Meeting 1 introduced the Study Group process and study outlines. Public Meeting 2 will provide results from the studies.

A Third Study Group Meeting will formally initiate the environmental impact report process.

The project EIR and approval process will require long term monitoring and analysis by city staff and its legal department. The initial studies and staff time are a developer charge - future city time and commitments may not be chargeable.

As this major project is being processed by the County of Napa, timelines, especially for the EIR are estimates.

## Status Update

The 3 studies analysis continues to be far behind the original aggressive schedule--in part because original schedule was overly optimistic, in part because studies lagged while applicant spent most time and resources on campaigning against a voter initiative that would have stopped the development, and in part because of consultant delays.

The initial water study has been released; administrative drafts of the traffic study and service review have been prepared and provided to City staff on August 25 (they had been anticipated in July). City and county staff review of these administrative drafts is ongoing; the expectation is that they will be reviewed and released as public documents by October/November, with Study Group Meetings 2 and 3 scheduled late 2008.

On a related track, in February, 2008 the City hired Daniel Iacafano, MIG to assist the city --and the county if possible--in a community-based review of the 3 major south county city edge sites, the Napa Pipe Study Area included. The City established an overall General Fund/long range planning budget for this latter effort of \$149,012. Only a first phase (of approximately \$14,000) was authorized by the Council: community leader interviews, with report back to the Council on the results. This phase has evolved into a more lengthy ongoing series of discussions between key City and County electeds and staff to attempt to devise a joint

approach for the future of Napa Pipe (with joint funding of these continuing discussions). A contract amendment for this extended phase will be provided to the City Council in early September. Next steps are not yet determined.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Completion of initial studies, SG Mtg 2	CDD, Planning	Hasser	10 %	1/20/2008	Behind
SG Mtg 3 - EIR Scoping	CDD, Planning	Hasser	5 %	3/30/2008	Behind
Study Group Followup (TBD)	CDD, Planning	Hasser	5 %	6/30/2009	Not Started
EIR and Project Review Process monitor	CDD, Planning	Hasser	20 %	12/30/2009	Not Started
Draft EIR review/monitoring	CDD, Planning	Hasser	60 %	12/30/2009	Not Started

**Project Progress: 0% of 100% Complete**



# Project Tracking Report

**Project Priority** Medium      **Project Number** CDD-00047      **Project Status** Withdrawn  
**Project Title** Kimpton Hotel  
**Project Start Date** January 31, 2007      **Project Due Date** 9/30/2008  
**Adjusted Start Date**      **Adjusted Due Date** 6/3/2008  
**Lead Department** CDD, Planning      **Project Leader** Mike Allen  
**Project Budget** \$26,000      **Funding Sources** Development Fees and Project Deposits

## Project Description

General Plan and Zoning Amendments, Use Permit, Design Review and Lot Line Adjustment applications for the development of a 195 room hotel with conference and spa facilities at the site of the Château hotel. The 195 room, three story hotel and spa resort is proposed to be constructed on the three existing parcels where the Chateau hotel and Red Hen restaurant are located. The hotel will include a restaurant and bar. The Red Hen restaurant will remain. The proposal includes an underground parking lot.

## Status Update

Project went to IDR March 13, 2007. Project deemed incomplete. Required Traffic Impact Study. Subsequent issues letter sent to applicant Aug. 14th. Issue with offsite parking lot. Traffic Impact Report Received 10/23, project deemed complete. Revised Project returned to IDR 11/6. Project revised to delete off-site parking lot. Additional issues from Transportation Engineering forwarded to applicant Nov. 13th. Revised Civil plans submitted by applicant Dec. 11. Under review and preparing for Environmental Review. Requires 30 day posting of Initial Study. Tentatively scheduled for Planning Commission hearing in late March or early April.

Project issues letter being prepared outlining parking, trash, updated civil plans, to be sent to applicant by 2/20. Continuing preparation of environmental documents, and staff report.

Project scheduled for April 17, Planning Commission Meeting. Subsequent City Council meeting to be determined.

Staff report available on G: drive in 4/17 P.C. meeting file and at the Planning Department. Contact Mike Allen: 257-9630

Project reviewed at Planning Commission meeting on April 17th, received recommendation of approval to City Council. Scheduled for City Council on May 20th. Staff report available on G: drive in 5/20 C.C. meeting file and at the Planning Department. Contact Mike Allen: 257-9630

Project was approved by City Council on June 3rd, 2008.

Project approval (Resolution R2008104) was repealed by the City Council on August 5th, 2008.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Application deemed complete	CDD, Planning	Mike Allen	0 %	11/30/2007	Complete
PC and CC Meetings	CDD, Planning	Mike Allen	20 %	6/3/2008	Complete
Site Improvement Plan Check	CDD, Engineering	Ernie Cabral	20 %	7/1/2008	Withdrawn
Building Plan Check	CDD, Building	Dan Kavarian	20 %	10/1/2008	Withdrawn
Site Improvement Inspection	CDD, Engineering	Vern Godwyn	20 %	3/1/2009	Withdrawn
Building Inspection	CDD, Building	Dan Kavarian	20 %	9/1/2009	Withdrawn

**Project Progress: 20% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** CDD-00051                      **Project Status** Not Started  
**Project Title** Future Hotel Developments  
**Project Start Date** November 8, 2007                      **Project Due Date** 6/30/2008  
**Adjusted Start Date**    **Adjusted Due Date**  
**Lead Department** CDD, Planning                      **Project Leader** Scott Klingbeil  
**Project Budget** \$0                      **Funding Sources** Development Fees/Deposit

## Project Description

This project includes the review and processing of a potential hotel application that has yet to be filed with the Planning Division.

## Status Update

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			0 %		
Application Submittal	CDD, Planning	Scott Klingbeil	100 %	6/30/2008	Not Started

**Project Progress: 0% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** CDD-00055                      **Project Status** On Time  
**Project Title** Housing Element  
**Project Start Date** November 1, 2007                      **Project Due Date** 7/1/2009  
**Adjusted Start Date**    **Adjusted Due Date**  
**Lead Department** CDD, Planning                      **Project Leader** Jean Hasser  
**Project Budget** \$85,000                      **Funding Sources** General Fund

## 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. Staff proposes a consensus process--similar to that used during the highly successful 2001 Housing Element update--that will 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

Housing Element development is on schedule. A planned joint Planning Commission/City Council/Housing Committee workshop was held August 7, 2008. Staff and the consultant are developing an administrative draft Element update for Committee review end of October through December.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			%		
Council approval of work program	CDD, Planning	Jean Hasser	5 %	11/20/2007	Complete
Solicit app.s for Housing Committee	CDD, Planning	Jean Hasser	5 %	1/30/2008	Complete
RFP for Consultant, selection of consult	CDD, Planning	Jean Hasser	5 %	1/30/2008	Complete
Council appoints Committee	CDD, Planning	Jean Hasser	5 %	2/5/2008	Complete
Committee review of existing El; issues	CDD, Planning	Jean Hasser	15 %	6/25/2008	Complete
Housing Community workshop with PC/CC	CDD, Planning	Jean Hasser	10 %	8/7/2008	Complete
Initial draft Element, env. evaluation	CDD, Planning	Jean Hasser	5 %	10/29/2008	On Time
Committee review/refinement of Element	CDD, Planning	Jean Hasser	15 %	1/15/2009	Not Started
(Opt.) if HCD req. changes, PC/CC review	CDD, Planning	Jean Hasser	5 %	1/31/2009	Not Started
Draft Element and Env. Document	CDD, Planning	Jean Hasser	5 %	2/15/2009	Not Started
PC hearing(s)	CDD, Planning	Jean Hasser	10 %	4/15/2009	Not Started
CC hearing and adoption	CDD, Planning	Jean Hasser	5 %	5/15/2009	Not Started

Last updated 8/28/2008

Submittal to State HCD	CDD, Planning	Jean Hasser	5 %	6/30/2009	Not Started
Certification by State HCD	CDD, Planning	Jean Hasser	5 %	6/30/2009	Not Started

**Project Progress: 45% of 100% Complete**



# Project Tracking Report

**Project Priority** Low                      **Project Number** CDD-00056                      **Project Status** On Hold  
**Project Title** Public Art Ordinance  
**Project Start Date** December 1, 2007                      **Project Due Date** 6/30/2008  
**Adjusted Start Date**                      **Adjusted Due Date**  
**Lead Department** CDD, Planning                      **Project Leader** Scott Klingbeil  
**Project Budget** \$0                      **Funding Sources** Unknown

## Project Description

Development of a Public Art Ordinance for the City of Napa. The Arts Council has prepared an analysis of public art ordinances and supplied the city with a number of examples to encourage the City to develop a Public Art Ordinance. The currently envisioned ordinance would require the developers to pay a fee based on the value of their development to go towards public art. Public projects may also be included. The fee would fund public art pieces as well as maintenance of those pieces. A part of the process would include the identification of public art locations, types of public art pieces envisioned, the process for selection of artists and pieces, arts education programs, oversight of the program, etc.

## Status Update

Currently staff is working with the Art Council to prepare background information to bring back a conceptual outline for the public art ordinance, process and schedule for development of a public art ordinance.

Staff is also providing public outreach to various community organizations including the Chamber of Commerce and Community Development Advisory Committee..

6/2008--This project is on-hold to allow for more public outreach with developers and the arts community regarding the proposed program. This outreach has begun, but an estimated completion date has not yet been established.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Analysis of background Info	CDD, Planning	Scott Klingbeil	10 %	10/31/2007	Complete
Internal Staff Review	CDD, Planning	Scott Klingbeil	20 %	12/30/2007	Complete
Workshop with PC Public Outreach Process	CDD, Planning	Scott Klingbeil	25 %	3/30/2008	On Hold
Draft Ordinance Development	CDD, Planning	Scott Klingbeil	20 %	5/30/2008	On Hold
Initiate PC Review & recommendation	CDD, Planning	Scott Klingbeil	15 %	6/19/2008	On Hold
City Council Review and Adoption	CDD, Planning	Scott Klingbeil	10 %	10/7/2008	On Hold

**Project Progress: 30% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** CLK-00040                      **Project Status** Complete  
**Project Title** Granicus System Implementation  
**Project Start Date** August 1, 2007                      **Project Due Date** 12/1/2007  
**Adjusted Start Date**                      **Adjusted Due Date** 6/20/2008  
**Lead Department** City Clerk                      **Project Leader** Sara Cox  
**Project Budget** \$11,129    **Funding Sources**

## Project Description

Work with Scott Nielsen to draft contract to purchase Granicus software to allow the city to videostream Council and Planning Commission meetings. Work with IT staff to set up encoder and implement software. Schedule and coordinate training for Clerk staff, Housing secretary Cynthia Cooper, Redevelopment secretary Evelyn Griffiths, and Planning Commission secretary Carolyn Van Dyke regarding use and maintenance of software. Draft additional training materials tailored for use of staff at City of Napa.

## Status Update

Staff turnover in the City Clerk Department combined with difficulties experienced by the vendor in providing consistent staff technical support for the product resulted in a delay meeting the implementation due date. As a result, the first City Council and Housing Authority meetings went live on the Granicus videostream system on May 6, 2008.

The first Planning Commission meeting went live on May 15, 2008 and the first Napa Community Redevelopment meeting went live on May 20, 2008. City Clerk staff trained staff in the Planning Department in the use of the system. Internally developed training materials and procedures were drafted and finalized to ensure that written materials specific to the City's use of the product are available for future needs. This will facilitate and ensure proper training of new staff members - as well as those changing positions within the City - as staffing allocations and needs change over time.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Negotiate Contract	Information Technology	Scott Nielsen	30 %	9/15/2007	Complete
Execute Contract	City Clerk	Sara Cox	5 %	10/5/2007	Complete
Coordinate and Attend Granicus Training	City Clerk	Sara Cox	15 %	3/21/2008	Complete
Software Set-up	Information Technology	Scott Nielsen	15 %	4/1/2008	Complete
Go Live Videostream	City Clerk	Sara Cox	15 %	6/20/2008	Complete
Prepare In-House Training Materials	City Clerk	Sara Cox	20 %	6/20/2008	Complete

**Project Progress: 100% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

**Project Priority** Medium      **Project Number** CLK-00093      **Project Status** On Time  
**Project Title** November 2008 General Election  
**Project Start Date** July 1, 2008      **Project Due Date** 12/15/2008  
**Adjusted Start Date**      **Adjusted Due Date**  
**Lead Department** City Clerk      **Project Leader** Sara Cox  
**Project Budget** \$0      **Funding Sources** General Fund

## Project Description

Distribute and monitor candidate nomination packets. Work with proponents, City Attorney, County of Napa Registrar of Voters and proponents and opponents regarding referendum petition and/or citizen initiative petition filings. Work with candidates and electeds to ensure compliance with Fair Campaign Practices Commission (FPPC) guidelines for campaign finance and conflict of interest (Form 700) filings. Arrange for local FPPC training for candidates and treasurers. Monitor slate/bulk mailers according to FPPC guidelines. Prepare write-in candidate nomination procedures and work with potential write-in candidates during the write-in candidate filing period. Work with DFM and Sequoia Voting Systems and County Registrar of Voters to prepare City of Napa ballot for candidates and possible ballot or referendum measures. Work with County Registrar of Voters, City of Napa Community Outreach Coordinator and local media regarding Election Day activities, media coverage and follow-up. Certify election results; prepare and bring report back to Council to approve and file final election results. Swear in successful candidates at the first Council meeting in December 2008.

## Status Update

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Prepare candidate nomination materials	City Clerk	Sara Cox	15 %	7/11/2008	Complete
Manage candidate nomination process	City Clerk	Sara Cox	15 %	8/8/2008	Complete
Manage Ballot Measure/Referendum process	City Clerk	Sara Cox	15 %	8/15/2008	Complete
Plan Candidate/Treasurer Workshop	City Clerk	Sara Cox	10 %	8/20/2008	Complete
Prepare ballot material	City Clerk	Sara Cox	10 %	9/12/2008	On Time
Write-in candidate; bulk mailing process	City Clerk	Sara Cox	10 %	10/21/2008	On Time
Plan and coordinate Election night	City Clerk	Sara Cox	10 %	11/4/2008	Not Started
Post election certification	City Clerk	Sara Cox	15 %	12/12/2008	Not Started

**Project Progress: 55% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** CM-00028                      **Project Status** Complete  
**Project Title** New City of Napa Website  
**Project Start Date** March 1, 2007                      **Project Due Date** 9/21/2007  
**Adjusted Start Date**                      **Adjusted Due Date** 10/24/2007  
**Lead Department** City Manager                      **Project Leader** Barry Martin  
**Project Budget** \$5,000    **Funding Sources** General Fund

## Project Description

Design and construction of all new official City website, involving migration and updating of existing web content, integration with existing web service and components, and development of new web components.

## Status Update

Making good progress but 3 weeks behind schedule for roll out.

Site live 10/24/07.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Integration with other web components	City Manager	Barry Martin	15 %	10/15/2007	Complete
Initial site design	City Manager	Barry Martin	35 %	10/15/2007	Complete
Content migration	City Manager	Barry Martin	50 %	10/15/2007	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** CM-00029                      **Project Status** Complete  
**Project Title** Citizen Relationship Management (CRM)  
**Project Start Date** August 1, 2007                      **Project Due Date** 9/21/2007  
**Adjusted Start Date** 9/1/2007                      **Adjusted Due Date** 2/20/2008  
**Lead Department** City Manager                      **Project Leader** Barry Martin  
**Project Budget** \$2,500    **Funding Sources** General Fund

## Project Description

Preparation of data for input to vendor supplied web module for submission of questions and service requests by citizens and as internal work flow and tracking/reporting system; integration of CRM with other City web presence; implementation and training to bring the system into use.

## Status Update

Vendor content updated during December 2007.  
 In house training curriculum in development as of 1/15/08.  
 Vendor application to be integrated to City website when training is complete and CRM is ready to go live, approx. 1/31/08.  
 Training period extended through 2/20/08 and new date for public go live of system set to 2/20/08.  
 Go live complete 2/20/08, training complete 3/21/08, system in use internally and externally.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop workflow for questions	City Manager	Barry Martin	20 %	9/14/2007	Complete
Develop workflow for service requests	City Manager	Barry Martin	20 %	9/28/2007	Complete
Develop FAQs	City Manager	Barry Martin	20 %	9/28/2007	Complete
Integrate vendor application to City web	City Manager	Barry Martin	10 %	11/15/2007	Complete
staff training	City Manager	Barry Martin	20 %	11/21/2007	Complete
refine and troubleshoot	City Manager	Barry Martin	10 %	12/15/2007	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** Medium      **Project Number** CM-00037      **Project Status** Complete  
**Project Title** Public Opinion Research Project  
**Project Start Date** January 1, 2008      **Project Due Date** 4/1/2008  
**Adjusted Start Date** 3/1/2008      **Adjusted Due Date** 9/1/2008  
**Lead Department** City Manager      **Project Leader** Barry Martin  
**Project Budget** \$0      **Funding Sources**

## Project Description

Develop email and web based focus groups for regular polls and topic-oriented pulse polls.

Respondents to be recruited through existing outreach channels in no-cost and low-cost manners. Surveys to be developed using self-collating web-based services.

## Status Update

New opportunity to use vendor supplied web-based application under review 3/21/08.

Affordable vendor supplied web-based application found to be useful for this project, and an agreement for use of the software was finalized 4/3/08. Training for use of the software is planned for May 2008, with first implementation in June 2008.

The Community Outreach Coordinator will attend a seminar on surveying for municipalities on May 14, 2008.

As of 9/1/2008, 174 citizens have been signed up for the online focus group. The Qualtrics survey tool is in use for internal purposes and external surveys are planned in Q3 and beyond. Task 3 (Develop Baseline Survey) has been modified to be Develop Baseline Demographic Survey, a necessary step prior to a true Community Baseline Survey gauging "customer satisfaction" and this baseline demographic survey has been developed.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research methodology	City Manager	Barry Martin	30 %	2/1/2008	Complete
Recruit focus group participants	City Manager	Barry Martin	20 %	2/21/2008	Complete
Develop baseline demographic survey	City Manager	Barry Martin	50 %	9/1/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** Medium      **Project Number** CM-00083      **Project Status** Behind  
**Project Title** City Charter Review  
**Project Start Date** December 1, 2007      **Project Due Date** 6/1/2008  
**Adjusted Start Date**      **Adjusted Due Date** 6/30/2010  
**Lead Department** City Manager      **Project Leader** Nancy Weiss  
**Project Budget** \$0      **Funding Sources**

## Project Description

Evaluate potential changes to the City Charter; and develop strategies and time line to address issues and potential changes. Example may include: Personnel system improvements related to appointment, hiring and classification of employees; various clarification and updates to comply with changes in State and Federal law; contract processing issues related to City Auditor signature authority. Various City departments will be asked to provide input to identify and address Charter issues.

## Status Update

May 2008--Work underway to identify and address Charter changes related to City's personnel system, purchasing and contracting issues.. Staff is proposing to begin work on a more comprehensive review of charter changes specifically related to personnel system updates beginning in June/July 2008. A Council workshop to discuss potential changes will be scheduled some time in early Fall 2008.

June 2008--Work is behind schedule on this project pending preparation of an Request of Proposals (RFP) and subsequent work focussing on identifying and recommending potential Charter changes related to the City's personnel system and strucutre. This project will be revised and re-submitted in FY 08/09. It is anticipated that idenditification of potential Charter changes and recommendations will presented to Council in Fall of 2009.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Frame initial list for possible changes	City Manager	Nancy Weiss	50 %	12/20/2007	Behind
Council discussion at January wkshop	City Manager	Nancy Weiss	10 %	1/7/2008	Withdrawn
Recommendations to City Council	City Manager	N. Weiss/M.Barrett	40 %	6/1/2008	On Hold

**Project Progress: 0% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** ED-00048                      **Project Status** On Time  
**Project Title** Ritz-Carlton Napa Valley Hotel  
**Project Start Date** May 30, 2007                      **Project Due Date** 8/1/2010  
**Adjusted Start Date**                      **Adjusted Due Date**  
**Lead Department** Economic Development                      **Project Leader** Walker/Hinkle  
**Project Budget** \$690,000                      **Funding Sources** Development Fees

## 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 Building Division will handle building permit coordination and building inspections.

## Status Update

4/23/08 - Applicant delays in completing environmental studies caused planning entitlement schedule slip. Anticipated completion of planning entitlements is July 2008. Delays to overall project schedule and projected opening unknown. Potential of making up lost time during construction.

6/24/08 - Planning Commission recommended approval of project on 6/19/08, project scheduled for City Council review on 7/15/08.

7/16/08 - City Council approved planning entitlements and applicant preparing construction documents for City review.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Application submitted to City	CDD, Planning	Mike Allen	5 %	5/30/2007	Complete
Approval of consultant contract by CC	Economic Development	Cass Walker	5 %	11/5/2007	Complete
Planning Entitlements	Economic Development	Hinkle/Consultant	25 %	6/3/2008	Complete
Plan Check	Economic Development	Hinkle/Consultant	25 %	10/1/2008	Not Started
Construction Inspection	CDD, Building	Steve Jensen	25 %	7/1/2010	Not Started
Occupancy	CDD, Building	Steve Jensen	15 %	8/1/2010	Not Started

**Project Progress: 35% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** ED-00052                      **Project Status** Complete  
**Project Title** Soscol Gateway Redevelopment Project Area  
**Project Start Date**    **Project Due Date** 7/1/2008  
**Adjusted Start Date**    **Adjusted Due Date**  
**Lead Department** Economic Development                      **Project Leader** Walker/LaLiberte  
**Project Budget**    **Funding Sources** Redevelopment

## Project Description

The Agency Board adopted a new 376-acre Redevelopment Project Area at the entrance to the City along the Soscol Corridor. The new project area will fund improvement projects throughout the newly adopted project area including the East Napa Historic Survey that could lead to the formation of a historic district, and drainage improvements within the project area.

## Status Update

7/22/08 - Created new tracking projects for East Napa Historic Survey, formation of East Napa Neighborhood Group, and Soscol Project Area Drainage study.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Prepare Phasing Program to Implement Pro	Economic Development	LaLiberte	50 %	3/1/2008	Complete
Adoption of Budget for Project Area	Economic Development	LaLiberte	50 %	5/1/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** ED-00053                      **Project Status** On Time  
**Project Title** Downtown Specific Plan  
**Project Start Date** January 1, 2008                      **Project Due Date** 1/1/2010  
**Adjusted Start Date** 8/1/2008                      **Adjusted Due Date** 8/1/2010  
**Lead Department** Economic Development                      **Project Leader** Walker/Hinkle  
**Project Budget** \$500,000                      **Funding Sources** Redevelopment and General Fund

## 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 stakeholders group to guide the process; public outreach to engage the community in outlining the land use vision concept; analysis of the vision in terms of infrastructure, parking, and fiscal needs; and final development of the specific plan. Process will also include environmental evaluation. Staff anticipates an 24 month schedule to complete the work.

## Status Update

4/23/08 - This schedule has been updated to reflect work load changes and the need to compile some key background information as part of the process. Prior to issuing the RFP, staff will complete an analysis of city owned facilities in the downtown to determine what properties may be freed up for future development. Schedule of Downtown Specific Plan shifted to August 2008 pending background facility study. Contract for City facility study approved in April 2008 and anticipated completion is August 2008.

9/9/08 - The schedule has been modified to reflect a RFQ/RFP process. Consultants are anticipated to kick off the project in January 2009.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Scope of work/ Background Studies	Economic Development	Hinkle	20 %	3/1/2008	Complete
Complete Background studies	Economic Development	Hinkle	10 %	8/1/2008	Complete
Finalize and distribute RFQ	Economic Development	Hinkle	10 %	9/17/2008	On Time
Select Consultant/ID Stakeholders	Economic Development	Hinkle/Walker	20 %	12/30/2008	Not Started
Initiate Vision Concept	Economic Development	Hinkle/Consultant	10 %	2/28/2009	Not Started
Draft Policies	Economic Development	Hinkle/Consultant	10 %	4/30/2009	Not Started
Environmental Review	Economic Development	Hinkle/Consultant	10 %	5/1/2009	Not Started
Policy Adoption	Economic Development	Hinkle/Consultant	10 %	8/1/2010	Not Started

**Project Progress: 30% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** ED-00054                      **Project Status** On Time  
**Project Title** 5th Street Garage  
**Project Start Date**    **Project Due Date** 6/30/2008  
**Adjusted Start Date**    **Adjusted Due Date** 10/31/2008  
**Lead Department** Economic Development                      **Project Leader** Walker/LaLiberte  
**Project Budget** \$15,075,200                      **Funding Sources** Redevelopment/County

## Project Description

Development of a 466 space parking garage at the corner of Fifth and Main Streets. The garage will provide 130 private parking spaces on the 4th floor which are being paid for and licensed to 3 private developers in the area to provide parking for their projects. The City will have 100 city use (public) parking spaces during the day and use of joint use (county employee) spaces during the evening and weekend hours. County staff is responsible for oversight of the construction activity. City and County staff are working together on the development of the Operations and Use Agreement and the selection and installation of a public art piece to be located at the corner of Fifth and Main Streets.

## Status Update

4/23/08 - Draft Operations and Use Agreement still being worked out with County. Art work fabrication underway and will be installed after completion of garage construction which is anticipated for October 2008.

7/22/08 - Draft Operations and Use Agreement complete and waiting for final agreement of terms with County staff prior to review by City Council and County Supervisors.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			%		
Selection of Artist based on RFQ	Economic Development	LaLiberte	10 %	12/1/2007	Complete
Construction Coordination with County	Economic Development	Hinkle	10 %	12/31/2007	Complete
Artist Final Design Approval	Economic Development	LaLiberte	10 %	4/1/2008	Complete
Development of the Operations and Use	Economic Development	LaLiberte	40 %	4/30/2008	Complete
Art Work Fabrication	Economic Development	LaLiberte	10 %	10/31/2008	On Time
Approval of the Operations and Use Agree	Economic Development	LaLiberte	20 %	10/31/2008	On Time

**Project Progress: 70% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** FIN-00002                      **Project Status** Behind  
**Project Title** Finance System - Phase I  
**Project Start Date** September 18, 2007                      **Project Due Date** 7/1/2009  
**Adjusted Start Date**                      **Adjusted Due Date**  
**Lead Department** Finance, Accounting                      **Project Leader** Jeremy Craig  
**Project Budget** \$2,700,000                      **Funding Sources** General Fund, Water, NCRA, HACN

## Project Description

Fiscal year 2007-08 project included the completion of contract negotiation with the vendor and Council approval of the contract. Once the contract was approved in September, the Project Manager began the detailed preparation of the Implementation Plan with the vendor which includes scheduling the vendor trips for implementation.

Implementation of Financial Software System, Phase I, generally takes one full year which would take through October 2008. This phase includes the General Ledger, Job/Project Ledger, Budgeting (excluding positions), Accounts Payable, Accounts Receivable/Cash Receipts, and Purchasing.

## Status Update

1/2/08: Draft chart of accounts completed. Vendor on site next week to determine viability and testing of the chart. Anticipate presentation to departments mid-January.

2/1/08 Chart of accounts test with vendor and meetings have been scheduled with all departments to review. Workflow and posting strategies for purchasing, AP, general ledger and reporting are in draft form pending consultant visit at end of February. Information Technology staff have received first phase training on reporting, forms development, workflow and paperless processing.

4/29/08: Chart of Accounts close to finalized, pending final review of Housing Authority accounts. Workflows have been established and automatic posting strategies have been written. Training to commence for user departments in May. On schedule to bring the system up July 1, 2008.

6/28/08: Progress on go-live was delayed due to software issues and staffing hours being insufficient to recover from delays. New project deadline for go-live is 10/1/08.

8/4/08: Progress on go-live continues to be hampered by software problems. City staff is working daily with company to address and correct the issues, however, over the past four weeks the company has been unable to correct software error that causes the system to shut down several times a day. Company will be onsite in August in an attempt to correct error and assist go-live.

IFAS identified software programming error and has updated software to correct. However, 6 weeks lost on project due to software not working has pushed deadline past the 10/1 go live date. Audit work is starting in

the Fall and Budget in winter, so go live has been changed to first of the new fiscal year 7/1/09. However, budget module of IFAS will go live 1/1/2009 to facilitate the next budget cycle.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete Project Plan	Finance, Accounting	J.Craig/Consultant	15 %	11/30/2007	Complete
Draft General Ledger Chart of Accounts	Finance, Accounting	J.Craig/Consultant	10 %	12/31/2007	Complete
Draft Project Ledger Chart of Accounts	Finance, Accounting	J.Craig/Consultant	5 %	2/28/2008	On Time
Finalize General Ledger Chart of Account	Finance, Accounting	J.Craig/Consultant	5 %	2/28/2008	On Time
Purchasing Strategy	Finance, Accounting	J.Craig/Consultant	10 %	3/31/2008	On Time
Workflow for Purchasing	Finance, Accounting	J.Craig/Consultant	5 %	4/30/2008	On Time
Accts Payable/ReceivablePost Strategy	Finance, Accounting	J.Craig/Consultant	5 %	4/30/2008	On Time
Workflow for AP/AR Approval	Finance, Accounting	J.Craig/Consultant	10 %	5/30/2008	On Time
Finalize Project Ledger Chart of Account	Finance, Accounting	J.Craig/Consultant	5 %	5/30/2008	On Time
Purchasing Go Live	Finance, Accounting	J.Craig/Consultant	10 %	7/1/2009	Not Started
A/P / AR Go Live	Finance, Accounting	J.Craig/Consultant	10 %	7/1/2009	Not Started
General Ledger Go Live	Finance, Accounting	J.Craig/Consultant	10 %	7/1/2009	Not Started

**Project Progress: 25% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** FD-00075                      **Project Status** Behind  
**Project Title** Fire Station No. 5 (Browns Valley Station)  
**Project Start Date**    **Project Due Date** 6/30/2008  
**Adjusted Start Date**    **Adjusted Due Date** 12/31/2008  
**Lead Department** Fire    **Project Leader** T. Borman  
**Project Budget** \$3,595,000      **Funding Sources** General Fund/Fire-Paramedic Develop Fee

## Project Description

On September 18, 2007, the City Council reviewed the Fire Master Plan and Standards of Coverage Report. In relation to the Browns Valley area, the Council directed staff to:

- 1) Decide on a proposed station location site
- 2) Talk to the County about their interest in a joint station
- 3) Determine what we can do to get the station built
- 4) Develop a plan

The Fire Department plans to present a report outlining the above to the Council by Tuesday, December 4th and requesting further direction on this project.

## Status Update

9/2008--Project changed direction due to site/property issues. A new development plan is being created to outline steps for upcoming fiscal years.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Researched restrictions on park sites	Fire	Jeff Freitas	5 %	10/29/2007	Complete
Analyzing the potential size of station	Fire	S. Perkins	10 %	10/30/2007	Complete
Researched the size of the park sites	Fire	S. Perkins	5 %	10/31/2007	Complete
Prepare staff report to Council	Fire	S. Perkins	5 %	11/19/2007	Complete
Research Fire Station construction costs	Fire	S. Perkins	5 %	11/19/2007	Complete
Obtain price for site survey	Fire	S. Perkins	5 %	11/19/2007	Complete
Research agrmt with Carolyn Parr Museum	Fire	S. Perkins	5 %	11/19/2007	Complete
Meet with Community Resources Staff	Fire	T. Borman	10 %	11/23/2007	Complete
Secure funding for site analysis	Fire	T. Borman	5 %	4/1/2008	Complete
RFP for engineering and Design	Fire	T. Borman	5 %	7/1/2008	On Hold
Cont. discussions with Napa County Fire	Fire	T. Borman	10 %	8/1/2008	On Time

Preliminary design; cost estimates	Fire	T. Borman	15 %	8/1/2008	On Hold
Site alternatives analysis; space needs	Fire	T. Borman	10 %	8/1/2008	Complete
Secure funding agreement with County	Fire	T. Borman	5 %	10/1/2008	On Hold

**Project Progress: 65% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** HSG-00044                      **Project Status** Behind  
**Project Title** Laurel Manor Status  
**Project Start Date** July 1, 2007                      **Project Due Date** 12/31/2007  
**Adjusted Start Date** 7/8/2008                      **Adjusted Due Date** 6/30/2009  
**Lead Department** Housing                      **Project Leader** Jan Maurer-Watkins  
**Project Budget** \$650,000                      **Funding Sources** Laurel Manor Fund

## Project Description

Laurel Manor is a 50 unit housing complex for the elderly owned by the Housing Authority of the City of Napa located at 3201 Laurel Street in Napa. The project is approximately 40 years old and ownership was transferred to the Housing Authority in 1987. The rents are subsidized by HUD through the Section 8 Program. Management of the property was transferred to Hedgerow Properties, a local property management firm on July 1, 2007. There are a number of significant projects that will be undertaken during the next 18 months including the replacement of all roofing and installation of a new drainage system; replacement of all concrete walkways; complete rehabilitation of vacant unit and parking lot replacement. Because this is a senior housing complex, great care will be taken during each phase of the project to insure that the residents are well informed during construction.

## Status Update

Staff has been meeting with the residents on a regular basis. Residents were impressed with the concrete reconstruction and there were few complaints as the work progressed. There were some noise issues as the old sidewalks were jackhammered into a manageable size. Contractor hauled away debris on a daily basis and workers were considerate of the needs of the elderly residents. Roof replacement should start in October.

The sidewalks have been completed and work on the roofs will begin soon. Because we do not want to have the roof and window projects under construction at the same time, we may have to delay the window/door replacement until Spring 2009.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Report to Housing Authority	Housing	Jan Maurer-Watkins	2 %	10/2/2007	Complete
Evaluate immediate rehabilitation needs	Housing	Joe Wiencek	10 %	10/3/2007	Complete
Meet with residents to determine needs	Housing	Jan Maurer-Watkins	3 %	10/10/2007	Complete
Report to Housing Authority	Housing	Jan Maurer-Watkins	5 %	12/15/2007	Complete
Develop Capital Improvement Plan	Housing	Jan Maurer-Watkins	10 %	4/15/2008	Behind
Replace Concrete Walkways	Housing	Joe Wiencek	10 %	4/30/2008	Behind
Roof Replacement/Drainage Work	Housing	Joe Wiencek	20 %	11/1/2008	Behind
Hold Bi-Monthly Meetings with Residents	Housing	Jan Maurer-Watkins	10 %	11/30/2008	On Time

Parking Lot Replacement	Housing	Joe Wiencek	20 %	6/30/2009	Behind
Complete rehabilitation of vacant unit	Housing	Joe Wiencek	10 %	6/30/2009	Behind

**Project Progress: 20% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** HSG-00059                      **Project Status** On Time  
**Project Title** Homeless Issues - Regional  
**Project Start Date** November 1, 2007                      **Project Due Date** 3/30/2008  
**Adjusted Start Date**                      **Adjusted Due Date** 11/30/2008  
**Lead Department** Housing                      **Project Leader** Jan Maurer-Watkins  
**Project Budget** \$0                      **Funding Sources** To Be Determined

## Project Description

Work collaboratively with designated city and county departments and community organizations to address homeless issues on a regional level. Continue to work with the community on the implementation of the Ten Year Plan to End Homelessness. Participate in the formation of a Homeless Council and attend meetings as established.

The purpose of this group is to take information from joint City Council/Planning Commission meeting and identify the issues surrounding the homeless in the downtown area; craft possible alternatives and develop a framework for the implementation of a long term solution.

## Status Update

Task force formed per Council direction - first coordinating meeting conducted on January 30, 2008. Task force efforts will be outlined and brought back to Council in March.

Report went to City Council on April 15th with direction and recommendations approved by Council. Next meeting of the HOPE Center committee will occur on May 22nd.

Next meeting of the HOPE Center set for July 15th at 10:30. Staff is in the process of evaluating possible funding resources for the Homeless shelters and the HOPE Center funding request.

Committee continues efforts and is addressing issues identified in the work plan. Request has been submitted to the City for funding support of the HOPE Center which addresses some items in the plan. Request will be considered by Council on 9/9/08.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Determine potential participation	Housing	Committee	10 %	3/1/2008	Complete
Review 10 Year Plan to End Homelessness	Housing	Committee	10 %	3/1/2008	Complete
Submit Preliminary Report/City Council	Housing	Committee	20 %	5/15/2008	Complete
Attend Homeless Council Meetings	Housing, Police	Committee	25 %	8/31/2008	On Time
Research funding opportunities	Housing	Committee	25 %	12/2/2008	Not Started
Final Report to City Council	Housing	Committee	10 %	12/2/2008	Not Started

**Project Progress: 40% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	PD-00001	<b>Project Status</b>	Complete
<b>Project Title</b>	D.A.R.E.				
<b>Project Start Date</b>	July 1, 2007	<b>Project Due Date</b>	1/1/2008		
<b>Adjusted Start Date</b>		<b>Adjusted Due Date</b>			
<b>Lead Department</b>	Police	<b>Project Leader</b>	Andy Lewis		
<b>Project Budget</b>	\$50,000	<b>Funding Sources</b>	General Fund		

## Project Description

As a result of the FY 07-08 budget, the D.A.R.E. program was eliminated. Since that time the City has earmarked \$15,000 towards the D.A.R.E. program with the provision that additional funding will be secured from the Safe Schools Foundation and NVUSD.

Note: if additional funding is not obtained and/or course material is not decided upon by January 1, 2008 this program will not be implemented this fiscal year. We will then moved towards implementing an alternative program in the fall of 2008 in cooperation with NVUSD.

## Status Update

February 13, 2008 - the D.A.R.E. Curriculum Committee concluded their meetings and have proposed a Draft D.A.R.E. curriculum for the 08-09 school year. Police Department representatives met with NVUSD Superintendent John Glaser and all the elementary school Principals for the purpose of reviewing the curriculum and getting their final input. The elementary schools were given two options for drug prevention education, one being the revised D.A.R.E. curriculum. The elementary school Principals were sent an electronic survey wherein they will decide which prevention module they will utilize. The survey is due back on February 15, 2008. In the meantime, the Department is putting together cost estimates for D.A.R.E. instruction using fulltime Police Officers. D.A.R.E. training courses have been reserved for mid-June and the Department will put out applications for the D.A.R.E. positions in March, 2008. NVUSD will be assisting departmental personnel in the recommendation and selection of the D.A.R.E. Officers.

January 10, 2008 - Meetings between NPD and NVUSD are continuing. New curriculum is being discussed.

On August 30, 2007 NPD representatives met with NVUSD John Glaser and elementary school principals to discuss funding options and propose programic changes. NVUSD expressed an interest in continuing the D.A.R.E. program however, they want to explore modifying the program format. This is due partly to the mandated academic requirements which have reduced the amount of time D.A.R.E. would be made available to students. In addition, NVUSD expressed their desire to reduce some of the core lessons. Each school has different needs as it relates to D.A.R.E. The principals will be meeting as a group to explore what essential elements of the D.A.R.E. program they wish to continue.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Meet with NVUSD	Police	Andy Lewis	25 %	8/30/2007	Complete
Meet with Safe Schools Foundation	Police	Andy Lewis	25 %	11/1/2007	Complete
NVUSD to decide on program changes	Police	Andy Lewis	25 %	11/1/2007	Complete
Make decision on prgrm's implementation	Police	Andy Lewis	25 %	4/1/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** Medium      **Project Number** PD-00004      **Project Status** Complete  
**Project Title** Dangerous Animal Ordinance  
**Project Start Date** July 1, 2007      **Project Due Date** 6/1/2008  
**Adjusted Start Date**      **Adjusted Due Date**  
**Lead Department** Police      **Project Leader** Andy Lewis  
**Project Budget** \$0      **Funding Sources** General Fund

## Project Description

Seek approval of the proposed Dangerous Animal Ordinance by City Council.

## Status Update

February 13, 2008 - on February 5, 2008 the City Council had the final reading and adopted the Dangerous Animal Ordinance.

January 10, 2008 - The necessary paperwork has been submitted to the City Clerk's office for placement on the January 22, 2008 City Council meeting under Public Hearing.

On August 22, 2007 the Dangerous Dog Task Force met and approved the draft Dangerous Animal Ordinance. The sequence of events to follow include adoption by the Napa County Board of Supervisors. After this adoption the City of Napa will hold public hearings on the ordinance with the objective of passing same. The City's ordinance will essentially mirror the County's ordinance as a requirement of the City/County Animal Control Services contract. Once the City has approved the ordinance we will proceed with the approval of the FY 07-08 Animal Control Services contract.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Obtain Board of Supervisors' approval	Police	Napa County	25 %	11/1/2007	Complete
Final Draft adjustments	City Attorney	Casey Jones	25 %	1/1/2008	Complete
Approval/Adoption by City Council	Police	Andy Lewis	25 %	2/5/2008	Complete
Public hearing(s)	Police	Andy Lewis	25 %	3/1/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** High      **Project Number** PW-00025      **Project Status** Behind  
**Project Title** 1st St. Bridge over Napa River Replacement Project  
**Project Start Date** June 1, 2007      **Project Due Date** 10/1/2008  
**Adjusted Start Date** 5/25/2008      **Adjusted Due Date** 10/1/2009  
**Lead Department** PW, Bridge and Urban Drainag      **Project Leader** Jason Holley  
**Project Budget** \$15,164,097      **Funding Sources** FHWA HBRRP + City Local Match SIF & GT

## Project Description

The Bridge Project is part of the Napa River Flood Protection Project, but the City is paying local share using SIF to help maximize federal funding of the Flood Project. The new bridge is a two lane, three span concrete bridge project similar to the existing bridge that will be removed. 1st Street between Juarez Street and the Copia crosswalk will be closed for about 18 months and a temporary access road will be built through the north gardens of Copia. New roadway approaches, driveways, and retaining walls will be constructed as part of the project. Staff is coordinating with the proposed Ritz-Carlton's Project for infrastructure improvements and coordinating with Flood District staff regarding street closures for the NVWT Railroad Relocation Project.

## Status Update

Construction bids were opened on April 10 and a bid was awarded by the City Council to American Civil Constructors (ACC) on April 15. An Agreement w/ACC was executed on May 9 and a Notice to Proceed was issued on May 11 indicating that May 27 was the contractual start date. The contract specifies 383 working days for ACC to complete Phases 1 & 2 (i.e. First St. open to traffic) and 447 working days to complete Phase 3 (i.e. project completion). First St. was closed on June 10 and is expected to reopen by the end of July 2009. The new temporary Copia access delivery road was completed on July 10. The Napa River at First St. was closed to watercraft on June 16 due to safety concerns and is expected to open again in late October 2008. Bridge demolition activities began on June 20 and the center span was completely removed by July 24. Demolition of the center span took longer than expected because of the reinforcing in the bridge. On July 3, the contractor submitted a notice to the City that the amount of reinforcing encountered represents a differing site condition. Demolition of the remaining East and West spans was completed on August 29. Pile driving for the new foundation will begin the week of Sept 8th.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Acquire right-of-way	PW, Bridge and Urban Dr	Jeff Freitas	5 %	12/14/2007	Complete
Complete Plans, Specs and Estimate	PW, Bridge and Urban Dr	Jason Holley	5 %	12/17/2007	Complete
Request Caltrans Authorization to Const	PW, Bridge and Urban Dr	Jason Holley	5 %	12/17/2007	Complete
Hire construction management firm	PW, Bridge and Urban Dr	Jason Holley	5 %	2/8/2008	Complete
Advertise for construction bids	PW, Bridge and Urban Dr	Jason Holley	5 %	2/18/2008	Complete
Award Construction contract	PW, Bridge and Urban Dr	Jason Holley	5 %	3/24/2008	Complete
Issue Notice to Proceed	PW, Bridge and Urban Dr	Jason Holley	0 %	5/9/2008	Complete
Construction	PW, Bridge & Urban Dra	Jason Holley	70 %	10/30/2009	On Time

**Project Progress: 30% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** PW-00022                      **Project Status** Complete  
**Project Title** Custom House Sidewalk  
**Project Start Date** September 4, 2007                      **Project Due Date** 11/5/2007  
**Adjusted Start Date**                      **Adjusted Due Date**  
**Lead Department** PW, Engineering                      **Project Leader** Mike Socorro  
**Project Budget** \$155,000                      **Funding Sources** Big Ranch Road Fees, Gas Tax

## Project Description

Design and construct new curb, gutter, and sidewalk along Trancas Street adjacent to the Custom House Furniture store to connect the existing sidewalk and improve pedestrian safety. Construct a retaining wall along the back of new sidewalk and relocate gas and electric facilities to the Custom House building.

## Status Update

Excavation work completed, 100% of curb, gutter and sidewalk placed. Existing 1/2 of Driveway removed and replaced. Retaining wall at back of sidewalk 95% complete. Street adjacent to new sidewalk, curb, and gutter has been replaced. Gas and Electric service to the Custom House building has been relocated. Sidewalk is open and accessible. Remaining work to be completed: landscaping. Date of completion is to be determined. As of 11/26/07, the contractor will accumulate liquidated damages until job is complete.

The project is substantially complete, pending punchlist items. The City is addressing the Liquidated Damage Claim and Stop Notice with Du-Right Construction. The Notice of Completion has not been issued. We are currently waiting for Du-Right Construction to respond. Due to these circumstances it is difficult to estimate the adjusted due date.

As of 4/24/08, we are currently waiting for the submission of the warranty bond and can then file for a notice of completion. Construction of the project has been deemed COMPLETE. On May 21, 2008, a Notice of Completion was filed. In addition, we are still negotiating liquidated damages with Du-Right.

7/31/08 A semi-final payment will be issued beginning of September.

8/27/08 Financial disputes are still unresolved

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design	PW, Engineering	Mike Socorro	25 %	9/1/2007	Complete
Advertise and Award	PW, Engineering	Mike Socorro	5 %	10/1/2007	Complete
Construction and Construction Management	PW, Engineering	Mike Socorro	70 %	4/25/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** PW-00026                      **Project Status** On Time  
**Project Title** Oxbow Preserve Construction  
**Project Start Date** February 1, 2008                      **Project Due Date** 9/16/2008  
**Adjusted Start Date**                      **Adjusted Due Date** 11/5/2008  
**Lead Department** PW, Engineering                      **Project Leader** Mark Tomko  
**Project Budget** \$3,736,859                      **Funding Sources** Redevelopment

## Project Description

This Grant-funded project consists of creating a passive-use park preserve within a 13 acre parcel directly adjacent to the Napa River Oxbow. The central goal of the project is the restoration of the Napa River floodplain and the overall restoration and enhancement of the riparian condition of the site.

## Status Update

Advertising started November 19, 2007

Bid Opening scheduled for December 13, 2007

Opened Bids December 13, 2007, apparent low bidder is Hess Concrete Construction Company, \$1,274,602.

Brought before Council on February 5, 2008 for award of construction contract to Hess Concrete Construction and budget establishment. Sent out award letter on February 6, waiting for insurance and bonds.

Insurance and bonds have been signed off and the preconstruction meeting is scheduled for March 13, 2008. The Notice to Proceed is expected to be issued by the end of March 2008.

Phase 1 of the project is 120 working days with an approximate completion date of September 16, 2008 (extended to November 5, 2008 due to change orders). Phase 2, landscape establishment period, is 248 working days with an expected completion of August 28, 2009.

Construction started on March 28, 2008.

The clearing and grubbing portion of the work was completed at the beginning of May. Path construction and installation of the water line is mostly complete. Masonry work and the fence is being installed in July. Planning to extend Phase 1 thirty working days and decrease Phase 2 thirty working days to move planting into the later part of summer to provide a better chance for plants to develop and survive. Phase 1 construction will be completed by the end of October 2008.

The masonry work and fencing has been completed and soil preparation is taking place in preparation for planting in the irrigated areas.

Phase 1 has been extended to allow Hess to complete the planting closer to the Fall. The grower advised the City to delay the planting since there would be an expected high mortality rate if the plants were planted in August. The extended date of completion of Phase 1 is October 5, 2008. The plant establishment period was shortened by the same amount of time, so the opening date of the Preserve has not changed.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Advertise and Award	PW, Engineering	Mark Tomko	3 %	2/1/2008	Complete
80% Completion of Construction	PW, Engineering	Mark Tomko	97 %	6/30/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** PW-00045                      **Project Status** On Time  
**Project Title** Avia Hotel (Inn at Town Center)  
**Project Start Date** May 22, 2007                      **Project Due Date** 6/30/2008  
**Adjusted Start Date** 1/24/2008                      **Adjusted Due Date** 4/30/2009  
**Lead Department** PW, Engineering                      **Project Leader** Eric Whan  
**Project Budget** \$0                      **Funding Sources** Development Fees

## Project Description

Building permit and site improvement plan check and related construction inspection associated with a five story 142 room hotel with 12,606 square feet of street level retail floor area.

## Status Update

Construction of the hotel was anticipated to start in May 2007. However, various delays pushed the start date back to January 2008. The current project stage is on-track with the schedule provided by the developer at the start of construction.

The main building frame work is almost complete with the 4th and 5th floors remaining. Enclosure of the building has commenced on the lower floors. 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.

The 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 Plan Check	PW, Devel. Eng.	Eric Vandeburgt	25 %	1/30/2008	Complete
Building Plan Check	CDD, Building	Dan Kavarian	25 %	2/15/2008	Complete
Building Inspection	CDD, Building	Dan Kavarian	25 %	4/30/2009	On Time
Site Improvement Inspection	PW, Devel. Eng.	Vern Godwyn	25 %	4/30/2009	On Time

**Project Progress: 50% of 100% Complete**



# Project Tracking Report

**Project Priority** High                      **Project Number** PW-00013                      **Project Status** Complete  
**Project Title** Jamieson Canyon Water Treatment Plant - Phase 1  
**Project Start Date** July 1, 2007                      **Project Due Date** 6/30/2008  
**Adjusted Start Date**                      **Adjusted Due Date**  
**Lead Department** PW, Water                      **Project Leader** Joy Eldredge  
**Project Budget** \$43,500,000                      **Funding Sources** Water Revenue Bonds

## Project Description

The Jamieson Canyon Water Treatment Plant (JCWTP) Improvements Project is one of the improvements called for in the 1997 Water System Optimization and Master Plan. The Master Plan recommended the JCWTP improvements in order to treat the City's full State Water Project (SWP) entitlements, to optimize the system by increasing the City's ability to operate a single treatment plant to meet increasing water demands, and to comply with increasing water quality regulations.

The JCWTP treats the City's State Water Project entitlements from the North Bay Aqueduct. The plant is 40 years old and has a current capacity of 12 million gallons per day. The JCWTP Improvements Project consists of facility upgrades and replacements to achieve an average treatment capacity of 20 million gallons per day. New facilities will increase the reliability of the treatment plant to ensure uninterrupted service. Ozone, washwater recovery, and enhanced settling basins are being added to meet increasing water quality standards and provide the highest quality water to Napa residents. The project is designed to allow the City to take beneficial use of existing SWP entitlements when they are available which allows the City to save water in Lake Hennessey for dry-year use.

The construction window for the entire project is estimated at 36 months including weather delays.

## Status Update

As of the end of June 2008, construction progress of the Jamieson Canyon Water Treatment Plant Improvements Project is exceeding the planned progress. All mass excavations have been completed including the new pre-treatment basins, the washwater recovery clarifiers/thickeners, new filters, and the new pre-treatment ozone contactor.

The new chemical storage facility building has been constructed and roof installation is imminent. Foundations for the new pre-treatment basins and new filters have been poured and wall forms are under construction.

-----  
The Jamieson Canyon Water Treatment Plant Improvements Project is under full construction:

- conveyance piping has been relocated in preparation for construction of new facilities
- foundation for the chemical storage building is complete and the walls are being poured,
- foundations of the new filters have been constructed,
- pre-treatment basin is under mass excavation,
- area for the new wastewater clarifiers/thickener units has been cleared and grubbed in preparation for mass

excavation, and  
 -foundation for the new plant water pump station has been installed.

The City's project web-site shows the progress and will be updated monthly with recent construction photos. It can be reached by clicking the link to "Jamieson Canyon Water Treatment Plant Improvements Project" located on the main page of the Water Division.

Four percent of total construction has been completed to date.

**Historical Information**

The project is financed through the sale of \$48 million of Water Bonds as approved by Council on March 20, 2007. The Environmental Impact Report (EIR) for the project was certified by Council on January 23, 2007.

The project was advertised in October 2007 and after a competitive bid process, the bids were opened on November 29, 2007. C. Overaa & Co. was determined the lowest and best bidder for the work. On January 8, 2008, City Council authorized award of a construction contract to C. Overaa & Co. in the amount of \$35.08 million plus \$3.508 million contingency. The construction contract was executed on January 23, 2008 and the notice to proceed was issued to C. Overaa & Co. on the same day.

The pre-construction meeting was held on Tuesday January 28, 2009. The existing parking lot pavement (future location of pre-treatment basins) is being scraped and crushed to provide bedding for the on-site construction trailers. In the absence of weather delays, the trailers will be mobilized to the site and will be phone and computer-ready by the end of February. The contractor is currently re-routing yard piping in preparation for mass excavation for the new pre-treatment basins as well as excavation for construction of the new chemical storage facility.

All project documentation including RFIs, submittals, and change orders are being tracked electronically using secure online Expedition software.

The total project cost is estimated at \$43.753 million.

Final completion of the contract is currently scheduled for 740 working days or January 21, 2011 including the weather delay allocation.

**Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
			%		
Advertise Project	PW, Water	Joy Eldredge	2 %	10/1/2007	Complete
Execute Construction Management Contract	PW, Water	Joy Eldredge	3 %	12/4/2007	Complete
Execute Construction Contract	PW, Water	Joy Eldredge	20 %	2/19/2008	Complete
Mobilization, Submittals, CPM Schedule	PW, Water	Joy Eldredge	55 %	4/30/2008	Complete
Initiate Constr'n of Pre-treatmnt Basins	PW, Water	Joy Eldredge	20 %	6/20/2008	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

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

## 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

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.

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/select consultant	CRD	Larry Mazzuca	20 %	5/1/2008	Complete
Develop project outline	CRD	Larry Mazzuca	10 %	5/20/2008	Complete
Develop needs assessment	CRD	Larry Mazzuca	60 %	11/1/2008	On Time
P&R Commission presentation	CRD	Larry Mazzuca	5 %	2/1/2009	Not Started
City Council presentation/adoption	CRD	Larry Mazzuca	5 %	3/1/2009	Not Started

**Project Progress: 30% of 100% Complete**



# CITY of NAPA

## FY 2007-2008 Capital Improvement Projects

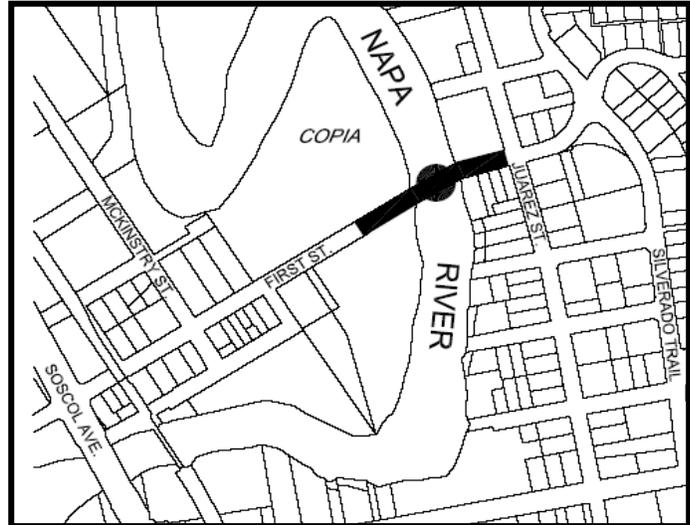
<b>Project</b>	<b>Page #</b>
• 1 <sup>st</sup> Street Bridge Over Napa River Replacement	64
• 1 <sup>st</sup> & 2 <sup>nd</sup> Street Utility Undergrounding & Resurfacing	65
• 4 <sup>th</sup> Street Boat Docks	66
• Annual Street Resurfacing	67
• Citywide Sidewalk Repair 2008	68
• Custom House Sidewalk Project – 706 Trancas Street	69
• Imola Avenue & SR 29 Ramps Traffic Signals	70
• Jamieson Canyon Water Treatment Plant Improvement	71
• Los Robles Sidewalk Repair – Phase VIII	72
• Napa River Oxbow Preserve	73
• Redwood @ Carol Traffic Signal	74
• West Pueblo Resurfacing	75

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **(5651-354) FIRST ST. 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:**

Jason Holley  
Acting Senior Civil Engineer  
Bridges and Urban Drainage Division  
Public Works Department

**PROJECT STATUS:**

Design of the project, environmental documents, resource agency permits, and right-of-way acquisitions are complete. The project was advertised for bids on 03/11/08, awarded on 04/15/08, and construction begin on 06/10/08. Demolition of existing bridge to be completed by the end of July '08.

	2007					2008					END of 4Q				
	Oct	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	
Design															
Bid & Award															
Construction															

**PROJECT COSTS TO DATE:**

	2007					2008					END of 4Q				
	Oct	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	
Budget <sup>1</sup>															
												18%			

Notes:

1. Amended Project Budget is \$15,239,097 and Total Expenditures To Date is \$2,718,188

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## 1ST & 2ND STREET UTILITY UNDERGROUNDING & RESURFACING (5651-497 & 5651-428)

### PROJECT DESCRIPTION:

PG&E Rule 20A Underground Utility District; all overhead utilities will be converted to underground service. In conjunction with the utility work, the City will resurface the streets, install a new street lighting system (decorative and cobra lights), remove and replace non-ADA compliant sidewalk, curb, gutter and curb ramps within the District. Trees will be planted.



### PROJECT MANAGEMENT:

Public Works Department, Engineering Div, Herb Fredricksen

### PROJECT STATUS:

As of September 5, 2008, 99% sub-structure facilities are in place (PG&E is the lead on constructing these improvements). 90% of the new electric equipment (wire, transformers, etc.) has been installed by PG&E, Comcast has installed 100% of their equipment. AT&T is completing the installation of the main runs of wire now, they are splicing their wires, and they expect to start their cut-overs in December and be completed in February. All the street light bases have been poured and some street light poles have been installed. The street lighting are scheduled to be completed the beginning of October. The cut-overs may begin as early as September 22nd and will probably take a total of 9 working days, not necessarily contiguous working days. PG&E expects to have all their work completed by November 1, 2008.

Comcast will be directly behind PG&E. The anticipated schedule for street resurfacing, the repair of sidewalk, curb, gutter and curb ramps and planting of new street streets is late spring early summer; contingent on AT&T's completion of work and subsequent pole removal.

END 4th QTR

### PROJECT SCHEDULE:

	2007			2008			2008						
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Panel Conv. & Lighting													
Design						100%							
Bid & Award									100%				
Construction											40%		
Resurf, sidewalk, etc.													
Design											60%		
Bid & Award													
Construction*													

\* dependent on AT&T schedule

END 4th QTR

### PROJECT COSTS TO DATE:

	2007			2008			2008			2008		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Budget=\$4M												
Spent to date=\$504,000											13%	

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

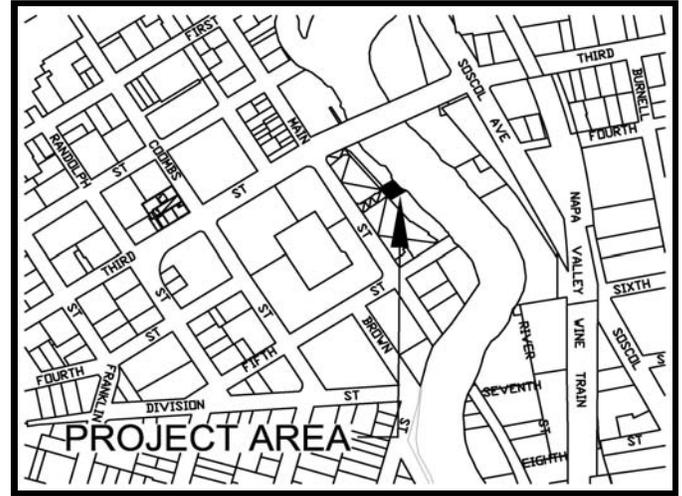
## 4TH STREET BOAT DOCKS (5651-498)

### 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 promenade and the needs of the City.

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mark Tomko - Project Engineer (Construction)



### 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 Consultant for design and engineering services was approved by the Napa Community Redevelopment Agency. A Kick-Off Meeting with Noble was held on July 10, 2008. Design is expected to be completed by the end of March with construction commencing in the summer of 2009. Contracted with Monica Finigan to search and obtain grant funding.

END 4th QTR

### PROJECT SCHEDULE:

	2007					2008			Jul	Aug	Sep
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design											
Bid & Award											
Construction											

END 4th QTR

### PROJECT COSTS TO DATE:

	2007					2008			Jul	Aug	Sep
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Budget = \$253,706											
								0%			

### Comments

FY 07/08 YTD expenditures \$0  
FY 08/09 YTD expenditures \$0

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## ANNUAL STREET RESURFACING 2008 (5651-484)

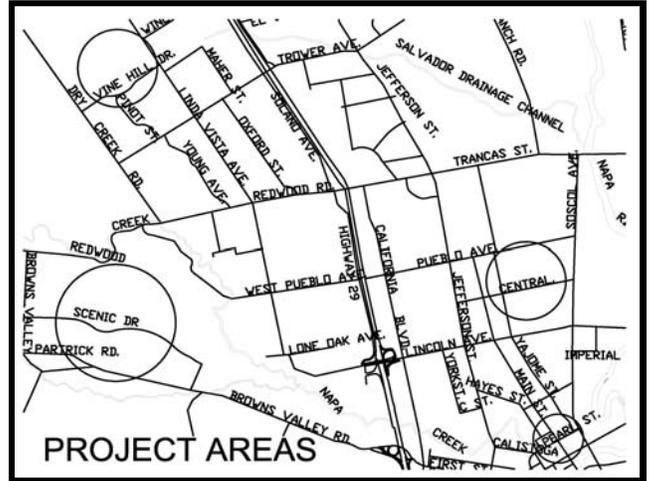
### PROJECT DESCRIPTION:

Phase 1 - Removal and replacement of sidewalk, curb & gutter, and street trees. Perform repairs on failing street sections.

Phase 2 - Resurface streets by means of asphalt rubber cape seal and slurry seal.

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mike Socorro - Project Engineer



### PROJECT STATUS:

Design of the project is complete.  
 Bid opening - Phase 1 on 5/22/08  
 Construction - Phase 1 began 7/14/08  
 Bid opening - Phase 2 on 7/24/08  
 Construction - Phase 2 anticipated for 8/25/08

### PROJECT SCHEDULE:

	2007						2008					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design	100%											
Bid & Award - Ph1							100%					
Bid & Award - Ph2										100%		
Construction - Ph1										100%		
Construction - Ph2											100%	

END 4th QTR - FY07/08

### PROJECT COSTS TO DATE:

	2007						2008					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Budget=\$2,145,872	14% of budget											
Total spent to date=\$600,000									28%			

END 4th QTR - FY07/08

### COMMENTS:

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## CITYWIDE SIDEWALK REPAIR 2008 (5651-527)

### PROJECT DESCRIPTION:

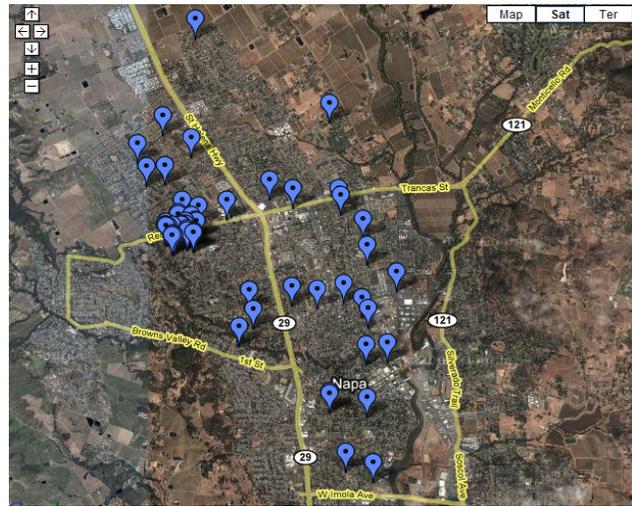
Removal and replacement of sidewalk, curb & gutter, and street trees. Project is inclusive of trip and fall claim sites, blow down sites, and the completion of the Mac Tract. Currently, there is a total of 139 sites

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mike Socorro - Project Engineer

### PROJECT STATUS:

Design of the project is complete.  
Bid opening - 7/2/08  
Construction - Anticipated to begin September 2008



### PROJECT SCHEDULE:

	2008									END 4th QTR - FY07/08		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid & Award												
Construction												

### PROJECT COSTS TO DATE:

	2008									END 4th QTR - FY07/08			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Total Budget=\$1.29M													
Total Spent to Date=\$16,000										1.20%			

### COMMENTS:

Minimal budget spent for design due to all work being done in-house. Additionally, plans for the project are comprised of 8 1/2 x 11 sheets attached to the specifications.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

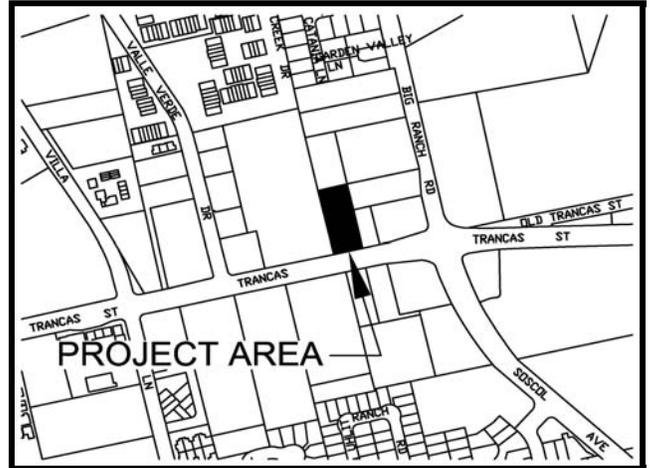
## **CUSTOM HOUSE SIDEWALK 706 TRANCAS ST. PROJECT (5651-441)**

**PROJECT DESCRIPTION:**

Design and construct new curb, gutter, and sidewalk along Trancas Street adjacent to the Custom House Furniture store to connect the existing sidewalk and improve pedestrian safety.

**PROJECT MANAGEMENT:**

Public Works Department, Engineering Division  
Mike Socorro - Project Engineer



**PROJECT STATUS:**

Construction of the project is completed. Project closeout is ongoing, Notice of Completion filled in June. A notice of Semi Final payment has been issued.

END 4th QTR - FY07/08

**PROJECT SCHEDULE:**

	2007			2008								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid & Award												
Construction	construction			100%			closeout					

END 4th QTR - FY07/08

**PROJECT COSTS TO DATE:**

	2007			2008								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Budget = \$155,000												
									108%			

**COMMENTS:**

Project is over budget due to high, unanticipated staff costs in managing the construction contract. Budget deficit is currently -\$12,000; however, contractor potentially owes City as much as \$17,000 in liquidated damages due to late completion of the work.

The department is still in negotiations with the contractor over the liquidated damage issue.

No additional time is being charged to this project.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

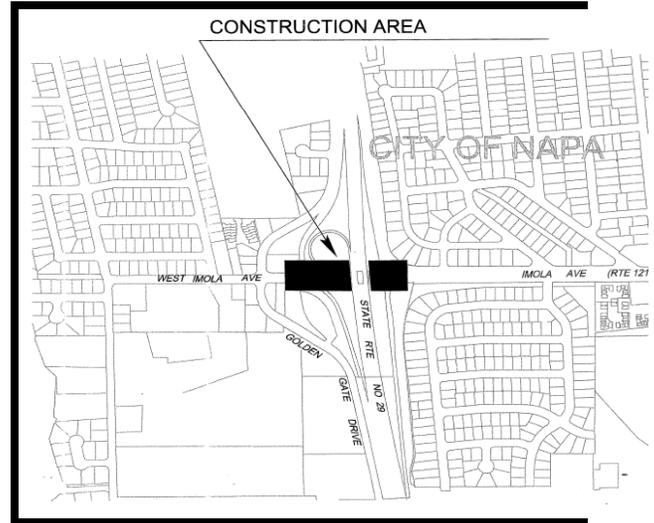
## IMOLA AVENUE @ SR 29 RAMPS TRAFFIC SIGNALS

### 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, Transportation Engineering Division



### PROJECT STATUS:

Design of the project and application for the Caltrans encroachment permit was almost 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 City shall be preparing specifications and bid documents. This project was transferred from the Traffic Engineering Division to the Engineering Division in June 2008. The completion of design has been delayed due to workload limitations until Spring 2009, with construction beginning in Summer 2009. A minor design change may be incorporated to include two eastbound lanes at the intersection with the southbound ramps.

END 4th QTR

### PROJECT SCHEDULE:

	2007			2008					Jun	Jul	Aug	Sep
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				
Design									85%			
Bid & Award												
Construction												

END 4th QTR

### PROJECT COSTS TO DATE:

	2007			2008					Jun	Jul	Aug	Sep
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May				
Total Budget = \$1.1M*												
Total Spent to date=\$0**									0%			

\* Design was paid for and completed by Castle Companies as the developer of Sheveland Ranch.

\*\*Budget to include finalizing design, preparation of bid documents, and construction management by City staff. Current Construction estimate is \$670,000

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

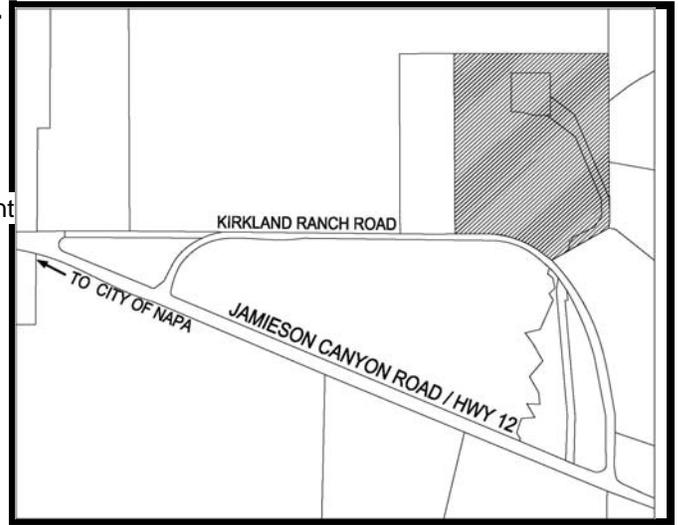
## JAMIESON CANYON WATER TREATMENT PLANT IMPROVEMENTS PROJECT

### 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, Senior Civil Engineer  
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 completion in January 2011. Nearly all mass excavations have been completed along with the vast majority of subsurface utility relocation and installation. The newly constructed filters have passed hydraulic tests, the newly constructed chemical storage building roof is being installed, the new pretreatment basin final wall pours are underway, and structural steel is being tied into the foundation for the washwater recovery tanks/clarifiers. The 72-inch settled water pipeline is currently being installed. The major pre-treatment basins are no longer the critical path to meet Milestone 1, scheduled for October 2009.

END 4th QTR

### PROJECT SCHEDULE:

	2007			2008								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid & Award												
Construction												

END 4th QTR

### PROJECT COSTS TO DATE:

	2007			2008								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Budget: \$38,588,000												
Total Spent through June: \$4,869,044												
									12.6%			

Construction is slightly ahead of the contract schedule. The finish date is projected to be 3 months ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 5%, or half of the authorized 10% contingency allocation.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

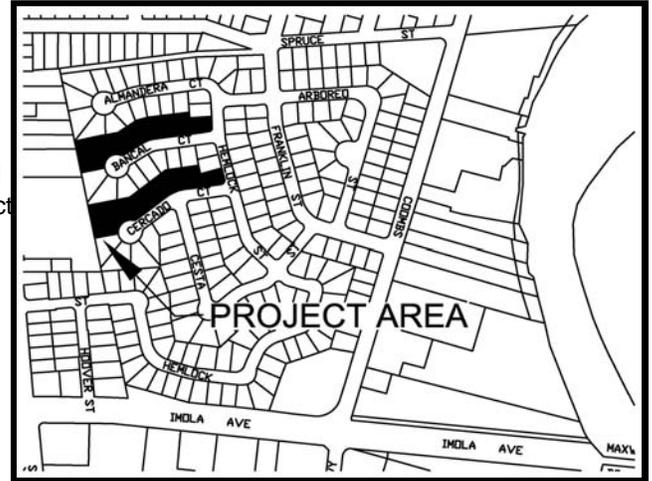
## LOS ROBLES SIDEWALK REPAIR PHASE VIII (5651-491)

### PROJECT DESCRIPTION:

Phase VIII of approximately 12 phases. Project consists of removal and replacement of sidewalk, curb & gutter, and street trees. Project is funded by the Community Development Block Grant.

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mike Socorro - Project Engineer



### PROJECT STATUS:

Design of the project is complete.  
Bid opening - 2/14/08  
Construction - Began 7/14/08, Completed 8/29/08

END 4th QTR - FY07/08

### PROJECT SCHEDULE:

										2008		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design	100%											
Bid & Award					100%							
Construction										100%		

END 4th QTR - FY07/08

### PROJECT COSTS TO DATE:

										2008		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Budget = \$193,448												
Spent to Date=\$189,000												98%

### COMMENTS:

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

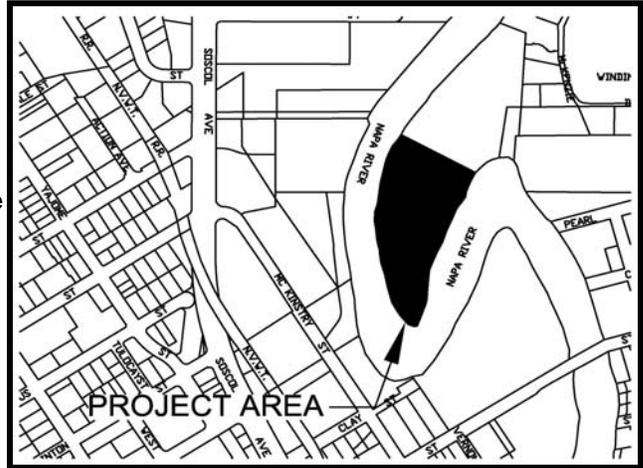
## NAPA RIVER OXBOW PRESERVE (5651-023)

### PROJECT DESCRIPTION:

The goal of the project is to protect, enhance, and restore the existing wetland, marsh, riparian, and upland habitats found on the site. The site is an undeveloped 12.7 acre peninsula that is surrounded by the Napa River. The preserve will provide passive recreation and educational opportunities.

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mark Tomko - Project Engineer



### PROJECT STATUS:

Opened bids December 13, 2007, awarded to Hess Concrete Construction Company on February 5, 2008 for the amount of \$1,274,602. Construction started on March 28, 2008 and is on schedule. Phase 1 was extended thirty days to increase plant survivability and establishment; therefore, Phase 1 is currently scheduled to be completed on November 5. Construction is on schedule and planting is expected to start at the end of July.

END 4th QTR

### PROJECT SCHEDULE:

	2007					2008					
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design											
Bid & Award				100%							
Construction											85%

END 4th QTR

### PROJECT COSTS TO DATE:

	2007					2008					
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Budget = \$1,729,783											
Total Spent to Date=\$690,000											40%

### Comments

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **REDWOOD AT CAROL TRAFFIC SIGNAL PROJECT (5651-405)**

### **PROJECT DESCRIPTION:**

This project consists of installing a new signal light and interconnect from Solano to Linda Vista and a new 2 inch overlay on redwood between Solano and west of Carol Drive. With Digouts

### **PROJECT MANAGEMENT:**

Public Works Department  
CIP - Engineering Division

### **PROJECT STATUS:**



North Bay Construction was awarded the project May 20, 2006 at \$602,236.50  
Construction started June 12, 2006, signal to be operational by August 8, 2008.  
Signal was activated August 5, 2008.  
Project completed under budget.

### **PROJECT SCHEDULE:**

	2007			2008					2008			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
Design								100%				
Bid & Award								100%				
Construction											99%	

### **PROJECT COSTS TO DATE:**

	2007			2008					2008			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
Total Budget = \$1,058,506												
Total spent to date = \$866,497											83%	

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

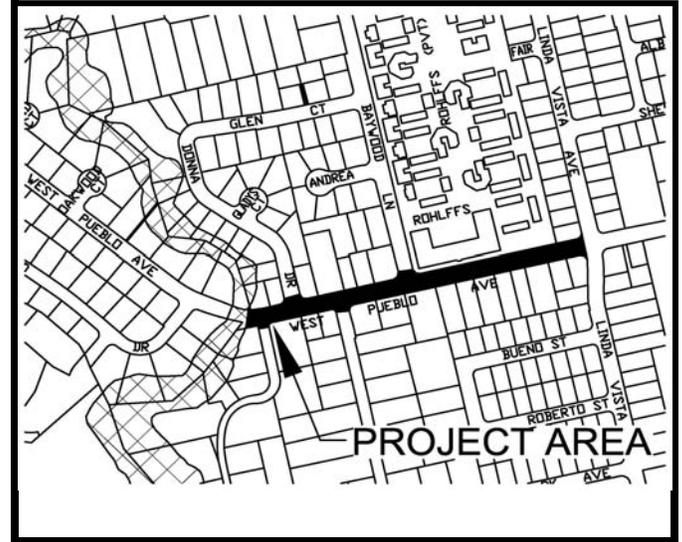
## WEST PUEBLO RESURFACING (5651-534)

### PROJECT DESCRIPTION:

Resurface West Pueblo between Linda Vista and Redwood Creek, reconstructing the road between Baywood Lane and Rancho Drive, and install new water main and laterals. Install sidewalk, curb & gutter where gaps exist and ADA compliance at curb ramps.

### PROJECT MANAGEMENT:

Public Works Department  
Engineering Division, Herb Fredricksen



### PROJECT STATUS:

Original budget established at \$348,444 in April 2008. Degree of existing road damage and subsequent reconstruction required replacement of waterline. Bid opening date is scheduled for September 12, 2008. Substantial construction is scheduled to be completed by October 31st, with striping and iron raising to be completed by November 14th. The revised project budget and award will be presented to City Council On September 9th. County encroachment permit for Ranch Drive work has been secured, construction easements have been prepared and will be mailed next week.

END 4th QTR

	2007			2008								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design							30%					
Bid & Award												
Construction												

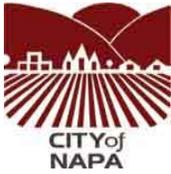
END 4th QTR

	2007			2008								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Budget = \$348,444												
Total Spent to date=\$23,000									7%			



CITY of NAPA

Citizen Relationship  
Management  
(CRM)



## Report on Citizen Relationship Management (CRM) Activity For Fourth Quarter 2007-08

The City of Napa Citizen Relationship Management (CRM) system was implemented in February 2008. The internal “brand name” for our CRM is “Service Center.” It is a web-based software system that contains a database of frequently asked questions and answers, allows citizens 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](http://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 value of a comprehensive CRM system includes the capability of quantifying what type of services are most frequently requested in the community, clearly informing citizens of expected time needed to respond to, and, in many cases, fulfill the service request, and tracking performance based on established Service Level Agreements (SLA) that define the amount of time allowed to fulfill requests.

The attached chart “Service Requests Q4 2008 by Type” shows the total number of service requests made in the 21 available request types during the period April-June 2008. *Notes:* 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. One of the goals in the CRM implementation was to “not fix things that are not broken.”

The second chart titled “Service Request Average Time Open vs. Time Allowed” shows the same 21 service request types with data lines indicating the performance in responding to and closing requests within the City’s expected timeframe. *Note:* The extended average time to complete in categories of “bad sidewalk or curb,” “rough road surface,” “construction site problem” 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.



Report on  
Citizen Relationship Management (CRM) Activity  
For Fourth Quarter 2007-08

Over the next quarter of the year, we will evaluate whether the Service Level Agreements (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.

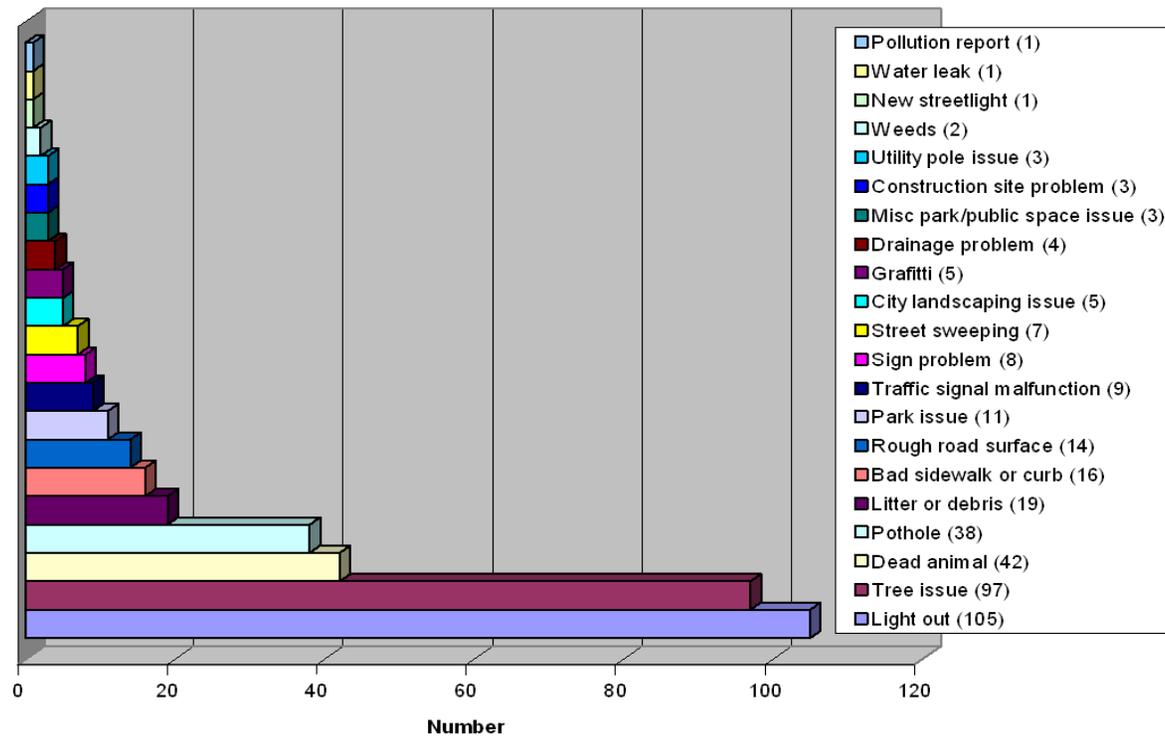
*Report provided by Barry Martin, September 25, 2008*



## Report on Citizen Relationship Management (CRM) Activity For Fourth Quarter 2007-08

A total of 394 external service requests were entered into the CRM system in the fourth quarter of 2007-08. 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.

### Service Requests by Type Q4 2007-08





## Report on Citizen Relationship Management (CRM) Activity For Fourth Quarter 2007-08

Each Service Request has a City-specified amount of time allowed for completion. This time allowance is called the Service Level Agreement (SLA) and these parameters were set by each Department at the start of CRM implementation. This chart shows all the Service Request types and compares the Average Time to Close them to the SLA for Q4 07-08.

**Average time open vs. time allowed Q4 07-08**

