

CITY of NAPA

First and Second Quarter
Report
FY 2009-2010



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February 16, 2010

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's First and Second Quarter Reports for 2009-10. 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 first two quarters of fiscal year 2009-10. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

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

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

The last section of the report provides information collected from our *Customer Service* software system. This information allows the Council to track the nature and

number of service requests received from the public and to monitor the administration's responsiveness to those requests.

We typically try to present the Quarterly Reports for Council and public review within six weeks of the close of each quarter, but the first quarters of this fiscal year have taken a little longer to allow the Finance Department staff to work with the information in our new financial system.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness", with a long, sweeping horizontal stroke extending to the right.

Mike Parness
City Manager



QUARTERLY FINANCIAL REPORT

Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the first and second quarters of the 2009-10 fiscal year. These are the first quarterly reports generated from the City's new financial reporting system. It should be noted that these are preliminary unaudited results and are subject to revision.

This financial report is presented on a modified cash basis wherein revenues are reported when earned and received and expenditures are reported in the period in which the liability is incurred and payment is issued. Accordingly, we would not expect to see actual revenues and expenditures reported equally by fiscal quarter as there are cyclical and seasonal fluctuations as well as timing issues of when payments are received and made.

Management's Overview

The financial information on the following two pages identifies actual revenues and expenditures for the first and second quarters of the fiscal year compared to annual budgeted amounts and also compared to anticipated year-to-date activity. The year-to-date budget estimate is, in most cases, derived by dividing the annual budgeted amount by the number of months elapsed. However, the three primary sources of General Fund revenue (property tax, sales tax and transient occupancy tax) have been annualized over a five year period to match prior period experience. These revenues are discussed individually on the following pages.

As of the end of the first half of the fiscal year, operating revenues totaled \$22.1 million, or 35 percent of the \$62.8 million budgeted for the year. Property Tax, Sales Tax and Transient Occupancy Tax revenue are the three largest sources of revenue and were budgeted to generate 74 percent of the total General Fund revenue this fiscal year. As a result of the current economic downturn, the revenue received from each of these taxes is significantly under the anticipated amount. A discussion of each of these revenue items is provided in the General Fund Revenue Analysis section of this report. Based upon an analysis of revenue received during the first two quarters of the 2009-10 fiscal year, it is projected that the City's General Fund revenues will total \$57.6 million this fiscal year which is \$5.2 million less than the amount budgeted.

Departmental expenditures as of December 31st totaled \$31.2 million which represents 47 percent of the approved budget of \$66.3 million. All departments are currently operating within their approved budget allocation.



QUARTERLY FINANCIAL REPORT

General Fund Summary - Quarter Ended September 30, 2009

(In Millions)

	(1)	(2)			(3)		
	1st Qtr	First Quarter Ended September 30, 2009			2009-10 Fiscal Year		
	Actual	Budget	Variance	%	Budget	Variance	%
Revenues:							
Property taxes	\$ 0.000	0.152 *	-0.152	0%	23.515	-23.515	0%
Sales taxes	0.978	1.251 *	-0.273	78%	13.158	-12.180	7%
Transient occupancy	1.156	1.408 *	-0.252	82%	9.848	-8.692	12%
Business license	0.544	0.798	-0.254	68%	3.192	-2.648	17%
Other taxes	0.006	0.395	-0.389	1%	1.580	-1.574	0%
Licenses & permits	0.117	0.383	-0.266	31%	1.531	-1.414	8%
Intergovernmental	0.388	0.210	0.178	185%	0.840	-0.452	46%
Charges for services	1.520	1.187	0.333	128%	4.747	-3.227	32%
Transfers in	0.934	0.884	0.050	106%	3.536	-2.602	26%
Other	0.088	0.222	-0.135	39%	0.889	-0.802	10%
Total Revenues	5.731	6.890	-1.159	83%	62.836	-57.105	9%
Departmental Expenditures:							
City Council	0.077	0.084	0.007	91%	0.335	0.258	23%
City Clerk	0.132	0.169	0.037	78%	0.678	0.546	19%
City Attorney	0.206	0.242	0.036	85%	0.967	0.762	21%
City Manager	0.747	0.905	0.158	83%	3.619	2.872	21%
Finance	0.632	0.801	0.169	79%	3.204	2.572	20%
Personnel	0.234	0.281	0.047	83%	1.122	0.889	21%
Economic Development	0.064	0.098	0.034	65%	0.392	0.328	16%
Community Development	0.759	0.885	0.125	86%	3.539	2.779	21%
Police	5.174	5.394	0.219	96%	21.576	16.401	24%
Fire	3.353	3.324	-0.030	101%	13.295	9.942	25%
Public Works	1.739	1.830	0.090	95%	7.318	5.579	24%
Parks and Recreation	1.719	1.927	0.208	89%	7.707	5.988	22%
General Govt	0.265	0.643	0.379	41%	2.573	2.308	10%
Total Expenditures	15.101	16.581	1.480	91%	66.325	51.224	23%
Results from operations	-9.370	-9.691	0.321	n/a	-3.489	-5.881	n/a
Nonrecurring Items							
Nonrecurring Revenues	0.001	0.236	-0.234	0%	0.942	-0.941	0%
Nonrecurring Expenditures	0.120	0.196	-0.077	61%	0.786	-0.666	15%
Impact of Nonrecurring	-0.118	0.039	-0.158	n/a	0.156	-0.275	n/a
Change in Fund Balance	\$ -9.489	-9.652	0.164	n/a	-3.333	-6.156	n/a

* Annualized estimate based on average of the first quarters' collections from previous five years. All other quarterly budget estimates are based on 25% of total budget.



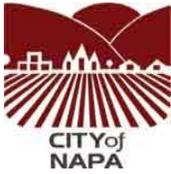
QUARTERLY FINANCIAL REPORT

General Fund Summary - Quarter Ended December 31, 2009

(In Millions)

	(2)	(3)				(4)		
	2nd Qtr	Second Quarter Ended December 31, 2009				2009-10 Fiscal Year		
	Actual	Budget	Variance	%	Budget	Variance	%	
Revenues:								
Property taxes	\$ 8.353	8.513 *	-0.160	98%	23.515	-15.162	36%	
Sales taxes	3.249	4.614 *	-1.365	70%	13.158	-9.909	25%	
Transient occupancy	3.785	4.623 *	-0.838	82%	9.848	-6.063	38%	
Business license	1.077	1.596	-0.519	68%	3.192	-2.114	34%	
Other taxes	0.390	0.790	-0.400	49%	1.580	-1.190	25%	
Licenses & permits	0.306	0.765	-0.459	40%	1.531	-1.225	20%	
Intergovernmental	0.522	0.420	0.102	124%	0.840	-0.318	62%	
Charges for services	2.552	2.373	0.178	108%	4.747	-2.195	54%	
Transfers in	1.818	1.768	0.050	103%	3.536	-1.718	51%	
Other	0.088	0.445	-0.357	20%	0.889	-0.802	10%	
Total Revenues	22.139	25.908	-3.768	85%	62.836	-40.697	35%	
Departmental Expenditures:								
City Council	0.145	0.167	0.023	87%	0.335	0.190	43%	
City Clerk	0.286	0.339	0.053	84%	0.678	0.392	42%	
City Attorney	0.444	0.484	0.040	92%	0.967	0.523	46%	
City Manager	1.604	1.810	0.206	89%	3.619	2.015	44%	
Finance	1.364	1.602	0.238	85%	3.204	1.840	43%	
Personnel	0.485	0.561	0.077	86%	1.122	0.638	43%	
Economic Development	0.186	0.196	0.010	95%	0.392	0.206	47%	
Community Development	1.637	1.769	0.133	92%	3.539	1.902	46%	
Police	10.294	10.788	0.494	95%	21.576	11.282	48%	
Fire	6.834	6.648	-0.186	103%	13.295	6.461	51%	
Public Works	3.643	3.659	0.016	100%	7.318	3.675	50%	
Parks and Recreation	3.585	3.854	0.269	93%	7.707	4.123	47%	
General Govt	0.501	1.286	0.786	39%	2.573	2.072	19%	
Total Expenditures	31.006	33.163	2.157	93%	66.325	35.319	47%	
Results from operations	-8.867	-7.255	-1.612	n/a	-3.489	-5.377	n/a	
Nonrecurring Items								
Nonrecurring Revenues	0.148	0.471	-0.324	31%	0.942	-0.795	16%	
Nonrecurring Expenditures	0.364	1.135	-0.772	32%	2.271	-1.907	16%	
Impact of Nonrecurring	-0.216	-0.664	0.448	n/a	-1.329	1.113	n/a	
Change in Fund Balance	\$ -9.083	-7.919	-1.164	n/a	-4.818	-4.265	n/a	

* Annualized estimate based on average of first two quarters' collections from previous five years. All other quarterly budget estimates are based on 50% of total budget.



QUARTERLY FINANCIAL REPORT

The following tables provide a comparison of actual revenues and expenditures for the first and second quarters of the 2009-10 fiscal year compared to the same periods last fiscal year.

General Fund Operations Comparison to Prior Fiscal Year - In Millions

		FY 2008-09 thru Sept. 30 Actual	FY 2009-10 thru Sept. 30 Actual	Variance
Revenues:				
Property taxes	\$	0.000	0.000	0.000
Sales taxes		0.961	0.978	0.018
Transient occupancy		1.223	1.156	-0.067
Business license		0.683	0.544	-0.139
Other taxes		0.003	0.006	0.003
Licenses & permits		0.396	0.117	-0.279
Intergovernmental		0.105	0.388	0.284
Charges for services		1.415	1.520	0.105
Transfers in		1.041	0.934	-0.107
Other		0.157	0.088	-0.069
Total Revenues	\$	5.982	5.731	-0.251
Departmental Expenditures:				
City Council	\$	0.067	0.077	0.010
City Clerk		0.137	0.132	-0.005
City Attorney		0.185	0.206	0.021
City Manager		0.712	0.747	0.035
Finance		0.479	0.632	0.152
Personnel		0.241	0.234	-0.008
Economic Development		0.032	0.064	0.032
Community Development		0.719	0.759	0.041
Police		4.868	5.174	0.307
Fire		3.356	3.353	-0.002
Public Works		1.867	1.739	-0.128
Parks and Recreation		1.718	1.719	0.001
General Govt		0.940	0.265	-0.675
Total Expenditures	\$	15.322	15.101	-0.221
Results from operations	\$	-9.340	-9.370	-0.031



QUARTERLY FINANCIAL REPORT

General Fund Operations Comparison to Prior Fiscal Year - In Millions

		FY 2008-09 thru Dec. 31	FY 2009-10 thru Dec. 31	Variance
		Actual	Actual	
Revenues:				
Property taxes	\$	11.965	8.353	-3.612
Sales taxes		5.295	3.249	-2.046
Transient occupancy		4.159	3.785	-0.374
Business license		1.499	1.077	-0.421
Other taxes		0.271	0.390	0.119
Licenses & permits		0.736	0.306	-0.430
Intergovernmental		0.311	0.522	0.210
Charges for services		1.815	2.552	0.737
Transfers in		2.065	1.818	-0.247
Other		0.716	0.088	-0.629
Total Revenues	\$	28.832	22.139	-6.693
Departmental Expenditures:				
City Council	\$	0.139	0.145	0.005
City Clerk		0.300	0.286	-0.014
City Attorney		0.398	0.444	0.046
City Manager		1.321	1.604	0.283
Finance		1.275	1.364	0.089
Personnel		0.459	0.485	0.025
Economic Development		0.077	0.186	0.109
Community Development		1.521	1.637	0.116
Police		9.984	10.294	0.310
Fire		6.343	6.834	0.491
Public Works		3.600	3.643	0.042
Parks and Recreation		3.438	3.585	0.147
General Govt		1.451	0.501	-0.951
Total Expenditures	\$	30.307	31.006	0.699
Results from operations	\$	-1.475	-8.867	-7.392



QUARTERLY FINANCIAL REPORT

General Fund Revenue Analysis

Property Tax – Property taxes are the City’s largest source of operating revenue (37%) and are considered relatively inelastic in that they should remain relatively constant as the economy changes. By State law (Proposition 13), the County levies property taxes at one percent of full market value at the time of purchase with the City receiving approximately 17% of the 1%. Stated another way, the City receives approximately 17 cents for every \$100 of assessed value within the City. Assessed values can be increased by no more than two percent per year until a property is resold.

The City experienced a net taxable value decrease of 2.7% for the 2009-10 tax roll. The County began decreasing assessed values in fiscal year 2008-09, and will continue to do so into fiscal year 2009-10. For the first time since the passage of Prop 13 in 1978, the California Consumer Price Index (CCPI) actually declined between October 2008 and October 2009 which means a decline in assessed values (-.237%), and its related revenue stream, will continue into the 2010-11 fiscal year. A one-time Excess ERAF payment of \$1.2 million was received in the second quarter and is included here, reducing the budget variance for the current fiscal year. Property tax revenue to the General Fund this fiscal year is projected to total \$22.9 million or \$0.6 million under the \$23.5 million budgeted amount.

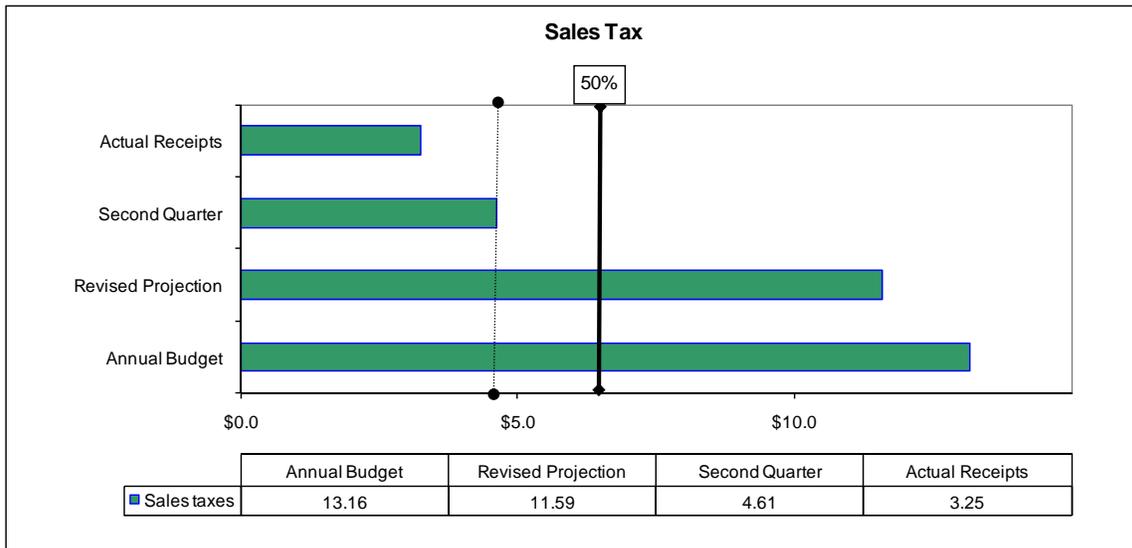




QUARTERLY FINANCIAL REPORT

Sales Tax – Sales taxes are the City’s second largest source of revenue (21%) and are elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs.

Continued high unemployment, consumer uncertainty and housing problems led to a statewide sales decline of -14.8% for the quarter ended September 30, 2009, compared to the same quarter a year ago. For Napa, sales declined -5.4%. Working closely with our sales tax consultant, we have revised our projection for the fiscal year down by \$1.57 million or 12%. Preliminary data for Merchant sales in the City of Napa are expected to show another 5% decline through December 2009, increasing slightly each quarter thereafter.

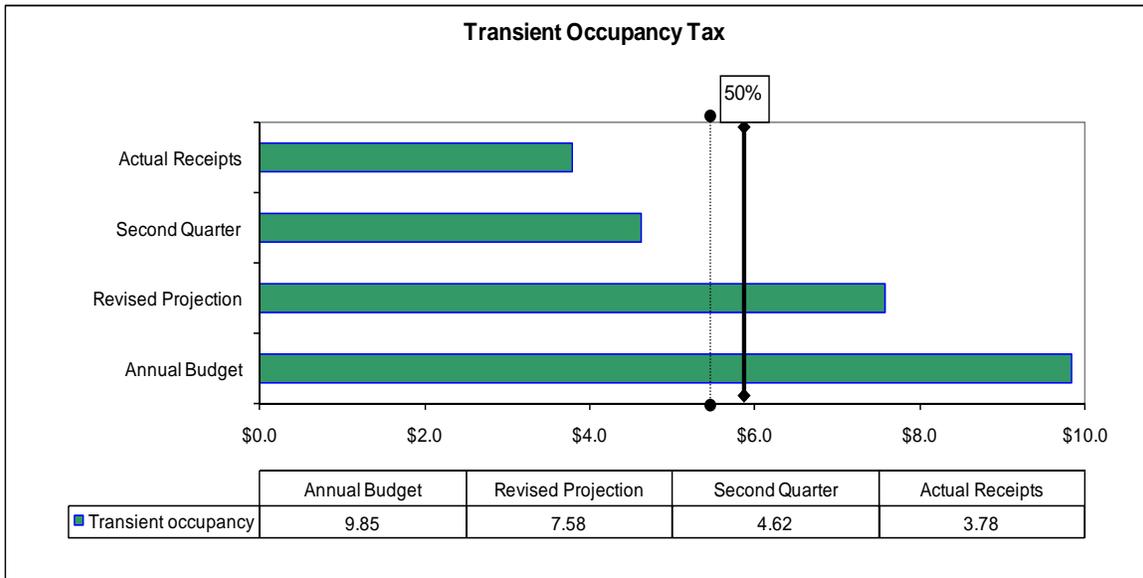


Transient Occupancy Tax (TOT) – Transient occupancy taxes are the City’s third largest source of revenue (16%) and are typically elastic in nature, varying with changes in the economy. The City of Napa levies the tax on rooms at hotels, motels, bed and breakfasts, and vacation rentals operating within the City. The tax rate is 12%, of which the City receives 100%.

Last fiscal year, we saw a 6% decline in TOT revenues after several years of double digit gains. Tourism declined significantly in the 4th quarter, and continues to decline further through the first half of FY 2009-10. Hotel occupancy rates are down. But just as significantly, hotels have reduced their room rates, which results in reduced transient occupancy tax revenue for the City. Based upon this continued decline, TOT revenue is projected to total \$7.58 million.



QUARTERLY FINANCIAL REPORT



Other Revenues – License and Permit revenues are down significantly in the first two quarters due to the lack of building activity. In addition, investment revenue is down due to both less cash invested and low short term interest rates.

Economic Outlook

The economic outlook for the remainder of this fiscal year remains uncertain. High unemployment, consumer uncertainty and declining housing values have had a significant negative impact on the City's financial stability. Staff is working closely with the County to monitor changes which might impact property valuations. The County Assessor has projected a continuation of the current housing downturn at least through the end of the 2010-11 fiscal year. Sales tax revenues are expected to continue to decline through the next quarter or two, with modest recovery thereafter. The impact of the economic slowdown on the City's hotel industry has been significant. The anticipated construction of new hotels has been delayed and existing hotels are experiencing high vacancy rates. While staff is closely monitoring the hotel activity, it is not anticipated that a significant improvement will be seen during this current budget cycle.

As every indication points to a continued economic downturn and/or a very slow recovery, it will become increasingly important that the City stabilize its financial situation by reducing costs while trying to preserve service levels as much as possible.



QUARTERLY FINANCIAL REPORT

Recommendation

Proposed reductions to both revenue and expenditure budgets will be presented to Council for consideration on March 16, 2010. This is an informational report. No action is recommended at this time.



QUARTERLY INVESTMENT REPORT

Introduction

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

All investments are compliant with the investment policy. The portfolio managers will continue to closely manage the risks of all City investments.

Investment Approach

The City's investments are guided by a policy which is reviewed and approved by Council annually. The investment policy in effect at December 31, 2009 is provided as an appendix to this quarterly report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and return, as detailed in Attachment A. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City is a passive investor and relies on investment advisors and the state investment pool known as the Local Agency Investment Fund (LAIF).

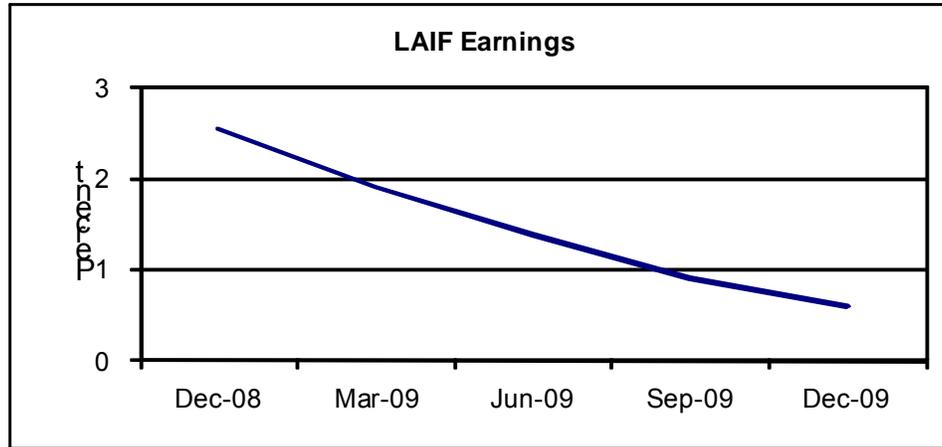
Current Market Conditions

The economy has shown signs of improvement the last two quarters. Experts are beginning to speculate that the recession is ending. The greatest concern is whether the economy will continue to improve once government stimulus effects fade. It is anticipated that the pace of the potential recovery will be slow and that short-term interest rates will remain low until there is substantial economic improvement.

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



QUARTERLY INVESTMENT REPORT



Portfolio Information

Total Invested Assets = \$100,415,083.56

The City's cash, excluding bond related cash, is pooled for investment purposes. As of September 30, 2009, invested cash totaled \$94.2 million. As of December 31, 2009, invested cash totaled \$100.4 million. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

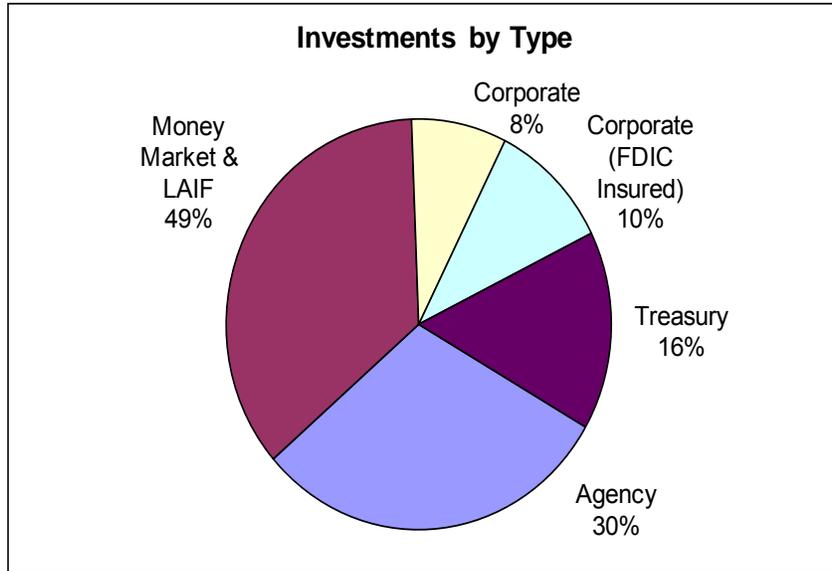
BENCHMARK COMPARISONS		
	City of Napa Portfolio (excluding LAIF)	1 to 5 Year US Government Securities Benchmark
Average Maturity	2.56 YEARS	2.531 YEARS
Duration	2.4 YEARS	2.391 YEARS
Yield-to-Maturity	1.66%	1.48%
Average Quality	AAA	AAA
3 Month Rate of Return	0.24%	0.00%

The City's investments (excluding LAIF) outperformed the yield to maturity benchmark in the first and second quarters of the fiscal year. The City's positive performance is due to the corporate bonds which are outperforming federal instruments in the market with a reported yield in excess of 3.2%. The 3 month rate of return declined from .66% to .24% since the 4th quarter report, however, still outperforms the benchmark. The City's investments are very close to the benchmark for both average maturity and duration.

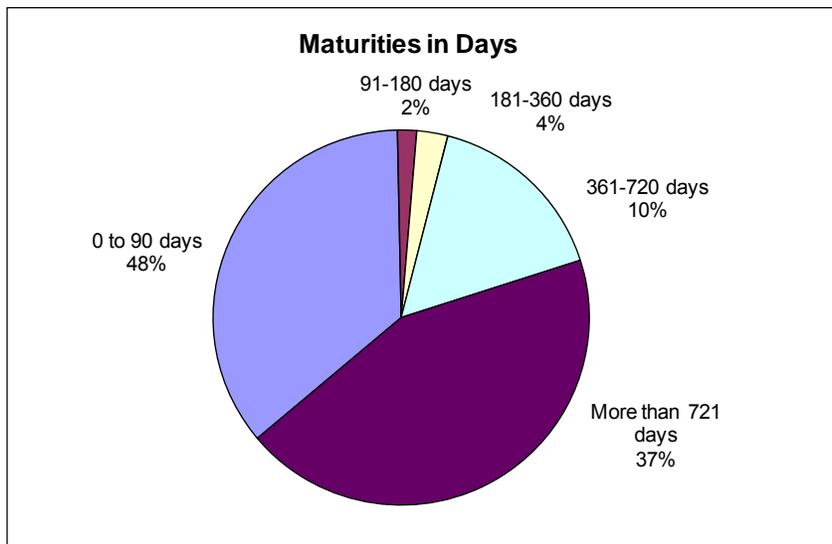


QUARTERLY INVESTMENT REPORT

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



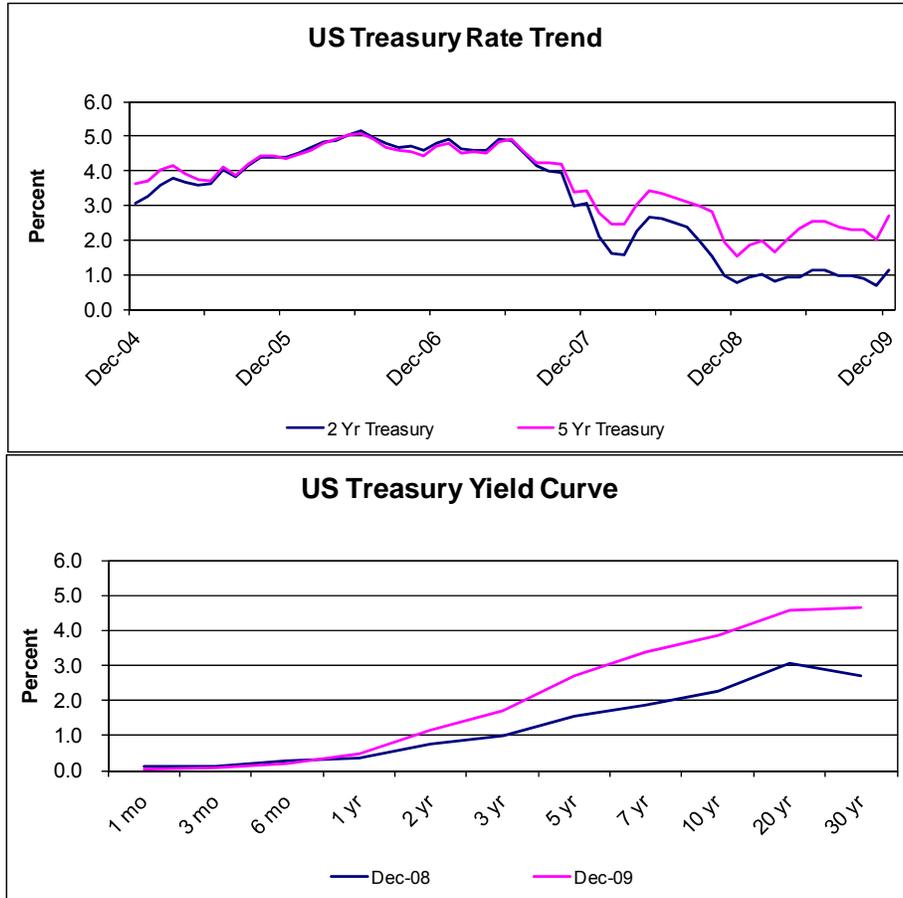
The City's investment policy allows for a 5 year time horizon with an emphasis on liquidity. 85% of investments are either very short-term investments or long-term investments. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.





QUARTERLY INVESTMENT REPORT

The City's investment approach is appropriate given the current yield trend. As shown below, treasury rates rebounded slightly in the second quarter. The current Treasury rate trend shows that greater yields can be attained by investing in longer term treasuries.



Conclusion:

Declines in investment earnings continued in the first half of the year. City funds are invested according to the investment policy with an emphasis on safety, liquidity, and return. The economy has shown signs of improvement and the effects can be seen in higher long-term rates. City investment earnings will not return to previous levels until we see increases in short-term rates. LAIF earnings are very low as reflected in the treasury yield curve. We will continue to invest according to the stated policy and monitor the market for potential risk to the City's assets.

- Attachment A: Appendix



QUARTERLY INVESTMENT REPORT APPENDIX

Investment Goals

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

Glossary of Terms:

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

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

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

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

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

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

**City of Napa Investment Report
September 30, 2009**

CUSIP	Description	June 2009 S&P Rating	Sept 2009 S&P Rating	PAR Value	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
LAIF AND MONEY MARKET										
431114701	HIGHMARK GOVT MONEY MARKET	AAA	AAA	\$ 114,720			\$ 114,720		\$ -	\$ 114,720
n/a	CAMP MONEY MARKET	AAA	AAA	1,861,129			1,861,129			1,861,129
n/a	LAIF			38,983,125			38,983,125		90,694	38,983,125
Total LAIF and Money Market				40,958,974			40,958,974		90,694	40,958,974
CORPORATE NOTES										
718507BQ8	CONOCO PHILLIPS NOTE	A	A	255,000	8.750	05/25/10	281,362	0.210	7,809	269,193
38143UBE0	GOLDMAN SACHS NOTE	A	A	500,000	4.500	06/15/10	485,875	0.850	6,625	512,862
931142BZ5	WAL-MART STORES NOTE	AA	AA	425,000	4.125	07/01/10	434,920	0.720	4,383	435,832
369550AL2	GENERAL DYNAMICS CORP NOTE	A	A	300,000	4.500	08/15/10	307,755	0.850	1,725	309,523
892332AQ0	TOYOTA MOTOR CREDIT CORP NOTE	AA	AA	300,000	5.450	05/18/11	313,800	2.550	6,040	313,840
36962GZ80	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	110,000	0.394	06/06/11	101,652	5.280	28	107,977
949746NJ6	WELLS FARGO COMPANY NOTE	AA-	AA-	400,000	5.300	08/26/11	400,652	5.260	2,061	422,369
172967DU2	CITIGROUP INC NOTE	A	A	200,000	5.100	09/29/11	198,986	5.230	57	205,688
929903CF7	WACHOVIA CORPORATION NOTE	AA-	AA-	500,000	5.300	10/15/11	499,185	5.340	12,219	529,747
36962G3K8	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	540,000	5.250	10/19/12	552,139	4.670	12,758	570,911
949746NW7	WELLS FARGO COMPANY NOTE	AA-	AA-	250,000	5.250	10/23/12	249,718	5.280	5,760	266,734
46625HHB9	JP MORGAN CHASE & CO NOTE	A+	A+	300,000	4.750	05/01/13	302,985	3.010	5,938	317,610
92976WBJ4	WACHOVIA BANK NOTE	AA-	AA-	315,000	5.500	05/01/13	330,586	3.410	7,219	337,041
084664BG5	BERKSHIRE HATHAWAY NOTE		AAA	190,000	5.000	08/15/13	202,205	2.650	1,214	206,361
06406HBK4	BANK OF NEW YORK NOTE	AA-	AA-	400,000	5.125	08/27/13	401,484	5.040	1,936	432,381
717081AR4	PFIZER INC NOTE	AAA	AAA	255,000	4.500	02/15/14	267,638	2.730	1,466	273,540
36962G4C5	GENERAL ELECTRIC CAPITAL CORP NOTE		AA+	430,000	5.900	05/13/14	456,107	4.160	9,725	461,085
Total Corporate Notes				5,670,000			5,787,049		86,963	5,972,694
US TREASURY NOTES										
912828KH2	US TREASURY NOTE	TSY	TSY	255,000	0.875	03/31/11	254,731	0.930	6	255,857
912828FD7	US TREASURY NOTE	TSY	TSY	1,100,000	4.875	04/30/11	1,172,961	2.560	22,441	1,172,059
912828FD7	US TREASURY NOTE	TSY	TSY	400,000	4.875	04/30/11	404,797	0.700	8,160	426,250
912828FN5	US TREASURY NOTE	TSY	TSY	575,000	4.875	07/31/11	583,962	0.830	4,723	617,227
912828KC3	US TREASURY NOTE	TSY	TSY	1,000,000	1.375	02/15/12	1,003,516	1.250	1,756	1,005,234
912828KK5	US TREASURY NOTE	TSY	TSY	1,410,000	1.375	04/15/12	1,409,890	1.380	8,952	1,416,169
912828GQ7	US TREASURY NOTE	TSY	TSY	500,000	4.500	04/30/12	492,813	1.210	9,416	541,719
912828KP4	US TREASURY NOTE	TSY	TSY	190,000	1.375	05/15/12	189,532	1.460	987	190,638
912828KX7	US TREASURY NOTE	TSY	TSY	1,000,000	1.875	06/15/12	996,680	1.990	5,533	1,015,625
912828KX7	US TREASURY NOTE		TSY	480,000	1.875	06/15/12	483,863	1.590	2,656	487,500
912828GW4	US TREASURY NOTE	TSY	TSY	1,000,000	4.875	06/30/12	1,044,619	1.280	12,320	1,096,875
912828HE3	US TREASURY NOTE	TSY	TSY	600,000	4.250	09/30/12	621,047	1.400	70	650,063
912828HG8	US TREASURY NOTE	TSY	TSY	900,000	3.875	10/31/12	919,020	1.430	14,594	966,094
912828HK9	US TREASURY NOTE	TSY	TSY	1,000,000	3.375	11/30/12	1,003,047	1.470	11,342	1,058,750
Total US Treasury				10,410,000			10,580,477		102,956	10,900,060
US CORPORATE FDIC INSURED										
86801BAB1	SUNTRUST BANK FDIC GUARANTEED NOTE	AAA	AAA	500,000	3.000	11/16/11	498,485	3.110	5,625	517,628
7591EAAB9	REGIONS BANK FDIC GUARANTEED NOTE	AAA	AAA	500,000	3.250	12/09/11	499,535	3.280	5,056	520,153
4042EPAA5	HSBC USA INC FDIC GUARANTEED NOTE		AAA	400,000	3.125	12/16/11	414,404	1.580	3,646	415,393
91160HAA5	US BANKCORP FDIC GUARANTEED NOTE	AAA	AAA	725,000	2.250	03/13/12	724,913	1.480	816	738,441
38146FAA9	GOLDMAN SACH FDIC GUARANTEED NOTE	AAA	AAA	880,000	3.250	06/15/12	895,029	1.600	8,421	918,395
06050BAA9	B OF A CORP FDIC GUARANTEED NOTE	AAA	AAA	880,000	3.125	06/15/12	912,575	1.610	8,097	915,269

**City of Napa Investment Report
September 30, 2009**

CUSIP	Description	June 2009 S&P Rating	Sept 2009 S&P Rating	PAR Value	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
949744AC0	WELLS FARGO & CO FDIC GUARANTEED NOTE	AAA	AAA	910,000	2.125	06/15/12	914,234	1.580	5,694	923,052
69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	AAA	250,000	2.300	06/22/12	249,708	2.340	1,581	254,489
69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	AAA	385,000	2.300	06/22/12	390,994	1.620	2,435	391,912
36967HAV9	GE CAPITAL CORP FDIC GUARANTEED NOTE	AAA	AAA	930,000	2.125	12/21/12	930,884	1.830	5,490	938,447
481247AM6	JP MORGAN CHASE FDIC GUARANTEED NOTE	AAA	AAA	925,000	2.125	12/26/12	927,868	1.700	5,187	937,379
	Total US Corporate FDIC Insured			7,285,000			7,358,629		52,048	7,470,558
FEDERAL AGENCY BOND/NOTES										
31359MXH1	FNMA NOTE	AAA	AAA	525,000	3.875	02/15/10	515,393	0.290	2,599	532,055
3133XBB20	FHLB NOTE	AAA	AAA	1,300,000	4.375	03/17/10	1,281,611	0.330	2,212	1,324,375
3134A4VB7	FHLMC NOTE	AAA	AAA	900,000	4.125	07/12/10	861,465	0.400	8,147	926,157
3133XCQZ9	FHLB NOTE	AAA	AAA	565,000	4.375	09/17/10	554,435	0.570	961	585,658
3134A4VJ0	FHLMC NOTE	AAA	AAA	1,050,000	4.750	01/18/11	1,054,716	0.690	10,114	1,105,125
31331VSK3	FFCB NOTE	AAA	AAA	175,000	4.875	02/18/11	185,367	0.800	1,019	184,789
31398AVO2	FNMA NOTE	AAA	AAA	315,000	1.750	03/23/11	314,676	1.800	123	319,725
31398AWY4	FNMA CALLABLE NOTE	AAA	AAA	170,000	1.700	04/29/11	169,966	1.710	1,220	171,169
31359MJH7	FNMA NOTE	AAA	AAA	200,000	6.000	05/15/11	213,849	3.090	4,533	216,563
3133XFJY3	FHLB NOTE	AAA	AAA	925,000	5.250	06/10/11	936,547	1.000	14,973	990,906
31331VJ80	FFCB NOTE	AAA	AAA	2,025,000	5.375	07/18/11	2,071,938	1.080	22,071	2,179,406
3133XUFA6	FHLB CALLABLE NOTE	AAA	AAA	500,000	1.800	01/27/12	500,000	1.800	1,600	502,344
880591DT6	TENN VALLEY AUTHORITY NOTE	AAA	AAA	960,000	6.790	05/23/12	1,052,884	1.870	23,177	1,081,446
3137EACC1	FHLMC GLOBAL NOTE	AAA	AAA	500,000	1.750	06/15/12	499,400	1.790	3,160	502,656
3133XUE41	FHLB NOTE	AAA	AAA	765,000	1.750	08/22/12	763,944	1.800	2,529	767,391
31359MPF4	FNMA NOTE	AAA	AAA	1,000,000	4.375	09/15/12	1,041,809	1.760	1,944	1,075,000
31331X3S9	FFCB NOTE	AAA	AAA	400,000	4.500	10/17/12	410,511	1.780	8,200	432,125
31398AKY7	FNMA NOTE	AAA	AAA	550,000	3.625	02/12/13	543,256	1.840	2,714	581,969
31359MRG0	FNMA NOTE	AAA	AAA	405,000	4.375	03/15/13	423,661	3.360	788	439,298
3137EABM0	FHLMC NOTE	AAA	AAA	150,000	3.750	06/28/13	147,091	2.050	1,453	159,157
31398ASD5	FNMA NOTE	AAA	AAA	1,200,000	3.875	07/12/13	1,196,216	2.070	10,204	1,278,376
3134A4TZ7	FHLMC NOTE	AAA	AAA	425,000	4.500	07/15/13	439,930	2.120	4,038	461,656
880591DW9	TENN VALLEY AUTHORITY NOTE	AAA	AAA	450,000	4.750	08/01/13	465,320	2.500	3,563	486,761
3133XR88	FHLB NOTE	AAA	AAA	625,000	4.000	09/06/13	626,376	2.190	1,736	667,383
3133XSAE8	FHLB GLOBAL BENCHMARK NOTE	AAA	AAA	420,000	3.625	10/18/13	440,018	2.500	6,894	442,444
31398AUJ9	FNMA NOTE	AAA	AAA	425,000	2.875	12/11/13	432,208	2.400	3,734	432,969
3137EABX6	FHLMC NOTE	AAA	AAA	1,075,000	2.500	01/07/14	1,063,137	2.350	6,271	1,081,441
3137EACD9	FHLMC GLOBAL NOTE		AAA	870,000	3.000	07/28/14	871,714	2.960	7,395	886,856
3137EACD9	FHLMC GLOBAL NOTE		AAA	775,000	3.000	07/28/14	775,406	2.570	6,588	790,016
	Total Agency Notes			19,645,000			19,852,845		163,960	20,605,216
TOTAL LAIF AND SECURITIES				\$ 83,968,974			\$ 84,537,973		\$ 496,621	\$ 85,907,502

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

CUSIP	Description	Sept 2009 S&P Rating	Dec 2009 S&P Rating	PAR Value	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
LAIF AND MONEY MARKET										
431114701	HIGHMARK GOVT MONEY MARKET	AAA	AAA	\$ 151,484			\$ 151,484		\$ -	\$ 151,484
n/a	CAMP MONEY MARKET	AAA	AAA	478,543			478,543			478,543
n/a	LAIF			25,237,572			25,237,572		50,170	25,237,572
	Total LAIF and Money Market			25,867,599			25,867,599		50,170	25,867,599
CORPORATE NOTES										
718507BQ8	CONOCO PHILLIPS NOTE	A	A	255,000	8.750	05/25/10	281,362	0.400	2,231	263,496
931142BZ5	WAL-MART STORES NOTE	AA	AA	425,000	4.125	07/01/10	434,920	0.190	8,766	433,357
369550AL2	GENERAL DYNAMICS CORP NOTE	A	A	300,000	4.500	08/15/10	307,755	0.340	5,100	307,742
892332AQ0	TOYOTA MOTOR CREDIT CORP NOTE	AA	AA	300,000	5.450	05/18/11	313,800	1.390	1,953	316,588
36962GZ80	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	110,000	0.335	06/06/11	101,652	5.280	25	108,897
949746NJ6	WELLS FARGO COMPANY NOTE	AA-	AA-	400,000	5.300	08/26/11	400,652	5.260	7,361	423,633
172967DU2	CITIGROUP INC NOTE	A	A	200,000	5.100	09/29/11	198,986	5.230	2,607	206,765
929903CF7	WACHOVIA CORPORATION NOTE	AA-	AA-	500,000	5.300	10/15/11	499,185	5.340	5,594	530,760
36962G3K8	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	540,000	5.250	10/19/12	552,139	4.670	5,670	574,680
949746NW7	WELLS FARGO COMPANY NOTE	AA-	AA-	250,000	5.250	10/23/12	249,718	5.280	2,479	266,894
46625HHB9	JP MORGAN CHASE & CO NOTE	A+	A+	300,000	4.750	05/01/13	302,985	2.990	2,375	316,657
92976WBJ4	WACHOVIA BANK NOTE	AA-	AA-	315,000	5.500	05/01/13	330,586	3.500	2,888	334,635
084664BG5	BERKSHIRE HATHAWAY NOTE	AAA	AAA	190,000	5.000	08/15/13	202,205	2.800	3,589	204,308
06406HBK4	BANK OF NEW YORK NOTE	AA-	AA-	400,000	5.125	08/27/13	401,484	5.040	7,061	431,811
717081AR4	PFIZER INC NOTE	AAA	AA	255,000	4.500	02/15/14	267,638	2.940	4,335	270,282
38141EA33	GOLDMAN SACHS GROUP NOTE		A	290,000	6.000	05/01/14	319,603	3.640	2,900	317,193
36962G4C5	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	430,000	5.900	05/13/14	456,107	3.860	3,383	464,861
	Total Corporate Notes			5,460,000			5,620,777		68,316	5,772,559
US TREASURY NOTES										
912828KH2	US TREASURY NOTE	TSY	TSY	255,000	0.875	03/31/11	254,731	0.930	570	255,468
912828FD7	US TREASURY NOTE	TSY	TSY	1,100,000	4.875	04/30/11	1,172,961	2.560	9,184	1,158,609
912828FD7	US TREASURY NOTE	TSY	TSY	400,000	4.875	04/30/11	404,797	0.840	3,340	421,312
912828FN5	US TREASURY NOTE	TSY	TSY	575,000	4.875	07/31/11	583,962	0.920	11,730	610,645
912828KC3	US TREASURY NOTE	TSY	TSY	1,000,000	1.375	02/15/12	1,003,516	1.250	5,194	1,002,891
912828KK5	US TREASURY NOTE	TSY	TSY	1,410,000	1.375	04/15/12	1,409,890	1.380	4,154	1,411,323
912828GQ7	US TREASURY NOTE	TSY	TSY	500,000	4.500	04/30/12	492,813	1.350	3,854	536,055
912828KP4	US TREASURY NOTE	TSY	TSY	190,000	1.375	05/15/12	189,532	1.460	339	190,000
912828KX7	US TREASURY NOTE	TSY	TSY	480,000	1.875	06/15/12	483,863	1.590	420	485,250
912828KX7	US TREASURY NOTE	TSY	TSY	1,000,000	1.875	06/15/12	996,680	1.990	876	1,010,938
912828GW4	US TREASURY NOTE	TSY	TSY	1,000,000	4.875	06/30/12	1,044,619	1.420	135	1,084,531
912828HE3	US TREASURY NOTE	TSY	TSY	600,000	4.250	09/30/12	621,047	1.520	6,515	643,875
912828HG8	US TREASURY NOTE	TSY	TSY	900,000	3.875	10/31/12	919,020	1.550	5,973	957,656
912828HK9	US TREASURY NOTE	TSY	TSY	1,000,000	3.375	11/30/12	1,003,047	1.600	2,967	1,050,312
912828MB3	US TREASURY NOTE	TSY	TSY	500,000	1.125	12/15/12	493,555	1.570	263	491,990
	Total US Treasury			10,910,000			11,074,030		55,514	11,310,855
US CORPORATE FDIC INSURED										
86801BAB1	SUNTRUST BANK FDIC GUARANTEED NOTE	AAA	AAA	500,000	3.000	11/16/11	498,485	3.110	1,875	515,923
7591EAAB9	REGIONS BANK FDIC GUARANTEED NOTE	AAA	AAA	500,000	3.250	12/09/11	499,535	3.280	993	518,844
4042EPAA5	HSBC USA INC FDIC GUARANTEED NOTE	AAA	AAA	400,000	3.125	12/16/11	414,404	1.580	521	413,941
91160HAA5	US BANKCORP FDIC GUARANTEED NOTE	AAA	AAA	725,000	2.250	03/13/12	724,913	1.480	4,894	737,065
38146FAA9	GOLDMAN SACH FDIC GUARANTEED NOTE	AAA	AAA	880,000	3.250	06/15/12	895,029	1.630	1,271	914,262
06050BAA9	B OF A CORP FDIC GUARANTEED NOTE	AAA	AAA	880,000	3.125	06/15/12	912,575	1.620	1,222	911,853
949744AC0	WELLS FARGO & CO FDIC GUARANTEED NOTE	AAA	AAA	910,000	2.125	06/15/12	914,234	1.640	859	920,581
69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	AAA	250,000	2.300	06/22/12	249,708	2.340	144	254,224

Note: Bolded items indicate a rating change from thh previous quarter.

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

CUSIP	Description	Sept	Dec	PAR	Coupon	Maturity	Original	Yield to	Accrued	Market
		2009	2009							
		S&P	S&P	Value	Rate	Date	Cost	Maturity	Interest	Value
		Rating	Rating							
69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	AAA	385,000	2.300	06/22/12	390,994	1.600	221	391,505
36967HAV9	GE CAPITAL CORP FDIC GUARANTEED NOTE	AAA	AAA	930,000	2.125	12/21/12	930,884	2.090	549	930,862
481247AM6	JP MORGAN CHASE FDIC GUARANTEED NOTE	AAA	AAA	925,000	2.125	12/26/12	927,868	1.970	273	929,079
Total US Corporate FDIC Insured				7,285,000			7,358,629		12,823	7,438,140
FEDERAL AGENCY BOND/NOTES										
3133XBB20	FHLB NOTE	AAA	AAA	925,000	4.375	03/17/10	911,916	0.370	11,691	932,805
3134A4VB7	FHLMC NOTE	AAA	AAA	600,000	5.125	07/12/10	574,310	0.350	11,619	612,000
3133XCQZ9	FHLB NOTE	AAA	AAA	565,000	4.375	09/17/10	554,435	0.580	7,141	580,184
3134A4VJ0	FHLMC NOTE	AAA	AAA	1,050,000	4.750	01/18/11	1,054,716	0.640	22,582	1,094,954
31331VSK3	FFCB NOTE	AAA	AAA	175,000	4.875	02/18/11	185,367	0.730	3,152	183,149
31398AVO2	FNMA NOTE	AAA	AAA	315,000	1.750	03/23/11	314,676	1.800	1,501	318,839
31398AVO2	FNMA NOTE	AAA	AAA	1,000,000	1.750	03/23/11	1,016,160	0.510	4,764	1,012,188
31398AWY4	FNMA CALLABLE NOTE	AAA	AAA	170,000	1.700	04/29/11	169,966	1.710	498	170,638
31359MJH7	FNMA GLOBAL BENCHMARK NOTES	AAA	AAA	200,000	6.000	05/15/11	213,849	3.090	1,533	214,125
3133XFJY3	FHLB NOTE	AAA	AAA	925,000	5.250	06/10/11	936,547	1.110	2,833	979,633
31331VJ80	FFCB NOTE	AAA	AAA	2,025,000	5.375	07/18/11	2,071,938	1.050	49,282	2,159,156
3133XUFA6	FHLB CALLABLE NOTES	AAA	AAA	500,000	1.800	01/27/12	500,000	1.800	3,850	500,469
880591DT6	TENN VALLEY AUTHORITY NOTE	AAA	AAA	960,000	6.790	05/23/12	1,052,884	1.640	6,881	1,075,493
3137EACC1	FHLMC GLOBAL NOTE	AAA	AAA	500,000	1.750	06/15/12	499,400	1.790	389	502,188
3133XUE41	FHLB NOTES	AAA	AAA	510,000	1.750	08/22/12	509,296	1.800	3,917	510,478
31359MPF4	FNMA NOTE	AAA	AAA	1,000,000	4.375	09/15/12	1,041,809	1.680	12,882	1,070,938
3137EACE7	FHLMC NOTES	AAA	AAA	250,000	2.125	09/21/12	254,125	1.550	2,140	252,656
31331X3S9	FFCB NOTE	AAA	AAA	400,000	4.500	10/17/12	410,511	1.860	3,700	428,625
31398AKY7	FNMA NOTE	AAA	AAA	550,000	3.625	02/12/13	543,256	2.000	7,698	576,813
31359MRG0	FNMA GLOBAL BENCHMARK NOTES	AAA	AAA	405,000	4.375	03/15/13	423,661	3.360	5,217	435,248
3137EABM0	FHLMC NOTE	AAA	AAA	150,000	3.750	06/28/13	147,091	2.140	47	158,082
31398ASD5	FNMA NOTE	AAA	AAA	1,200,000	3.875	07/12/13	1,196,216	2.010	21,829	1,275,750
3134A4TZ7	FHLMC NOTE	AAA	AAA	425,000	4.500	07/15/13	439,930	2.160	8,819	458,734
880591DW9	TENN VALLEY AUTHORITY NOTE	AAA	AAA	450,000	4.750	08/01/13	465,320	2.510	8,906	484,282
3133XR88	FHLB NOTE	AAA	AAA	625,000	4.000	09/06/13	626,376	2.240	7,986	663,672
3133XSAE8	FHLB GLOBAL BENCHMARK NOTES	AAA	AAA	420,000	3.625	10/18/13	440,018	2.500	3,087	439,950
31398AUJ9	FNMA NOTE	AAA	AAA	425,000	2.875	12/11/13	432,208	2.340	679	433,500
3137EABX6	FHLMC NOTE	AAA	AAA	1,075,000	2.500	01/07/14	1,063,137	2.470	12,990	1,076,216
31398AVZ2	FNMA NOTE	AAA	AAA	400,000	2.750	03/13/14	407,014	2.540	3,300	403,375
31398AXJ6	FNMA NOTE	AAA	AAA	775,000	2.500	05/15/14	777,483	2.550	2,476	773,547
3137EACD9	FHLMC GLOBAL NOTE	AAA	AAA	870,000	3.000	07/28/14	871,714	2.960	13,920	881,691
3137EACD9	FHLMC GLOBAL NOTE	AAA	AAA	775,000	3.000	07/28/14	775,406	2.690	12,400	785,414
31331GL80	FFCB NOTE	AAA	AAA	445,000	3.000	09/22/14	458,815	2.930	3,671	446,391
Total Agency Notes				21,060,000			21,339,550		263,378	21,891,182
TOTAL LAIF AND SECURITIES				\$ 70,582,599			\$ 71,260,585		\$ 450,201	\$ 72,280,334

Bolded items indicate a rating change from the previous quarter.

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2009

1. Policy

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

2. Scope

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

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

3. Prudence

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

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

4. Objective

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

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

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

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

5. Delegation of Authority

Pursuant to the City of Napa Municipal Code Section 2.32.030(g), the Finance Director/Treasurer is delegated investment authority and is responsible for investment decisions and activities. Section 53607 of the California Government Code requires that delegation of authority is only valid for a one-year period or until the delegation of the authority is revoked or expires. Authority must be renewed each year. The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: Safekeeping, Public Securities Association master repurchase agreement, wire transfer agreement, collateral/depository agreement and banking service contract. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. He or she shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6. Ethics and Conflicts of Interest

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

7. Authorized Money Managers, Financial Dealers and Institutions

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

If the City Treasurer directly invests in individual securities, then the City will maintain a list of financial institutions and primary dealers authorized to provide investment services. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

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

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer. A current audited financial statement is required to be on file for each financial institution and dealer.

8. Authorized Investments

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

9. Collateralization

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

10. Safekeeping and Custody

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

11. Diversification

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

12. Maximum Maturities

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

13. Internal Control

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

14. Performance Standards

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

15. Reporting

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

Type of investment

Issuer

Maturity date

Par and dollar amount invested on all securities

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

16. Investment Policy Adoption

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

APPENDIX "A"
ALLOWABLE INVESTMENTS AND ADDITIONAL
INVESTMENTS GUIDELINES

A. INVESTMENTS

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

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

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

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

California Government Code Section 53601 Requirement: No limit specified:

City of Napa Limitation:

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

2. U.S. Agency & Government Sponsored Instrumentality Securities are not direct obligations of the United States but do involve federal sponsorships or guaranty.

Securities issued by U.S. government agencies are backed by the full faith and credit of the U.S. government. They include the following agencies:

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

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

They include:

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum par value total size - no limitation
- 3) Maximum par value per issue - no limitation
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing agency. Although these issues have either the implicit or explicit guarantee of the federal government, market perception often limits the liquidity of these issues. Please refer to restriction on collateralized mortgage obligations in other investments not allowed by the City.

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

California Government Code Section 53601 Requirement:

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

City of Napa Limitation:

- 1) Maximum par value size 30% of portfolio
- 2) Maximum par value per institution - \$2,000,000 or 10% whichever is lower.
- 3) Credit - from City authorized financial institutions that shall only include banks that have short-term credit ratings of A-1, P-1 or equivalent ratings from other recognized rating services.

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

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

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

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

City of Napa Limitation:

- 1) Maximum Maturity – 2 years
- 2) Maximum par value total size - 30%
- 3) Maximum par value per institution - \$1,000,000
- 4) Credit - from City authorized financial institutions. Must be rated A or higher by a nationally recognized statistical-rating organization. Collateral must comply with Government Code, Chapter 4, Bank Deposit Law Section 16500 (et seq) and the Savings and Loan Association and Credit Union Deposit Law GC Section 16600 (et seq).

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

California Government Code Section 53601 Requirement:

- 1) Prime quality of the highest ranking or of the highest letter and numerical rating as provided for by nationally recognized statistical-rating organization.
- 2) Issuing corporation must be organized and operating within the United States.
- 3) Issuing corporation must have total assets in excess of five hundred million dollars (\$5,000,000).
- 4) Issuing corporation must have an "A" or higher rating by a nationally recognized statistical-rating organization for the issuer's debt, other than commercial paper.

- 5) Purchases may not exceed 270 days maturity.
- 6) Purchases may not represent more than 10% of the outstanding paper of an issuing corporation.
- 7) Purchases may not exceed 25% of the agency's surplus money.

City of Napa Limitation:

- 1) Maximum maturity - 270 days
- 2) Maximum par value per name - 5% per issuer
- 3) Credit - CA GC Section 53601 requirements as in above sections 1,2,3,4, and 6

6. Medium Term Notes (MTNs) issued by corporations organized and operating within the United States and includes FDIC guaranteed corporation debt issued under the Temporary Liquidity Guarantee Program (TLGP).

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be rated in the top three note rating categories by two of the three largest nationally recognized rating services.
- 3) May not exceed 30% of surplus money

City of Napa Limitation:

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

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

City of Napa Limitation: None

LAIF Limitations:

- 1) \$40,000,000 per account
- 2) No more than 15 transactions in a month

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

California Government Code Section 53601 Requirement:

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

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

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

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

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

City of Napa Limitation:

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

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

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

B. ADDITIONAL GUIDELINES

1. Adequate liquidity equivalent to six-month expenditures shall be maintained.
2. No more than 50% of the portfolio shall mature beyond 2 years.
3. Securities shall not be purchased with trading or speculation (such as anticipating an appreciation of capital value through changes in market interest rates) as the dominant criterion for the selection of the security,
4. Transfer of funds to any one institution of more than \$5,000,000 should be approved by the Treasurer.
5. All new financial institutions or primary dealers shall be approved by the Treasurer.
6. Trading is prohibited when cash or securities are not available to pay for the securities being purchased. Taking of short position, i.e. selling securities which the City does not own, is also prohibited.
7. Written policies and procedures for the delegation of authority for all investment activities shall be strictly followed.
8. Written investment procedures shall be strictly followed.
9. In case a financial institution or depository is downgraded, the Treasurer shall promptly make and implement an informed decision on whether to sell, withdraw, or retain any security or deposit in the City portfolio issued or held by such affected financial institution or depository.
10. Written policies and procedures for the selection and maintenance of qualified financial institutions should be strictly followed. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.



CITY of NAPA

FY 2009-2010

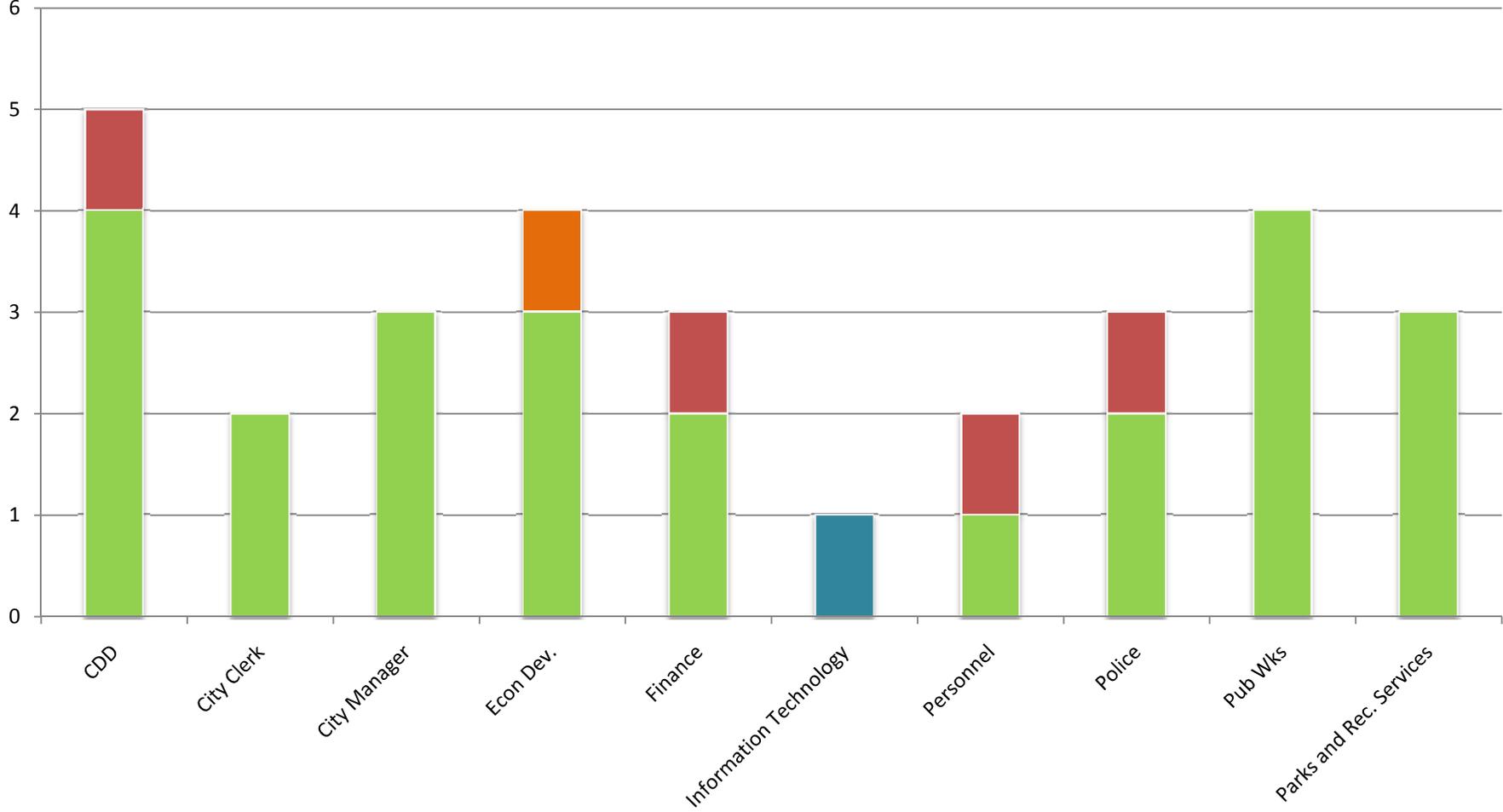
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Project Tracking Summary By Department

■ Complete ■ On Time ■ Behind ■ Not Started ■ Withdrawn ■ On Hold





CITY OF NAPA

Project Tracking Summary

by Department

CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00305	Climate Change Initiative	2 of 2	On Time	6/30/2010	Steve Jensen
CDD-00306	Green Building Ordinance	3 of 3	Behind	6/30/2010	Steve Jensen

Total Projects for CDD, Building: 2

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00308	Historic Resources Inventory Update	2 of 5	On Time	6/30/2010	Marlene Demery
CDD-00391	Downtown Specific Plan	2 of 3	On Time	6/30/2010	Julianne Ward

Total Projects for CDD, Planning: 2

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00300	Agenda Management Project	1 of 1	On Time	4/1/2010	D.Roadman/R.Ryan
CLK-00375	Public access enhancements to City's records	1 of 1	On Time	6/30/2010	R.Ryan/C Banayat/IT

Total Projects for City Clerk: 2

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00403	Budget Realities Workshop/Cost Containment Project	1 of 1	On Time	6/30/2010	N. Weiss
CM-00408	'Council Comes To You' Neighborhood Meetings	1 of 1	On Time	5/15/2010	Barry Martin
CM-00412	Medical Marijuana Ordinance	1 of 1	On Time	6/1/2010	Desiree Brun



CITY of NAPA

Project Tracking Summary

by Department

City Manager

Project # **Project Title**

Total Projects for City Manager: 3

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

Economic Development

Project # **Project Title**

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

ED-00344 Comprehensive Economic Development Strategy (CEDS)

1 of 3 On Hold 6/30/2011 C. Walker/R. Klingbe

ED-00350 Downtown Retail Strategy

1 of 3 On Time 6/30/2010 J. LaLiberte

ED-00351 Soscol Gateway Historic Survey

1 of 1 On Time 3/31/2010 J. LaLiberte

ED-00352 Napa Art Walk

1 of 1 On Time 6/30/2010 Walker/LaLiberte

Total Projects for Economic Development: 4

Finance, Accounting

Project # **Project Title**

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

FIN-00411 Financial System, Payroll and Human Resources

2 of 3 On Time 6/30/2010 Carole Wilson

FIN-00436 GASB 45 Actuarial Study & CalPERS Trust Contract

2 of 2 Behind 6/30/2010 Bill Zenoni

Total Projects for Finance, Accounting: 2

Finance, Collections

Project # **Project Title**

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

FIN-00332 Transit Occupancy and Business License Tax Audits

1 of 1 On Time 6/30/2010 Pam Edwards

Total Projects for Finance, Collections: 1



CITY of NAPA

Project Tracking Summary

by Department

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00318	Affordable Housing Development	1 of 3	On Time	2/16/2010	Kayne Doumani

Total Projects for Housing: 1

Information Technology

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
IT-00317	City Facility door lock network connectivity	1 of 1	Withdrawn	5/31/2010	Scott Nielsen

Total Projects for Information Technology: 1

Personnel

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PER-00328	Best Practices/Possible Rule Changes	1 of 1	On Time	6/30/2010	C.Kasten
PER-00329	Transition of Benefits Administration	1 of 1	Behind	1/1/2011	C.Kasten

Total Projects for Personnel: 2

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00229	E911 Wireless Implementation	3 of 3	Behind	4/1/2010	Peacock, L.T.
PD-00323	Red Light Camera Expansion	1 of 1	On Time	2/1/2010	Andy Lewis
PD-00343	Special Enforcement Unit (SEU)	1 of 1	On Time	6/30/2010	Jeff Troendly

Total Projects for Police: 3



CITY of NAPA

Project Tracking Summary

by Department

PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00413	Railroad Relocation Project	1 of 1	On Time	6/30/2010	Mark Tomko
PW-00425	Napa Creek Flood Protection Project	1 of 3	On Time	6/30/2010	Jason Holley

Total Projects for PW, Engineering: 2

PW, Maintenance

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00360	Street Resurfacing Program	1 of 1	On Time	6/30/2010	Jeff Folks

Total Projects for PW, Maintenance: 1

PW, Materials Diversion

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00435	Construction and Demolition (C&D) Debris Ordinance	2 of 3	On Time	6/30/2010	Kevin Miller

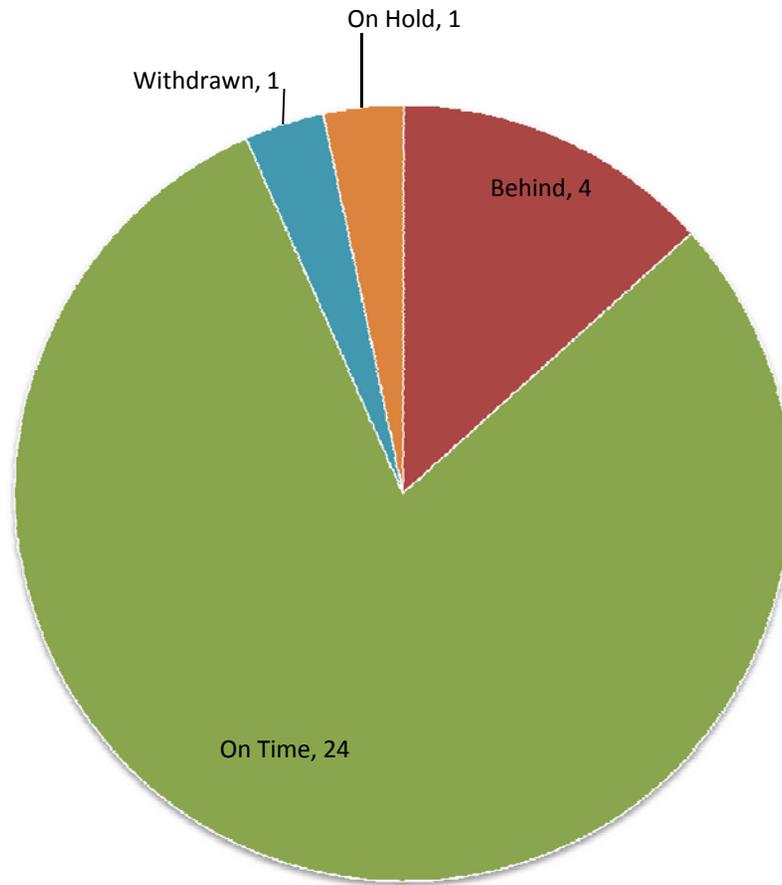
Total Projects for PW, Materials Diversion: 1

Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00358	4th Street Boat Dock Operations Procedures Manual	1 of 1	On Time	6/22/2010	Dave Perazzo
REC-00438	Quadrant Fund Consolidation	2 of 2	On Time	6/30/2010	Cindy Bannister
REC-00440	Trancas Crossing Park	1 of 2	On Time	6/1/2010	Larry Mazzuca

Total Projects for Recreation: 3

Project Tracking Summary By Status





CITY of NAPA

Project Tracking Summary

by Project Status

Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00306	Green Building Ordinance	3 of 3	6/30/2010	CDD, Building	Steve Jensen
FIN-00436	GASB 45 Actuarial Study & CalPERS Trust Contract	2 of 2	6/30/2010	Finance, Accounting	Bill Zenoni
PD-00229	E911 Wireless Implementation	3 of 3	4/1/2010	Police	Peacock, LT.
PER-00329	Transition of Benefits Administration	1 of 1	1/1/2011	Personnel	C.Kasten

Total Projects with Behind Status: 4

On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
ED-00344	Comprehensive Economic Development Strategy (CED)	1 of 3	6/30/2011	Economic Developmen	C.Walker/R. Klingbei

Total Projects with On Hold Status: 1

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00305	Climate Change Initiative	2 of 2	6/30/2010	CDD, Building	Steve Jensen
CDD-00308	Historic Resources Inventory Update	2 of 5	6/30/2010	CDD, Planning	Marlene Demery
CDD-00391	Downtown Specific Plan	2 of 3	6/30/2010	CDD, Planning	Julianne Ward
CLK-00300	Agenda Management Project	1 of 1	4/1/2010	City Clerk	D.Roadman/R.Ryan
CLK-00375	Public access enhancements to City's records	1 of 1	6/30/2010	City Clerk	R.Ryan/C Banayat/IT
CM-00403	Budget Realities Workshop/Cost Containment Project	1 of 1	6/30/2010	City Manager	N. Weiss
CM-00408	'Council Comes To You' Neighborhood Meetings	1 of 1	5/15/2010	City Manager	Barry Martin
CM-00412	Medical Marijuana Ordinance	1 of 1	6/1/2010	City Manager	Desiree Brun

2/10/2010



CITY OF NAPA

Project Tracking Summary

by Project Status

<u>On Time</u>	<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
	ED-00350	Downtown Retail Strategy	1 of 3	6/30/2010	Economic Development	J. LaLiberte
	ED-00351	Soscol Gateway Historic Survey	1 of 1	3/31/2010	Economic Development	J. LaLiberte
	ED-00352	Napa Art Walk	1 of 1	6/30/2010	Economic Development	Walker/LaLiberte
	FIN-00332	Transient Occupancy and Business License Tax Audits	1 of 1	6/30/2010	Finance, Collections	Pam Edwards
	FIN-00411	Financial System, Payroll and Human Resources	2 of 3	6/30/2010	Finance, Accounting	Carole Wilson
	HSG-00318	Affordable Housing Development	1 of 3	2/16/2010	Housing	Kayne Doumani
	PD-00323	Red Light Camera Expansion	1 of 1	2/1/2010	Police	Andy Lewis
	PD-00343	Special Enforcement Unit (SEU)	1 of 1	6/30/2010	Police	Jeff Troendly
	PER-00328	Best Practices/Possible Rule Changes	1 of 1	6/30/2010	Personnel	C.Kasten
	PW-00360	Street Resurfacing Program	1 of 1	6/30/2010	PW, Maintenance	Jeff Folks
	PW-00413	Railroad Relocation Project	1 of 1	6/30/2010	PW, Engineering	Mark Tomko
	PW-00425	Napa Creek Flood Protection Project	1 of 3	6/30/2010	PW, Engineering	Jason Holley
	PW-00435	Construction and Demolition (C&D) Debris Ordinance	2 of 3	6/30/2010	PW, Materials Diversio	Kevin Miller
	REC-00358	4th Street Boat Dock Operations Procedures Manual	1 of 1	6/22/2010	Recreation	Dave Perazzo
	REC-00438	Quadrant Fund Consolidation	2 of 2	6/30/2010	Recreation	Cindy Bannister
	REC-00440	Trancas Crossing Park	1 of 2	6/1/2010	Recreation	Larry Mazzuca
	Total Projects with On Time Status: 24					

Withdrawn

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
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CITY of NAPA

Project Tracking Summary

by Project Status

Withdrawn

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
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IT-00317	City Facility door lock network connectivity	1 of 1	5/31/2010	Information Technology	Scott Nielsen
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Total Projects with Withdrawn Status: 1

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Committee land use & circ. Concepts	CDD, Planning	J. Hasser	10 %	9/30/2009	Complete
Community Workshop 2 to review concepts	CDD, Planning	J. Hasser	10 %	10/24/2009	Complete
Refine concepts and alternatives	CDD, Planning	J. Hasser	15 %	11/18/2009	Complete
City Council/PC Workshop to discuss Plan	CDD, Planning	Julianne Ward	15 %	1/26/2010	Not Started
Preferred concepts w/financing, standard	CDD, Planning	Julianne Ward	25 %	3/24/2010	Not Started
Begin Environmental Impact Report	CDD, Planning	Julianne Ward	10 %	3/24/2010	Not Started
Refine preferred plan	CDD, Planning	Julianne Ward	10 %	6/30/2010	Not Started
Developer Round Table	CDD, Planning	Julianne Ward	5 %	6/30/2010	Not Started

Project Progress: 35% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00305	Project Status	On Time
Project Title	Climate Change Initiative			Phase	2 of 2
Project Start Date	7/1/2009	Project Due Date	12/31/2009		
Requested Start Date	7/1/2009	Requested Due Date	6/30/2010		
Lead Department	CDD, Building	Project Leader	Steve Jensen		
Project Budget	\$0				
Funding Sources	Grant funding, general fund				

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

Project Description

On December 19, 2007, the Bay Area Air Quality Management District Board of Directors awarded \$3 million in Climate Protection Grants to Bay Area local governments and non-profits for implementation of innovative projects to reduce greenhouse gas emissions. NCTPA was a recipient. With this funding, NCTPA is drafting a county-wide climate action plan for City Council review. Working with a consultant (MIG), the City will provide information on existing energy practices to determine its inventory of greenhouse gas emissions. This information will be used to establish baselines for comparison with future greenhouse gas reductions. Funding is being provided by a grant to Napa County Transportation Planning Agency from the Bay Area Air Quality Management District. NCTPA received funding for a "circuit rider" to generate climate plans for all cities within Napa County.

Status Update

1/6/2010 - sjensen: Napa Countywide Climate Action Community Framework report produced by MIG was completed in December 2009, thus completing the project. MIG contract completed. Report presented to NCTPA Board on December 16, 2009. Report will be presented to City Council in February or March 2010.

10/9/2009 - sjensen: Comments were submitted by Napa City and County staff to the countywide climate action framework compiled by the consultant. The cost/benefits of the actions identified in the draft countywide framework are being compiled in a preliminary countywide community action plan. We will provide a preliminary briefing to the City Council in November 2009 regarding the draft plan. The final plan is expected to be completed and presented to the NCTPA - TAC committee on November 5, 2009. By the end of 2009, upon final approval of the report by NCTPA, the final report will then be presented by NCTPA and Napa staff to the City Council. This will complete this project.

6/11/2009 - sjensen: County-wide Climate Action Plan Framework being drafted for review by cities. This task is overdue from consultant.

9/3/2009 - sjensen: A countywide community action plan framework spreadsheet was developed with the help of cities and county staff input. City staff is reviewing the framework and will be forwarding the

comments to the consultant coordinating this project. Next steps include recommending emission reduction targets.

6/11/2009 - sjensen: County-wide Climate Action Plan Framework being drafted for review by cities. This task is overdue from consultant.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Climate Action Framework	CDD, Building	Steve Jensen	50%	12/31/2009	Complete
Present to City Council	CDD, Building	Steve Jensen	10%	3/31/2010	Not Started
Recommend Emission Reduction Targets	CDD, Building	Steve Jensen	25%	6/30/2010	Not Started
Monitor Consultant Progress	CDD, Building	Steve Jensen	15%	6/30/2010	Not Started

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00306	Project Status	Behind
Project Title	Green Building Ordinance			Phase	3 of 3
Project Start Date	7/1/2009	Project Due Date	4/1/2010		
Requested Start Date		Requested Due Date	6/30/2010		
Lead Department	CDD, Building	Project Leader	Steve Jensen		
Project Budget	\$0				
Funding Sources	Private partnerships, grants, GF				

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

Project Description

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

A green building task force consisting of 18 persons from various interested parties and civic groups was approved by Council on May 5, 2009. This group met on May 28, 2009 for their first meeting and will be meeting monthly over 6-7 months to work on revisions to a new green building ordinance that will incorporate green building standards for all new buildings constructed within the City. The task force was charged with crafting an expanded green building ordinance that includes new residential buildings and new commercial buildings not currently covered by the existing green building ordinance. The task force will be using the new State Green Building Standards Code as a basis for the expanded ordinance. It is anticipated that the expanded green building ordinance will be ready for Council approval by early 2010.

Status Update

1/13/2010 - sjensen: The City attorney's office has produced a draft ordinance that was distributed at the December 10, 2009 Task Force meeting. Some members questioned the scope of the ordinance only applying to new buildings and wanted the ordinance expanded to include remodels and additions to existing buildings. Further discussion will occur at the next TF meeting scheduled for January 26, 2010. If draft ordinance is not changed at this meeting, it will move to the Planning Commission in March 2010. A training and public outreach plan will be finalized at this meeting.

10/9/2009 - sjensen: The Green Building Task Force identified proposed changes and mandatory measures to the California Green Building Standards Code making Napa's proposed phase 2 green building ordinance much stronger than the State minimum. Much of this work was accomplished through subgroup meetings of the members. Currently the draft ordinance is being reviewed by the City Attorneys' office as to form with the anticipation that the final draft will be available by the end of 2009 to move forward to the City Council for review and final action.

9/3/2009 - sjensen: The Green Building Task Force has meet 4 times to discuss options for the next phase ordinance. At the August 27th meeting the following items were agreed to:

1. Recommendations from the 5 sub-committees are to be incorporated into a "High Performance Building" (green building) code based on the 2008 California Green Building Standards Code. Many of the voluntary requirements noted the CalGreen code as voluntary are being recommended as mandatory in Napa's ordinance.
2. A high performance building permit surcharge will be charged on all new building permits. As an incentive to build energy efficient buildings the fee will be rebated back to the applicant after the building is completed and exceeds minimum Title 24 Energy requirements by 15% (Tier 1).
3. Recommend that the Council consider that a protion of the Energy Efficiency Grant be used as seed money as an incentve for buildings that exceed minimum Title 24 Energy requirements by 30% (Tier 2). An amount equal to the paid building permit fee could be rebated.

The drafting of an ordinance is being processed by the City Attorney's office.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
City Attorney Review & Ordinance Process	City Attorney	Peter Spoerl	25 %	1/1/2010	Complete
Hold Task Force Meetings	CDD, Building	Steve Jensen	35 %	2/1/2010	Complete
Planning Commission Review	CDD, Building	Steve Jensen	10 %	3/31/2010	Not Started
Outreach	CDD, Building	Steve Jensen	25 %	3/31/2010	Not Started
City Council Review	CDD, Building	Steve Jensen	5 %	6/30/2010	Not Started

Project Progress: 60% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** CDD-00308 **Project Status** On Time
Project Title Historic Resources Inventory Update **Phase** 2 of 5
Project Start Date 9/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department CDD, Planning **Project Leader** Marlene Demery
Project Budget \$105,000
Funding Sources General Fund, State CLG Grants

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

Project Description

The City of Napa's Historic Resources Inventory was last updated in 1996. In using this document to guide development projects on private property, both the staff and the Cultural Heritage Commission have found it to be out of date and incorrect, in many cases. As such, in 2008, we began the process to update the inventory. Since the original preparation and subsequent modifications to the document; technical methodology as to how the inventory should be prepared and technical documentation associated with property types has changed significantly. In 2008, the City applied for and received a State Grant to begin the process. Phase 1 included development of a Historic Context Statement which chronicles the historic eras of a City and ties historic events to the types of buildings being constructed and why they were built and the mapping of neighborhood development by era. This phase was completed in September 2009. Future phases will include intensive level surveys of each of the individual historically significant neighborhood areas in Napa. We anticipate the complete update to take 4-5 years.

Phase 2, currently underway, begins the intensive level surveys with the Spencer's Addition and West Napa areas. Also during Phase 2, a windshield cursory level survey is recommended because the full update will take so long.

Status Update

1/25/2010 - mdemery: We are on schedule with this project. This is the second year in a 5 year process to update the entire HRI using new standards adopted by the State Office of Historic Preservation. A project kick-off meeting will be held in February with the area property owners. Individual properties within these areas will be evaluated over the next 2 months using the field guide developed last year using standardized criteria to evaluate the buildings.

8/31/2009 - mdemery: New Project Input; work to begin next month

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Produce RFP for consultant services	CDD, Planning	Marlene Demery	15%	10/1/2009	Complete
Hire consultant & execute contract	CDD, Planning	Marlene Demery	5%	12/1/2009	Complete
City Public Kick-off Meeting	CDD, Planning	Marlene Demery	5%	12/15/2009	Complete
Draft Report	CDD, Planning	Marlene Demery	60%	3/15/2010	On Time
Public meeting/Finalize report	CDD, Planning	Marlene Demery	15%	6/30/2010	Not Started

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** HSG-00318 **Project Status** On Time
Project Title Affordable Housing Development **Phase** 1 of 3
Project Start Date 9/9/2009 **Project Due Date** 2/16/2010
Requested Start Date **Requested Due Date**
Lead Department Housing **Project Leader** Kayne Doumani
Project Budget \$8,500
Funding Sources

- City Manager's Report City Council's Report

Project Description

The first phase project consists of developing an RFP/RFQ and underwriting guidelines for affordable housing development. LeSar Development Company has been retained to produce an RFP/RFQ for the purpose of developing new affordable multi-family housing. LeSar will also produce underwriting guidelines that can be used to evaluate both development proposals and developers. Many policy decisions are expressed in these documents, so it will be necessary to define exactly what the City wants built.

Status Update

1/28/2010 - kdoumani: Currently working with Consultant on finalizing all documents.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Adopt Housing Strategic Plan	Housing	Kayne Doumani	0%	9/8/2009	Complete
Direct consultant on goals	Housing	Kayne Doumani	15%	10/1/2009	Complete
Enter into contract with consultant	Housing	Kayne Doumani	15%	10/15/2009	Complete
Review and finalize consultant's draft	Housing	Kayne Doumani	50%	1/29/2010	On Time
Obtain approval of RFP/RFQ	Housing	Kayne Doumani	20%	2/16/2010	On Time

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00350	Project Status	On Time
Project Title	Downtown Retail Strategy			Phase	1 of 3
Project Start Date	7/1/2009	Project Due Date	6/30/2010		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	J. LaLiberte		
Project Budget	\$98,850				
Funding Sources	Parkway Plaza property tax increment				

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

Project Description

The Napa Community Redevelopment Agency retained Economic Development Systems (EDS) to work with staff on a Downtown Retail Strategy. The goal is to recruit businesses to vacant spaces in Downtown Napa that will fill retail voids in our city, creating a synergistic and sustainable retail mix in our downtown.

Phase 1 of the Downtown Retail Strategy is the Trade Area Analysis. EDS will provide a report that contains demographic, psychographic and consumer data about our resident and visitor market; an identification and analysis of our consumer trade areas, retail voids and vacant spaces; and conclusions and recommendations for retail types and specific retailers that would be a good fit for our market and specific spaces to help fill the retail voids.

Phase 2, Marketing and Leasing Plan, and Phase 3, Retail Strategy, will follow Phase 1. These three phases are on target to be complete by the end of FY 2009-10.

Status Update

1/6/2010 - jlliberte: The trade area analysis is complete and the Marketing and Leasing Plan are being developed. Staff is coordinating with local brokers and working on marketing materials to present to potential retailers at the International Council of Shopping Centers conferences in March and May. We will provide an update to the Agency Board at its January 26th meeting.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Trade Area Analysis	Economic Development	LaLiberte	50%	10/15/2009	Complete
Marketing and Leasing Plan	Economic Development	LaLiberte	25%	11/15/2009	Behind
Retail Strategy	Economic Development	LaLiberte	25%	6/30/2010	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** ED-00344 **Project Status** On Hold
Project Title Comprehensive Economic Development Strategy (CEDS) **Phase** 1 of 3
Project Start Date 10/1/2009 **Project Due Date** 6/30/2010
Requested Start Date 7/1/2010 **Requested Due Date** 6/30/2011
Lead Department Economic Development **Project Leader** C.Walker/R. Klingbei
Project Budget \$0
Funding Sources Econ Development; other jurisdictions

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

Project Description

A Comprehensive Economic Development Strategy, or CEDS report, outlines economic development information about the County and proposes a strategy to ensure the long term viability of its business community. The CEDS analyzes local conditions, identifies problems and opportunities, defines the vision and goals of the community, designs the strategies to accomplish these goals, coordinates activities to implement these strategies, and evaluates and updates the process. A certified CEDS document is required by the Ec Dev Administration in order to qualify for and pursue available grants.

Phase 1 of the project: Identify and assemble a county-wide working Strategy Committee consisting of representatives from local government, industry, education, non-profit, private enterprise, and other sectors of the economy who will be participating in the formation of the CEDS. Establish criteria for determining funding levels, and approve funding agreements with the represented jurisdictions participating in the strategy. Establish a budget and schedule for development of the CEDS. Write and issue a RFP and secure a consultant to assist in the process. (Actual development of the CEDS will occur in Phase 2, taking place during the next FY).

Status Update

1/15/2010 - rklingbeil: Development of the CEDS report has been delayed until the next FY because of other workload priorities -- the Energy Efficiency Strategy, stimulus grants and reporting, economic development data analysis and outreach. A new Project Tracking sheet with revised timelines will be submitted for the period beginning July 1, 2010.

9/11/2009 - rklingbeil: Submitted Project Tracking Form for CEDS project

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify and assemble working group	Economic Development	Walker/ R Klingbeil	25 %	10/31/2009	On Hold
Establish budget, funding, schedule	Economic Development	Walker/ R Klingbeil	25 %	3/1/2010	On Hold
Write, distribute RFP / hire consultant	Economic Development	Walker/ R Klingbeil	50 %	6/30/2010	On Hold

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00352	Project Status	On Time
Project Title	Napa Art Walk			Phase	1 of 1
Project Start Date	7/1/2009	Project Due Date	6/30/2010		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	Walker/LaLiberte		
Project Budget	\$25,000				
Funding Sources	Parkway Plaza property tax increment				

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

Project Description

The City Council approved the Napa Art Walk concept last March and adopted the program policies in October 2009. This project includes the necessary steps to take the program forward. The Napa Art Walk will include an initial 10 locations downtown where rotating outdoor sculptures will be displayed. The Agency will be responsible for preparing these locations for art which would include a concrete pedestal and attachment mechanisms. A "Call for Artists" will occur each spring to invite artists to submit art pieces for a juried selection. The jury panel will be selected by the City Manager and include a variety of art professionals, facilitated by city staff. Ten pieces would be selected and a new sculpture exhibit would be installed each spring. The program would include a community event to launch each year's exhibition, and may include tours, artist's talks, etc. The program will provide four areas of criteria for the selection of the art: artistic merit; artistic context; maintainability of the art piece, and location context. Each year a theme will be selected. The pieces will be on display for one year. The City may enter into a contract with the Arts Council Napa Valley other art organizations or consultants to assist with the implementation of the program.

Status Update

1/6/2010 - jlliberte: The City Council adopted the program policies and guidelines in October 2009. The Agency has since entered into professional services agreements with Arts Council Napa Valley to help with the call for artists, facilitate the jury panel, design the Art Walk map and brochure, and help with other aspects of the program. The Agency also entered into an agreement with an art advisor to provide professional guidance for this first year of the program. The inaugural theme for the 2010 program will be "Celebrating the Napa River," with 10 locations to receive sculptures. We are now beginning the design and coordination of the concrete pedestals that will support the sculptures. The jury panel is being developed and the Call for Artists will go out in February.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Adopt Resolution Approving Program	Economic Development	Walker/LaLiberte	5%	10/30/2009	Complete
Contract for Consultant Assistance	Economic Development	Walker/LaLiberte	10%	11/30/2009	Complete
Call for Artists, jury and art selection	Economic Development	Walker/LaLiberte	40%	3/31/2010	On Time
Install concrete pedestals	PW, Maintenance	Brun/Folks	20%	4/30/2010	Not Started
Prepare brochure, install art pieces	Economic Development	Walker/LaLiberte	20%	5/31/2010	Not Started
Napa Art Walk opening	Economic Development	Walker/LaLiberte	5%	6/30/2010	Not Started

Project Progress: 15% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Project Number	PW-00413	Project Status	On Time
Project Title	Railroad Relocation Project		Phase	1 of 1
Project Start Date	7/1/2009	Project Due Date	6/30/2010	
Requested Start Date		Requested Due Date		
Lead Department	PW, Engineering	Project Leader	Mark Tomko	
Project Budget	\$0			
Funding Sources	Fed Stimulus, Measure A, Gas Tax, GF			
<input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report				

Project Description

The purpose of the Army Corps of Engineering (Corps) Rail Bridge Relocation Project is to relocate the tracks and construct a new rail bridge over the future Oxbow Bypass and replace the existing rail bridge over Napa River in order to provide flood protection to the community. These new bridges will be constructed at a elevation that is high enough to avoid blocking flood flows and to ensure that other flood project features can be constructed and function effectively. The contractor working for the Corps is Suulutaaq, Inc. The Corps provides project management and oversight and is responsible for all aspects of the project with respect to timing, phasing and workflow. The Napa County Flood Control District is the sponser/owner of the project. The project will have significant impacts to city streets including Soscol Avenue, First Street, and Third Street and the Oxbow Business District.

Status Update

2/8/2010 - jjohnsto:

The City has worked with the contractor and Army Corps of Engineers with the development of the project schedule as well as helping to facilitate outreach to local businesses and residents. City staff reviews and also oversees enforcement of encroachment permit conditions and reviews and approves submitted traffic control plans that will impact local streets. Construction staff will continue to monitor the ovall progress of the project and assist in any way to help move the project forward.

City crews are installing a new traffic signal at the intersection of McKinstry and Soscol. This signal will help facilitate the movement of traffic through the area as work progresses. The signal will remain after the project. The Corps purchased the equipment and the materials to do the installation.

1/20/2010 - mtomko: The City is working with the Contractor on lane closures on Soscol for potholing and other work. The work will be scheduled in the next couple of weeks if weather permits. The City has provided an equipment list for the new signals at McKinstry and Soscol and working on the design.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Inst. Perm. Signal at Soscol and McKinst	PW, Engineering	Mark Tomko	25%	3/15/2010	On Time
Ongoing Project Coordination	PW, Engineering	Mark Tomko	75%	6/30/2010	On Time

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

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

Winter 2011 - Upstream culvert, Clinton and Main Parking Lot

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

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

Status Update

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Ongoing Project Coordination	PW, Engineering	Jason Holley	100 %	6/30/2010	On Time

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** PW-00435 **Project Status** On Time
Project Title Construction and Demolition (C&D) Debris Ordinance **Phase** 2 of 3
Project Start Date 7/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department PW, Materials Diversion **Project Leader** Kevin Miller
Project Budget \$50,000
Funding Sources Solid Waste and Materials Diversion Fund

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

Project Description

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

- Phase 1 , Task 1= Research and Survey of Comparable C&D Ordinances (1st & 2nd quarters - FY 09-10) - up to approx. \$20K (outside consultant/legal)--completed
- Phase 2, Task 1 = Screening & Analysis of Options; Identification of Internal and External Stakeholders (3rd & 4th quarters - FY09-10) - up to approx. \$15K (outside consultant/legal)
- Phase 3 Task 1 = Vetting of Preferred Option with Internal and External Stakeholders; Drafting and Legal Review (1st & 2nd quarters FY 10-11) - up to approx. \$10K (outside consultant/legal)
- Phase 3, Task 2 = Final Adoption and Implementation of new C&D Ordinance (3rd & 4th quarters FY 11-12) - up to approx \$5K (outside consultant/legal)

Status Update

1/29/2010 - kmiller: Phase 1, Task1 - Research and Development of Comparable Construction & Demolition Debris Ordinances (1st & 2nd quarter of 09/10) - Complete

Timing of C&D Ordinance modified to match and compliment Green (High Performance Building) Ordinance Adoption. PW - Materials Diversion will leverage green building outreach efforts to introduce new ordinance as a fulfillment and vital component of Materials Conservation & Resource Efficiency section of proposed City Green Building Ordinance.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research & Survey of C&D Ordinances	PW, Materials Diversion	Kevin Miller	40 %	9/30/2009	Complete
Screening & Analysis/Stakeholder Input	PW, Materials Diversion	Kevin Miller	60 %	6/30/2010	On Time

Project Progress: 40% of 100% Complete

Status Update

2/4/2010 - Imazzuca: Property annexation from Napa County to City of Napa occurred February 1, 2010. Project design is currently at 95%. Final design, bids and specifications, bid award will all occur before July 1, 2010. Phase I of project remains on track for completion by May 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Property Annexation	Recreation	L. Mazzuca	10%	2/2/2010	Complete
Project Phase I Design Completion	Recreation	Perazzo	50%	4/1/2010	On Time
Project Bids and Specifications	PW, Admin	Andrilla	30%	5/1/2010	On Time
Project Bid Award	PW, Admin	Andrilla	10%	6/1/2010	Not Started

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** REC-00358 **Project Status** On Time
Project Title 4th Street Boat Dock Operations Procedures Manual **Phase** 1 of 1
Project Start Date 11/1/2009 **Project Due Date** 6/22/2010
Requested Start Date **Requested Due Date**
Lead Department Recreation **Project Leader** Dave Perazzo
Project Budget \$0
Funding Sources

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

Project Description

With project design nearing completion of the 4th Street Boat Dock, it is necessary that an operations procedures manual be developed for this facility. The operations procedures manual will include a facility fee structure, proposed public and private use of facility, and establishment of a maintenance plan. The operations procedures manual will be reviewed by the Parks and Recreation Commission and adopted by the City Council. Dave Perazzo and Cindy Bannister are co-lead staff on this project.

Status Update

1/6/2010 - dperazzo: Compiling data from Cities and municipal dock operations on fees, charges and use regulations. Formatting in draft document outline for the potential uses of new boat dock. In February, will begin process for public stakeholder meetings.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Create public/private interest letter	Recreation	Dave Perazzo	5%	11/23/2009	Behind
Public Stakeholder Meeting	Recreation	Dave Perazzo	10%	1/29/2010	Behind
Draft Report - CM & PRC Review	Recreation	Dave Perazzo	25%	3/31/2010	On Time
Final PRC Draft Review	Recreation	Dave Perazzo	20%	4/30/2010	Not Started
City Council Draft Review	Recreation	Dave Perazzo	25%	5/25/2010	Not Started
City Council Adoption	Recreation	Dave Perazzo	15%	6/22/2010	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** REC-00438 **Project Status** On Time
Project Title Quadrant Fund Consolidation **Phase** 2 of 2
Project Start Date 7/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department Recreation **Project Leader** Cindy Bannister
Project Budget \$10,000
Funding Sources Quadrant Funds

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

Project Description

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

Status Update

2/1/2010 - cbannister: Project sheduled to be completed after PR Masterplan is approved by Council, currently scheduled for March of 2010. Contractor, MIG, is preparing report to be submitted to PRS, within 2 weeks of adoption of Masterplan by Council. Once report is received, it will be submitted to the City Attorney's office and the Planning Department for review and comment. Other departments, including Finance and PW will also be invited to review and participate in development of proposed process to consolidate funds. Draft process is anticipated for review by Council in June 2010.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research Gen. Plan for Impacts	Recreation	Cindy Bannister	10%	7/1/2009	Complete
Research Quad Fund History	Recreation	Cindy Bannister	35%	7/1/2009	Complete
Dev. Draft Proposal for Finance Review	Finance, Accounting	Bill Zenoni	10%	4/30/2010	On Time
Dev. Draft Proposal for CA Review	City Attorney	Michael Barrett	10%	4/30/2010	On Time
CM Review	City Manager	Mike Parness	10%	5/31/2010	On Time
Dev. Final for City Council Adoption	Recreation	Cindy Bannister	25%	6/30/2010	On Time

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PD-00229	Project Status	Behind
Project Title	E911 Wireless Implementation			Phase	3 of 3
Project Start Date	7/1/2008	Project Due Date	6/30/2009		
Requested Start Date		Requested Due Date	4/1/2010		
Lead Department	Police	Project Leader	Peacock, LT.		
Project Budget	\$551,000				
Funding Sources	State of California 911 Fees (CPE)				

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

Project Description

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

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

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

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

Wireless e911:

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

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

There are two major hurdles to resolve:

1. Implementation is time consuming: Coordination occurs with each wireless provider to determine and

configure each cellular site and the “sectors” on each site to route to the appropriate 911 Center. This process is formulized, and we are not the first. Though time consuming, it is only a temporary staffing drain.

2. Dispatch Center Staffing: Empirical data from the State of California and CHP projects a 15%-25% increase in call volume. Not specifically “calls for service,” but in actual received individual phone calls. Napa Dispatch Center estimates it receives 400,000 individual phone calls per year. Of that, about 100,000 are 911 or emergency calls. When this project originally began, we did not have the budget for the line staffing needed in the Napa 911 Dispatch Center and there were challenges with processing call volume without the additional wireless calls. However, we have since changed the way we do business and have freed up resources to add additional call takers. At this time, Napa County Sheriff and it’s associated contract agencies (American Canyon and Yountville) have chosen not to be included in this project and are not providing any staffing resources.

The Police Chief and Communications Manager filed the appropriate paper work to begin the process. The regional wireless coordinator advised a lead-time of 4-6 months to begin implementation from the moment Napa says go.

Status Update

2/3/2010 - gulloth: Wireless provides T-Mobile, Metro-PCS have both completed their transition of routing wireless 911 calls to Napa Central Dispatch. AT&T begins their transition on 2/3/2010. Sprint and Verizon are planned to switch within the next 8 weeks.

10/9/2009 - gulloth: The new 9-1-1 system has been implemented. This project will progress during the 09/10 budget year, with the Police Department filling the Project Lead role; I.T. will support Technical Lead requirements. The remaining tasks are to coordinate with the regional California Highway Patrol Communications Center and wireless providers to implement the routing of wireless 9-1-1 calls directly to the Napa 911 Dispatch Center. These activities are underway.

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

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

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

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

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

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

Project Milestones

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

Project Progress: 80% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	PD-00323	Project Status	On Time
Project Title	Red Light Camera Expansion			Phase	1 of 1
Project Start Date	9/1/2009	Project Due Date	2/1/2010		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Andy Lewis		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

Expansion of the current Red Light Photo Enforcement Program to include installation of red light cameras at the following intersections:

SR29 @ SR 121

Trancas @ California

Soscol @ Imola

Status Update

2/3/2010 - porourke: alewis: Intersection located at Soscol and Imola - winding down it's 30-day warning period. Intersection located at 121/29 - nearly complete and 30-day warning period should start by March 1, 2010 if not sooner. Intersection at Trancas/California - on hold at this time due to an electrical power issue. We are working with the developers of the Napa Crossing project at this location to secure power. Currently the development has been stalled due to financing which directly affects our ability to secure power to the intersection. We are working closely with RedFlex and the developers for a solution.

9/8/2009 - alewis: The construction encroachment permits have been submitted to Cal Trans for approval. It is anticipated that construction at the three intersections will begin in mid to late October and a completion by early to mid November. The 30 day warning period would start at each one of the intersections and the warning period would most likely end by early January 2010.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Construction permits to CalTrans	PW, Transportation Engin	H Allison	20 %	8/1/2009	Complete
CalTrans approval	CalTransl	Tom Pieper	20 %	10/15/2009	Complete
Construction	Redflex	Tom Pieper	20 %	11/15/2009	Complete
30 day warning period	Police	Tom Pieper	20 %	12/15/2009	On Time
Go live	Police	Tom Pieper	20 %	2/1/2010	On Time

Project Progress: 60% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PD-00343	Project Status	On Time
Project Title	Special Enforcement Unit (SEU)			Phase	1 of 1
Project Start Date	9/1/2009	Project Due Date	6/30/2010		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Jeff Troendly		
Project Budget	\$0				
Funding Sources					

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

Project Description

The function of SEU is to evaluate and create strategies to impact quality of life issues within the neighborhoods and business areas in the City of Napa. Quality of life issues range from gang problems, homeless issues, code enforcement issues, problem addresses that continuously deplete city resources, current crime trends and public education efforts related to public safety issues.

SEU is comprised of one police sergeant and four officers. This unit is directed to work closely with the Neighborhood Enhancement Team (NET) as well as other agencies to maximize enforcement efforts, while reducing redundancy between impacted departments and/or agencies within the City and County of Napa. Additionally, SEU will play a lead role in the county-wide effort of establishing a holistic and comprehensive plan to deal with gangs.

Status Update

2/4/2010 - porourke: For the evaluation period between July 1, 2009 and December 31, 2009, the Napa Police Department maintained a high profile in the city with the continued deployment of two (2) Officers assigned to gang enforcement/investigation activities. On September 1, 2009 the unit was expanded with the assignment of two (2) additional Officers and one (1) Sergeant. With this expansion we now have seven (7) day a week coverage with shifts beginning in the afternoon and extending into late at night. The SEU is taking an active role in working to suppress gang activity and expanded their role to address problems of all types. The SEU works closely with other agencies to develop strategies aimed at bringing a broad range of resources to a problem.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
SEU Homeless outreach training	Police	Pat Manzer	10%	1/1/2010	On Hold
Gang Study	Police	Richard Melton	15%	3/30/2010	On Time
Gang training of SEU Personnel	Police	Pat Manzer	10%	6/15/2010	On Time
Dev. p/t county-wide gang task force	Police	Pat Manzer	25%	6/30/2010	Complete
Create County-wide Gang Oversight Committee	Police	Richard Melton	15%	6/30/2010	On Time
Participate in Monthly NET Meetings	Police	Pat Manzer	25%	6/30/2010	On Time

Project Progress: 25% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Low **Project Number** IT-00317 **Project Status** Withdrawn
Project Title City Facility door lock network connectivity **Phase** 1 of 1
Project Start Date 10/5/2009 **Project Due Date** 5/31/2010
Requested Start Date **Requested Due Date**
Lead Department Information Technology **Project Leader** Scott Nielsen
Project Budget \$37,000
Funding Sources General Fund CIP

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

Project Description

Currently the door locks on City Facilities require Information Technology and Facility Maintenance Personnel to connect a computer to the lock mechanism for the updating of access authority. The Lock system we currently use has the capability of remote management and update of access authority. The Information Technology Division is proposing to design and implement this network infrastructure to interconnect the currently deployed door locks.

Status Update

1/4/2010 - snielsen: Project canceled due to budget cutbacks. Budget returned to General Fund

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Network bandwidth requirements	Information Technology	Scott Nielsen	0%	10/30/2009	Complete
Access Point deployment plan	Information Technology	Scott Nielsen	0%	11/30/2009	Complete
Cost quotation and scope of work	Information Technology	Scott Nielsen	0%	12/31/2009	Complete
Contract negotiations and approval	Information Technology	Scott Nielsen	0%	2/28/2010	Withdrawn
System infrastructure deployment	Information Technology	Scott Nielsen	0%	3/31/2010	Withdrawn
System infrastructure testing	Information Technology	Scott Nielsen	0%	4/30/2010	Withdrawn
System Acceptance	Information Technology	Scott Nielsen	0%	5/31/2010	Withdrawn

Project Progress: 0% of 0% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00412	Project Status	On Time
Project Title	Medical Marijuana Ordinance			Phase	1 of 1
Project Start Date	8/18/2009	Project Due Date	6/1/2010		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	Desiree Brun		
Project Budget	\$45,000				
Funding Sources	General Fund				

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

Project Description

On August 18, 2009, the City Council heard extensive public testimony advocating the establishment of a City ordinance to allow medical marijuana dispensaries in the City. At the close of the public hearing Council directed City staff to prepare an ordinance imposing a nine-month temporary ban on medical marijuana dispensaries. The timing of the temporary ban was to allow staff sufficient time to prepare a regulatory ordinance to allow and comprehensively regulate medical marijuana dispensaries within the City. During this nine-month temporary ban, staff will undertake steps to conduct necessary research, obtain additional public input, prepare the subsequent regulatory ordinance, and return to Council for adoption.

The first reading of the ordinance imposing a temporary nine-month ban on the establishment, maintenance and operation of medical marijuana dispensaries occurred on September 1, 2009. The second reading and adoption of the ordinance occurred on September 15, 2009.

Status Update

1/20/2010 - dbrun: On October 8, 2009, the Project Team took a field trip to meet with Sebastopol's City Manager, Police Chief, City Attorney, and Planning Director. The purpose of the meeting was to discuss Sebastopol's medical marijuana ordinance and the successes/challenges they have had with implementing and enforcing the regulations set forth in the ordinance. After the meeting the Project Team met with personnel at Peace in Medicine and were given a tour of the dispensary.

On December 9, 2009 the first public workshop was held at the Senior Center. There were approximately 100 people in attendance. The City's consultant gave a brief presentation which provided background information on Council direction received and posed specific questions to solicit input from workshop participants. Staff received verbal comments from 22 workshop participants and received 10 written responses to the questionnaire handed out at the workshop.

The medical marijuana ordinance continues to be a hot topic for the interested public. To date the project manager has received over 70 inquiries via telephone, e-mail and regular mail regarding the progress and timing of the ordinance.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research & eval of pertinent issues	City Manager	Project Team	0 %	10/30/2009	Complete
Key structural elements framed	City Manager	Project Team	0 %	11/15/2009	Complete
Public meeting materials prepared	City Manager	Project Team	10 %	11/30/2009	Complete
Public Meeting #1- Public input	City Manager	Project Team	10 %	12/15/2009	Complete
Public Meeting #2 - Council direction	City Manager	Project Team	15 %	2/9/2010	On Time
Draft Ordinance to Council - 1st reading	City Manager	Project Team	25 %	3/2/2010	Not Started
Draft Ordinance to Council - 2nd reading	City Manager	Project Team	20 %	3/16/2010	Not Started
Final Ordinance Adopted	City Manager	Project Team	20 %	6/1/2010	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** CM-00403 **Project Status** On Time
Project Title Budget Realities Workshop/Cost Containment Project **Phase** 1 of 1
Project Start Date 8/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** N. Weiss
Project Budget \$0
Funding Sources

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

Project Description

The purpose of this project is to inform City employees about the structural condition of the City's budget and discuss the City's need to ensure that revenues align with expenditures on an ongoing basis. The focus of these discussions with employees is to provide fact-based education on the City's fiscal condition, which, because of the majority of cost being personnel based, will be largely centered around labor cost issues. This will involve a heavy focus on the impact of employee benefit costs, which continue to escalate at unsustainable levels. The workshops will involve looking at different benefit plans and designs, costs, best practices, comparisons with other local governments and the private sector, etc. This will also involve clearly communicating the impacts (such as layoffs, furloughs, etc.) if no changes are made to ever-escalating labor costs. The discussions will not attempt to generate consensus or solutions, but will be to inform employees and subsequent bargaining group negotiations that will begin in 2010. The idea will be to begin implementing solutions July 1, 2010.

Status Update

2/1/2010 - cshoop: In December and January, the City completed employee and retiree meetings and workshops to discuss the budget situation and associated labor and benefits costs. Information has, and is continuing to be, posted on the City's Intranet site for employees to access information that will provide details and answer questions. In addition, an e-mail address has been set-up to allow employees to submit any budget related questions to the City administration. The City Manager's Office is now preparing for meetings with bargaining groups to begin in February 2010.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Finalize Workshop Approach/Plan	City Manager	C. Shoop	10%	10/30/2009	Complete
Send Workshop Announcement/Invitations	City Manager	C. Shoop	2%	12/11/2009	Complete
Finalize Presentation and Materials	City Manager	C. Shoop	20%	12/31/2009	Complete
Hold Workshop # 1	City Manager	C. Shoop	15%	1/14/2010	Complete
Distribute Summary of Workshop # 1	City Manager	C. Shoop	2%	1/20/2010	Complete
Hold Workshop # 2	City Manager	C. Shoop	15%	1/28/2010	Complete
Distribute Summary of Workshop # 2	City Manager	C. Shoop	2%	2/3/2010	On Time
Finalize Bargaining Strategy	City Manager	N. Weiss	14%	2/19/2010	On Time
Begin Bargaining	City Manager	N. Weiss	5%	3/1/2010	Not Started
Implement Cost Containment Solutions	City Manager	N. Weiss	15%	6/30/2010	Not Started

Project Progress: 64% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** CM-00408 **Project Status** On Time
Project Title 'Council Comes To You' Neighborhood Meetings **Phase** 1 of 1
Project Start Date 10/1/2009 **Project Due Date** 5/15/2010
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** Barry Martin
Project Budget \$0
Funding Sources

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

Project Description

The objective is to enhance communication between the Council and the community by sponsoring a series of Council meetings in the neighborhoods. These meetings would educate the citizens on issues and projects in their area, and provide a forum for input on City activities in the neighborhoods.

Status Update

2/5/2010 - bmartin: This project was delayed due to focus on budget issues and other priorities in the CM office. Re-started Jan 2010 with focus on completion in the spring.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop plan for meetings	City Manager	Barry Martin	20%	2/19/2010	Behind
Schedule and organize meetings	City Manager	Barry Martin	20%	2/24/2010	Behind
Publicize meetings	City Manager	Barry Martin	10%	3/1/2010	Not Started
Produce meetings	City Manager	Barry Martin	40%	4/30/2010	Not Started
Provide summary and follow ups	City Manager	Barry Martin	10%	5/15/2010	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority 1 **Project Number** FIN-00411 **Project Status** On Time
Project Title Financial System, Payroll and Human Resources **Phase** 2 of 3
Project Start Date 7/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department Finance, Accounting **Project Leader** Carole Wilson
Project Budget
Funding Sources General and Enterprise Funds, NCRA, HACN
 City Manager's Report **City Council's Report**

Project Description

This project phase includes configuration and implementation of the Human Resource, Payroll, Time Card Online, and Employee Online financial software system modules. The project plan ensures that the software performs as required and City wide staff training is complete by December 15, 2010 for payroll system use beginning January 1, 2011.

Status Update

1/21/2010 - cwilson: Due to the 18 month delay of the Core Financials Go Live, it was determined that the Payroll Implementation needed to be extended to allow the organization to adjust to the changes already underway. January 1, 2011 was determined to be the best option for the Payroll Go Live in order to minimize the data conversion related to year to date information for IRS Form W-2s.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Full Time Employee Data Entered	Finance, Accounting	Sheia Esser	5%	2/12/2010	On Time
Initial Employee Outreach (Workshops)	Finance, Accounting	Carole Wilson	2%	4/9/2010	On Time
Configuration, Workflows, Reports	Finance, Accounting	J. Brott/S.Esser	93%	6/30/2010	On Time

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** FIN-00332 **Project Status** On Time
Project Title Transient Occupancy and Business License Tax Audits **Phase** 1 of 1
Project Start Date 8/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department Finance, Collections **Project Leader** Pam Edwards
Project Budget \$30,000
Funding Sources General Fund

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

Project Description

Complete audit of selected transient occupancy and business license tax levies and collections to ensure compliance with approved ordinances.

Status Update

1/20/2010 - wzenoni: Contract with MuniServices for Business License Tax audit was approved by City Council on December 15, 2009. Staff has met with consultant to plan audit approach. Work will begin in February.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop and issue RFP for audit services	Finance, Collections	Pam Edwards	10%	10/15/2009	Complete
Select consultant	Finance, Collections	Pam Edwards	10%	12/1/2009	Complete
Coordinate audit	Finance, Accounting	Pam Edwards	70%	5/31/2010	On Time
Prepare report	Finance, Accounting	Bill Zenoni	10%	6/30/2010	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	FIN-00436	Project Status	Behind
Project Title	GASB 45 Actuarial Study & CalPERS Trust Contract			Phase	2 of 2
Project Start Date	7/1/2009	Project Due Date	12/31/2009		
Requested Start Date		Requested Due Date	6/30/2010		
Lead Department	Finance, Accounting	Project Leader	Bill Zenoni		
Project Budget	\$23,000				
Funding Sources	General Fund				

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

Project Description

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

February 2, 2010 Project Description Update: Review potential trust providers including CalPERS and PARS (Public Agency Retirement Services). Review draft trust agreement with City Attorney and prepare report with recommendation to City Council. Implement GASB 45 Trust with selected trustee.

Status Update

2/2/2010 - wzenoni: Actuary (Bartel & Associates) is updating actuarial report to reflect impact of health reimbursement account (HRA) provided for in recently improved Fire labor contract. Updated report will be available by mid March. Staff is currently discussing potential trust agreements with CalPERS and PARS. A GASB 45 update and recommended trust agreement will be presented to the City Council on April 6, 2010.

6/30/09 During the budget process, implemented an internal service fund to accumulate resources for the retiree medical benefits and a mechanism for charging the cost to programs. Resource issues continue to delay the review and implementation of a trust contract.

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

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

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

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

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

1/2/08 - Project on track.

11/30/07 - No change.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Finalize Actuarial Study	Finance, Accounting	Bill Zenoni	30 %	7/1/2009	Complete
Review Actuarial Data with CalPERS	Finance, Accounting	Bill Zenoni	20 %	7/1/2009	Complete
Finalize Trust Contract with CalPERS	Finance, Accounting	Bill Zenoni	20 %	12/31/2009	Behind
Contract to City Council	Finance, Accounting	Bill Zenoni	10 %	12/31/2009	Behind
Review CalPERS Contract with City Attorn	Finance, Accounting	Bill Zenoni	20 %	12/31/2009	Behind

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CLK-00300	Project Status	On Time
Project Title	Agenda Management Project			Phase	1 of 1
Project Start Date	7/1/2008	Project Due Date	4/1/2010		
Requested Start Date		Requested Due Date			
Lead Department	City Clerk	Project Leader	D.Roadman/R.Ryan		
Project Budget	\$30,000				
Funding Sources	City Clerk 41143				

City Manager's Report City Council's Report

Project Description

Improve Agenda Management by providing solutions through the packet creation, review, and distribution stages to provide a seamless and effective process. This project will use a defined software or web based system to improve the submittal, review, signatures, and production stages of the agenda process. The Clerk's office spends significant time on agenda creation, report submittal, review, verification, copying, scanning, creating packets - both hard and ecopy, uploading to web, and final distribution. Before next year when election season rolls out in full gear, we need to have an agenda management system in place that is running well. We hope to reduce up to 30 percent of the time we currently spend on the process now - we expect that any time saved will be used on more important projects such as elections, community relations, training, and records management.

Status Update

1/7/2010 - droadman: Working on contract with LR Hines for Agenda Plus (SIRE) system. This system will work in concert with our current Electronic Document Management System (EDMS). System is anticipated to improve workflow, report submission and review process, and final archiving of agenda packet on installed EDMS system. Also included in the package will be full training for report writers and reviewers, tracking system. Also, LR Hines will include a full day training (review) session on the current EDMS system for users. We will also have the benefit of Visio software and SIRE Forms - potentially good organizational / project and management tools. Budget will be \$53,000 for total project.

9/18/2009 - droadman: September 23rd we will have 2 presentations from companies that have web based solutions. Will evaluate the viability further after input from other departments.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Choose company/software/program	City Clerk	D Roadman	25 %	10/31/2009	On Time
Implementation	City Clerk	D Roadman	50 %	1/31/2010	Not Started
Customized training for staff.	City Clerk	D Roadman/R Ryan	20 %	3/1/2010	Not Started
Final phase and bugs out	City Clerk	Droadman/R Ryan	5 %	4/1/2010	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** CLK-00375 **Project Status** On Time
Project Title Public access enhancements to City's records **Phase** 1 of 1
Project Start Date 7/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department City Clerk **Project Leader** R.Ryan/C Banayat/IT
Project Budget \$0
Funding Sources

- City Manager's Report City Council's Report

Project Description

There is no funding for this but it may require additional funding to procure programming assistance from vendor.

This project must work in concert with updated Records Retention project . SIRE internal database and SIRE PUB (public portal) both need significant time and potentially funding to work efficiently and easily.

CLERKS OFFICE will:

Restructure cabinets, indexing - this is a project that may require assistance from vendor and other departments. Vendor can "rubber band" documents to flow into the correct cabinets once they are set up. "Catch up" on routine admin maintenance - set up and delete users and user groups.

Status Update

1/12/2010 - rryan:

The first step to creating new cabinets and indexes is to update the retention schedule. As SIRE will only hold permanent documents moving forward, there is need to update the status of items that are determined to be permanent. Please see the Retention Schedule Update Project for current status. Cabinet structure has been created - on paper - for Clerk Department records. Other departments will be added according to the timing of the updates of the retention schedule for each department. Next steps will be incorporated into the schedule for implementation of the agenda management software over the next half fiscal year.

SIRE Pub has been fully implemented and updated, and all errors have been corrected. The Clerk Dept has received positive feedback on the new interface.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
SIRE PUB corrections	City Clerk	R.Ryan/Vendor	20 %	12/31/2009	Complete
Provide software updates and patches	Information Technology	Scott Nielsen	0 %	2/1/2010	Complete
Create cabinets and indexes	City Clerk	R. Ryan/D. Roadman	30 %	4/30/2010	On Time
Upload records to SIRE	City Clerk	C Banayt/Vendor	25 %	5/15/2010	Not Started
Catch up on admin-delete/add users	City Clerk	R.Ryan/ C Banayat	5 %	5/31/2010	Not Started
Correct software errors	City Clerk	R Ryan/Vendor	15 %	6/30/2010	Not Started
Provide needed scripts	City Clerk	R Ryan / Vendor	5 %	6/30/2010	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** PER-00328 **Project Status** On Time
Project Title Best Practices/Possible Rule Changes **Phase** 1 of 1
Project Start Date 7/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date**
Lead Department Personnel **Project Leader** C.Kasten
Project Budget \$0
Funding Sources

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

Project Description

While the City Administration is not recommending City Charter changes, they are interested in increased clarity concerning how to access personnel systems, and consistency between rules, negotiated provisions and legal mandates. While the City does not intend to initiate wholesale changes to the Rules, as time allows, and as best practices are identified through the new IFAS HR/Payroll system, and/or stakeholders, changes may be proposed and/or written procedures/policies may be developed.

Next steps:

- (1) ID best practices that could be improved upon through IFAS HR/Payroll system changes – due date either 2/1/10 or upon later implementation.
- (2) Solicit input from stakeholders about consistency in application of rules, MOU provisions and legal mandates and other personnel system improvements needed to facilitate organizational restructuring – due either 3/1/10 or later due to IFAS implementation activities.
- (3) Propose changes to MOU’s, Civil Service Commission Rules and/or written policies/procedures that will help to clarify any inconsistent practices – initial due date 7/1/10 and on-going.
- (4) Continue to provide CAPPS training to all supervisors and managers to orient and educate on procedures and practices to ensure consistent application of the rules/practices/MOU’s/legal mandates - Initiated July, 2009, complete October 2009.

Status Update

02/2/2010 - jbrott:

ID best practices through IFAS HRPY: Have worked with Finance to identify best practices and how to use IFAS to take advantage of opportunities for improvement. In the process of configuring HRPY to automate time collection and improve employment transitions and reporting capability for line staff as well as Finance and Personnel. Additional IFAS functionality to consider implementing includes new Personnel Action Form module, evaluation and leave tracking functions.

Last updated 2/4/2010

Solicit input from stakeholders about rules and Personnel systems: Will be following up on Sr. Staff assessment of organizational obstacles to identify steps Personnel can take to address specific issues.

Propose changes policies/procedures: Reviewed 41 policies and procedures. Identified and prepared initial drafts for 29 personnel related policies. Eight administrative policies have been finalized and forwarded to the City Managers Office for review and approval, of which 2 have been adopted. Provided specific suggestions for changing rules, policies or procedures to the Sr. Staff assessment which we think will improve our effectiveness.

CAPPS Training: Completed first series of four classes. A total of 23 leadworkers, supervisors and managers attended at least one of these workshops. Ten attended three of them, and two employees completed the entire series. Other training made available to City staff included classes in Outlook, Excel, Word and Power Point, as well as 4 one-half day management and supervisory sessions from the Liebert Cassidy Whitmore Employer Relations Consortium

09/8/2009 - jbrott: Created project. Completed 2 of 4 CAPPS classes.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Provide CAPPS Training	Personnel	C.Kasten	50 %	10/31/2009	Complete
Solicit input from stakeholders	Personnel	C.Kasten	15 %	3/1/2010	On Time
Propose Rule/MOU/Rule Changes	Personnel	C.Kasten	10 %	6/30/2010	On Time
ID best practices	Personnel	J. Brott	25 %	6/30/2010	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PER-00329	Project Status	Behind
Project Title	Transition of Benefits Administration			Phase	1 of 1
Project Start Date	7/1/2009	Project Due Date	6/30/2010		
Requested Start Date		Adjusted Due Date	1/1/2011		
Lead Department	Personnel	Project Leader	C.Kasten		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

If logistics and budgets allow, the City has a desire to move duties within Benefits currently in Finance to the Personnel Department. Staff have been working to identify and determine staffing duties, levels and number of positions. Due dates depend largely on the IFAS HRPY go live date of 1/1/10:

Next steps:

Identify number of hours, position duties, level and number of staffing. Finance is working with Personnel to identify – due date 10/1/09.

Configure IFAS benefit module to incorporate potential transfer of duties from Finance to Personnel – due date 11/1/09.

Fill identified positions through transfer or promotion internal to the City staffing if possible – initiate process due date 11/1/09.

If transfer of existing Finance staff is not possible and new position(s) are allocated – then Council approval would be needed – due no later than 10/1/09 for recruitment to take place in time to meet start up deadline of 1/1/10.

Educate employees as to new role of Personnel in flyers, meetings, orientations – due date 1/1/10.

Change over effective officially 1/1/10.

In the alternative, if 7/1/10 is the go-live date, then due dates above would be adjusted by 6 months.

Status Update

02/2/2010 - jbrott:

Finance and Personnel staff have met and identified hours, position duties, level and number of staffing

Last updated 2/5/2010

for benefit administration tasks. A general concept of how tasks are to be assigned has been developed.

IFAS implementation is being configured based on new concept of how tasks are to be assigned.

Go-live date for IFAS implementation is now January 2011. The effective date of a benefits transition is also moved to January 2011. The effective dates for identifying positions to move to Personnel, filling those positions will move to October 2010 for a January 2011 start date and employee communication

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
ID benefits duties and staffing	Personnel/Finance	C.Kasten/B. Zinoni	50 %	10/1/2009	Complete
Change Over	Personnel	C.Kasten	0 %	6/30/2010	On Hold
Educate City staff on change	Personnel	J. Brott	0 %	6/30/2010	On Hold
Fill new positions, if needed	Personnel	J. Brott	0 %	6/30/2010	On Hold
Fill identified positions thru internal	Personnel	J. Brott	0 %	6/30/2010	On Hold
Configure IFAS for potential duty transf	Personnel/Finance	J.Brott/S.Esser	50 %	6/30/2010	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

FY 2009-2010 Capital Improvement Projects

Project	Page #
○ 1 st & 2 nd Street Rehabilitation	95
○ 4 th Street Boat Dock	96
○ East Avenue Sidewalk	97
○ Edward I Barwick Jamieson Canyon Water Treatment Plant Improvements	98
○ Rehabilitation of Main Street	99
○ Soscol Gateway Interior Drainage	100

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

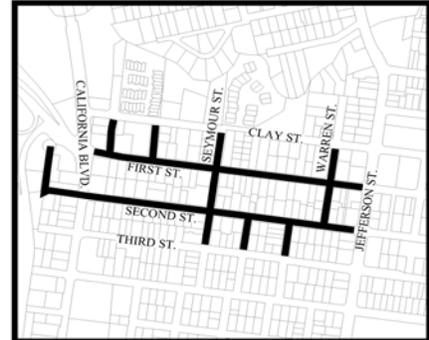
REHABILITATION OF 1ST & 2ND STREET (ST04PW001)

PROJECT DESCRIPTION:

This street rehabilitation project is the final phase of work for this PG&E Rule 20A Underground Utility District. All overhead utilities have been converted to underground service and a new street light system has been installed. This street rehabilitation project will include the resurfacing of the street, removal and replacement of non-ADA compliant sidewalk, curb, gutter and curb ramps and removal and replacement of trees within the District.

PROJECT MANAGEMENT:

Neil Mathiesen, Junior Engineer
Public Works Department - Construction Division



PROJECT AREA

PROJECT STATUS:

Bids were opened on 09/21/09 and the project was awarded to G.D. Nielson Construction on 09/25/09. Sidewalk, curb, gutter, drainage and tree work has been completed. Construction is temporarily on hold due to cold wet weather. The remaining work, street resurfacing and related items are expected to be completed when the weather warms in April/May.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY	Actual Percentage Complete											
			2009	Q1			Q2			2010	Q3			Q4
End Date	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Design	May-09	Aug-09			100%									
Bid & Award	Sep-09	Sep-09			100%									
Construction	Oct-09	Jun-10						60%						

PROJECT BUDGET: \$2,667,436

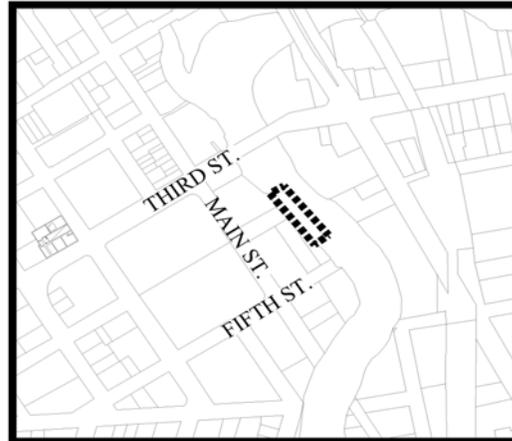
BUDGET EXPENDED TO DATE: \$1,561,336

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

4TH STREET BOAT DOCK (MS07PW001)

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

Design and engineering services for the new 226' x 10' floating concrete boat dock, ADA ramp and gangway by Noble Consultants is nearing completion. The Army Corps of Engineers recently determined that the new dock will not significantly impact the Napa River flood elevation. Contractual documents and amendments are currently being finalized with Environmental Collaborative and Design, Community & Environment to initiate CEQA and to obtain the required environmental permits. Contractual documents have been finalized with Pacific EcoRisk to prepare a Sampling and Analysis Plan ("SAP") for the dredging portion of this project, and to present the SAP to the Dredged Material Management Office ("DMMO") by February for initial approval from various permitting agencies. Following the initial approval from DMMO, implementation of the SAP is expected to take a few additional months followed by additional meetings to review the sampling results and possible dredge disposal sites.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY End Date	2009			Q1			Q2			2010			Q3			Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
Design/Permitting	Jan-09	Jul-10						85%												
Bid & Award	Jul-10	Aug-10																		
Construction	Aug-10	Oct-10																		

PROJECT BUDGET: \$100,000

BUDGET EXPENDED TO DATE: \$20,967

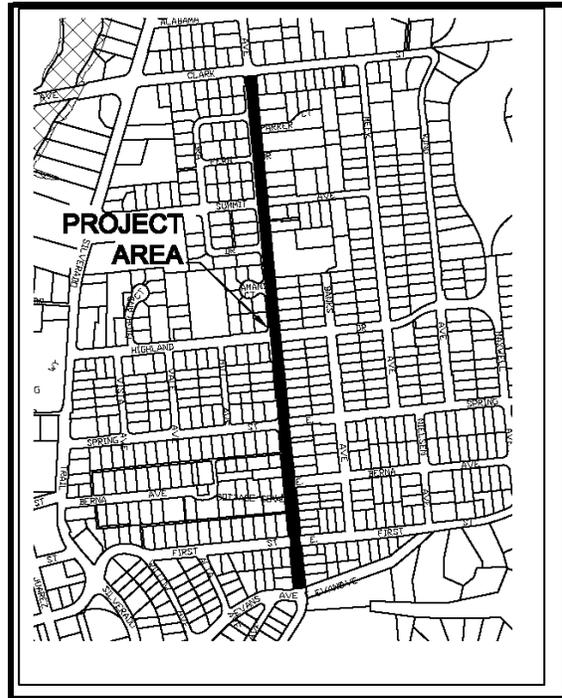
NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The \$100,000 includes Public Works administrative charges, permitting, and grant work.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

EAST AVENUE SIDEWALK PROJECT (5651-450) SW06PW001

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Mark Andrilla

PROJECT STATUS:

Design was completed by the Public Works, Engineering Division. The design was sent to Caltrans Local Assistance for obligation of Federal Funds at the end of November. A storm drain repair necessary to construct the sidewalk was completed as a separate project in Summer 2009. Now awaiting approval of the federal funding obligation from Caltrans Local Assistance. If approval is received by February 1 2010, construction of the project could be started in May 2010. The road rehabilitation project along East Avenue, which includes the entire length of the street, will commence as the sidewalk project nears completion.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2009									2009		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design					100%							
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$1,094,000 (of which \$431,000 is proposed to be federally funded).

BUDGET EXPENDED TO DATE: Approximately \$333,000 has been spent on design and the storm drain relocation project. (30% of the total budget).

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

WQ08PW001-57601

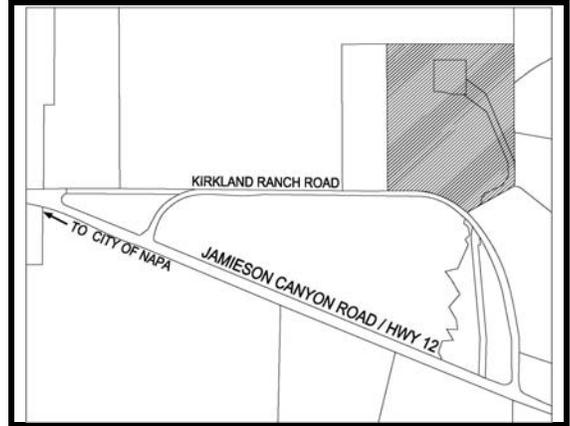
PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Joy Eldredge, General Manager
Public Works - Water Division

PROJECT STATUS:



Design of the project is complete and accomplished within budget. The project has been under construction since January 2008 and is scheduled for contract completion in January 2011. The new pretreatment basins, two filters and the chemical storage facility and associated tanks and pumps are online and have been functioning since September 2009. The washwater recovery tanks/clarifiers, a new technology for the City of Napa was brought online successfully in November 2009.

Demolition and remodel work inside the operations and maintenance building is underway. Staff have vacated the Operations and Maintenance building and plant controls and laboratory analytical monitoring continues operations out of temporary field trailers. Demolition of the existing pretreatment basins is underway and will be retrofitted to house the Ozone generating equipment. The new pretreatment Ozone is scheduled to be brought online in April 2010. The plant continues to operate 24/7.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete											
			FY 2009			Q1			Q2			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	Jul-04	Oct-07	100%											
Bid & Award	Nov-07	Jan-08	100%											
Construction	Jan-08	Jan-11						82%						

PROJECT BUDGET: \$38,588,000

BUDGET EXPENDED TO DATE: \$29,591,128

Construction is ahead of the contract schedule. The finish date is projected to be 4 months ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 3.3% of the contract amount. It should be noted that 1.14% of those requests are owner-initiated improvements.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

REHABILITATION OF MAIN STREET (ST10PW001)

PROJECT DESCRIPTION:

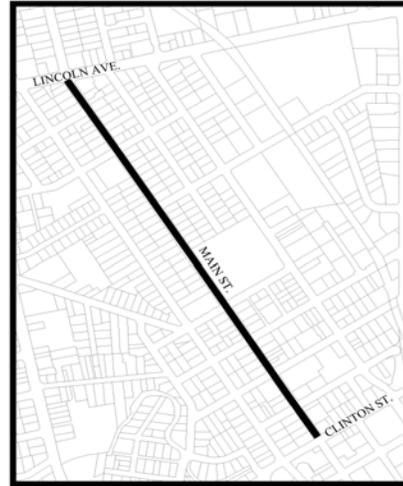
Rehabilitation of Main Street from Lincoln Avenue to Clinton Street. The project includes the resurfacing of the street, removal and replacement of non-ADA compliant sidewalk, curb, gutter, and curb ramps and the removal and replacement of street trees as needed for sidewalk repair. Some remedial storm drain work is also anticipated. The Water Division will abandon an old existing water line and tie services into an alternative water line. Some water line modifications will be required. Napa Sanitation District has tentatively proposed some new sanitary sewer line installations. The complete scope of the project should be known by 02/10.

PROJECT MANAGEMENT:

Herb Fredricksen, Associate Civil Engineer
Public Works Department - Engineering Division

PROJECT STATUS:

The project is currently under design and is expected to be completed by May 2010 and construction completed by October 2010.



PROJECT AREA

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete														
			FY 2009			Q1			Q2			2010			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design	Sep-09	May-10						20%									
Bid & Award	Jun-10	Jul-10						0%									
Construction	Jul-10	Oct-10						0%									

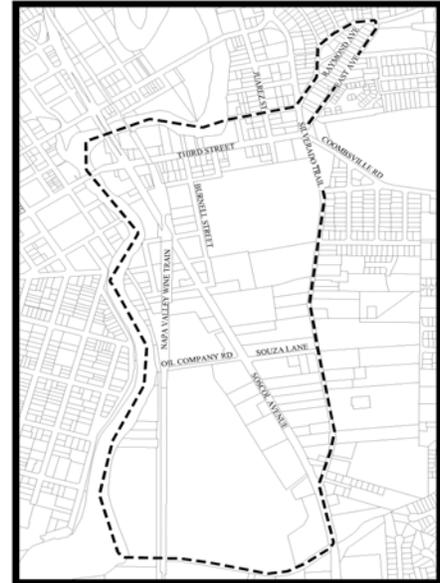
PROJECT BUDGET: \$1,655,600 (does not include contributions from Water Division or NSD for their work)
BUDGET EXPENDED TO DATE: \$7,000

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SOSCOL GATEWAY INTERIOR DRAINAGE (SD10PW001)

PROJECT DESCRIPTION:

Determine the best alternative to resolve the interior drainage challenges in the Soscol Gateway area, and prepare a preliminary design.



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

West Yost Associates has begun this work, including obtaining information and plans from PG&E, Napa Sanitation, Caltrans, AT&T and Comcast; initiate topographic surveying of the project area; review previous hydrology and hydraulic reports; review design criteria; review appurtenant land uses and development potential affecting storm runoff; and attending meetings with applicable agencies.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY End Date	Actual Percentage Complete											
			2009 Q1			Q2			2010 Q3			Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Preliminary Design	Oct-09	Aug-10						10%						
Final Design	Oct-10	Aug-11												
Construction	Jan-13	Jan-14												

PROJECT BUDGET: \$404,932

BUDGET EXPENDED TO DATE: \$42,760



Report on Service Center (CRM) activity Q1 FY 2009-10

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

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

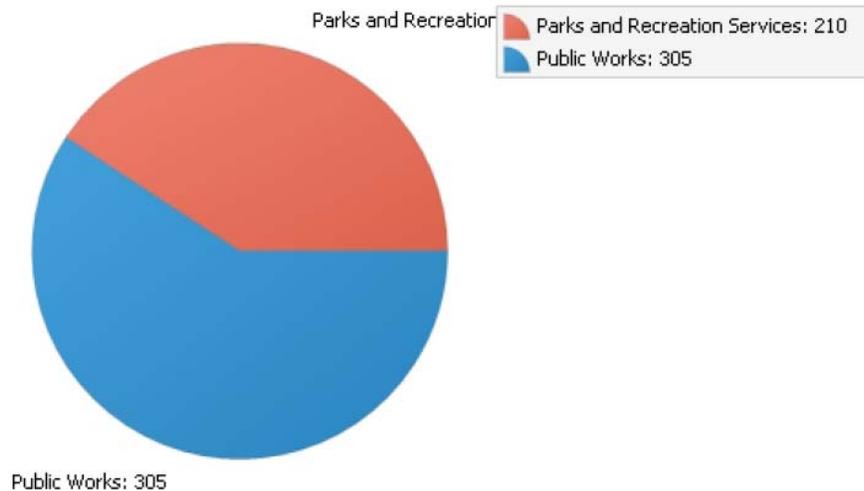
The accompanying chart and table shows the total number of service requests made in the 23 available request types during the period July-Sept 2009 and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) (Note: The extended average time to complete in the categories of "pollution report" is based on only one case handled in this quarter. Administration continues to work with departmental staff to evaluate what may be extensive requests, and identify when a service request should be closed out in the CRM system and moved to a project list.) (Note: the number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system.)

A total of 515 external service requests were entered into the CRM system in the first quarter of 2009-10. 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.

All External Service Request By Quarter

Run Date: 2/5/2010 4:55:16 PM

Department breakdown



Service Request Type	Number this quarter	Average time open	SLA
Bad sidewalk or curb	18	1.66	5
City landscaping issue	8	8.35	6
Construction site problems	1	1.58	1
Dead Animal	34	0.27	1
Drainage problem	5	6.12	1
Graffiti	10	0.97	2
Light out	82	2.87	3
Litter or debris	26	1.15	2
Miscellaneous park/public space issue	2	6.35	5
New streetlight	1	5.58	5
Park issue	13	2	5
Pollution report	1	16.08	1
Pothole	38	1.37	2
Rough road surface	5	5.82	5
Sign problem	14	1.8	2
Street sweeping	7	3.23	2
Traffic signal malfunction	5	2.14	1
Tree issue	149	7.55	5
Utility pole issue	4	5.58	5
Water leak	0	0	1
Water pressure problem	0	0	1
Water quality issue	0	0	1
Weeds	3	0.87	5



CITY of NAPA

Report on Service Center (CRM) activity Q2 FY 2009-10

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

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

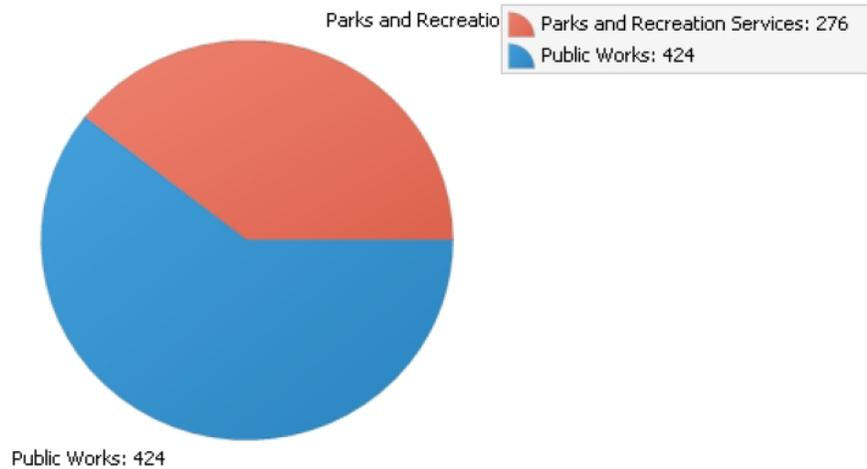
The accompanying chart and table shows the total number of service requests made in the 23 available request types during the period Oct-Dec 2009 and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) (Note: The excessive average time to close shown in the "bad sidewalk or curb" category was caused by one service request that was inadvertently left open in the system for 464 days. The remaining 11 requests in this category were closed in a range of 1-4 days, with one item requiring 12 days for completion. Administration continues to work with departmental staff to evaluate what may be extensive requests, and identify when a service request should be closed out in the CRM system and moved to a project list.) (Note: the number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system.)

A total of 700 external service requests were entered into the CRM system in the second quarter of 2009-10. 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.

All External Service Request By Quarter

Run Date: 2/5/2010 4:41:15 PM

Department breakdown



Service Request Type	Number this quarter	Average time open	SLA
Bad sidewalk or curb	12	41.32	5
City landscaping issue	1	0.08	6
Construction site problems	1	2.13	1
Dead Animal	27	0.62	1
Drainage problem	36	1.82	1
Graffiti	3	0.9	2
Light out	141	1.7	3
Litter or debris	32	1.45	2
Miscellaneous park/public space issue	2	6.52	5
New streetlight	0	0	5
Park issue	10	2.73	5
Pollution report	0	0	1
Pothole	53	1.63	2
Rough road surface	4	2.7	5
Sign problem	16	1.61	2
Street sweeping	44	3.58	2
Traffic signal malfunction	18	5.6	1
Tree issue	212	3.08	5
Utility pole issue	0	0	5
Water leak	0	0	1
Water pressure problem	0	0	1
Water quality issue	1	0	1
Weeds	1	0.92	5