



CITY of NAPA

Second Quarter Report
FY 2010-2011



CITY MANAGER
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February 15, 2011

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 2nd quarter financial report for FY2010-11. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness", with a long horizontal flourish 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 second quarter of the 2010-11 fiscal year.

Management's Overview

The City's two year budget for fiscal years 2009-10 and 2010-11 was adopted by the City Council on June 16, 2009, and amended on August 17, 2010. The FY2010-2011 first quarter report was presented to the City Council on December 7, 2010. The purpose of the quarterly report is to provide regular updates to the Council regarding revenue and expenditure trends, to ensure the City Council has a strong understanding of the City's current financial condition. A discussion of the significant budget items is presented below.

FY 2010-11 Budget

The FY 2010-11 budget as originally adopted estimated revenues of \$65.1 million to fund expenditures of \$68.3 million with the resulting \$3.2 million shortfall to be funded from operating reserves. As the economic climate failed to recover, the projected FY 2010-11 budget deficit increased to \$9.0 million. A number of actions were taken to reduce this shortfall. Budget reductions of \$6.2 million were approved during the months of July and August. These adjustments included operating and capital budget reductions including departmental reorganizations resulting in savings of \$3.2 million. Employees made a significant contribution to addressing the budget shortfall by agreeing to labor concessions which will save the General Fund \$2.0 million this fiscal year. In addition, a supplementary retirement program resulting in savings of \$0.8 million was implemented. These adjustments reduced the projected FY 2010-11 budget shortfall to \$2.8 million.

Budget Update

Additional information on the City's major revenue sources has been gathered during the first two quarters of this fiscal year. As of this date, operating revenues are projected to be slightly over the budgeted amount of \$59.4 million by \$0.2 million. The projected variances include:

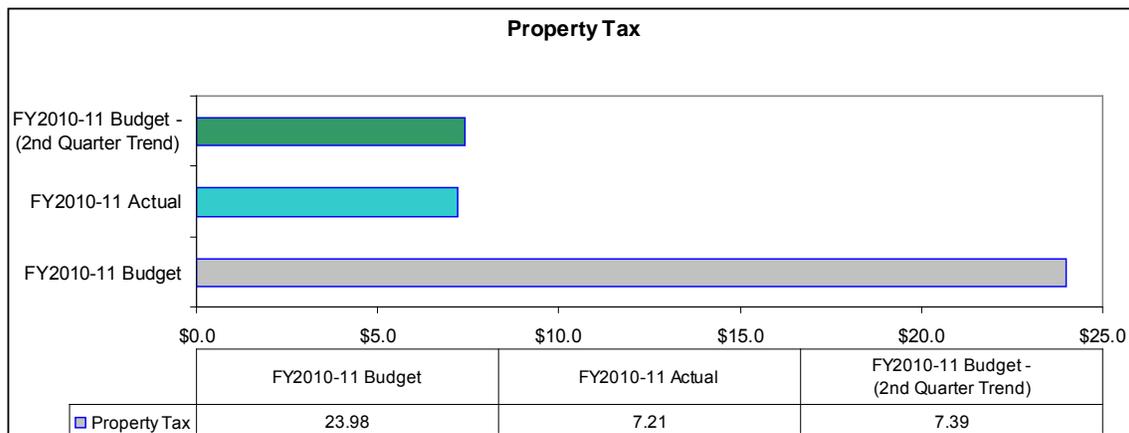
Property Tax Information received from the County Auditor-Controllers Office indicates that property tax revenue will total \$21.4 million which is \$0.3 million less than the \$21.7 million budgeted. This reflects a one percent reduction in the City's assessed valuation for FY 2010-11 compared to FY 2009-10. In addition, the City received \$2.3 million in Excess ERAF, and anticipates approximately \$0.5 more before the end of the fiscal year.



QUARTERLY FINANCIAL REPORT

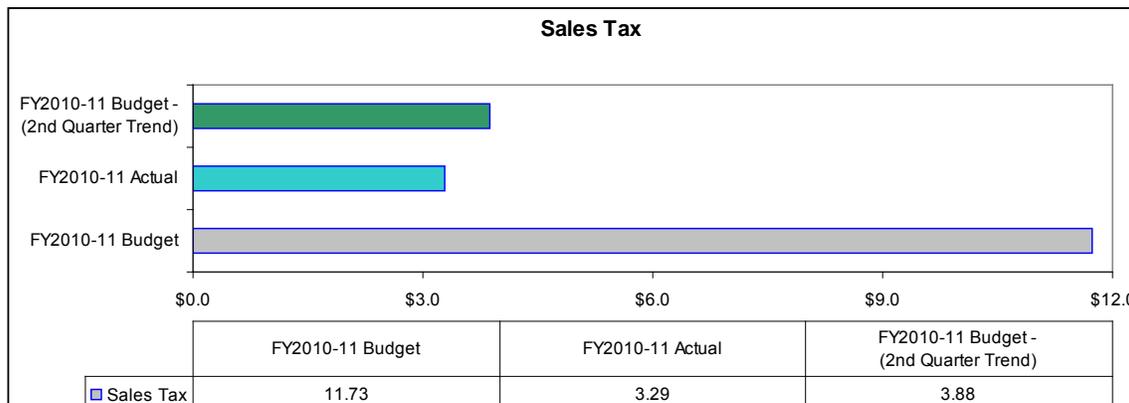
The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (12.2%) and industrial property (5.1%).

The following graph tracks the Actual Property Tax received through December 31, 2010 as compared to the second quarter average trend over the past five years.



Sales Tax A recent detailed analysis by the City's sales tax consultant, MuniServices, projects an increase of \$0.3 million in sales tax revenue over the \$11.7 million budgeted amount. This reflects an increase of four percent over FY 2009-10 sales tax revenue and may be an indication of an economic upturn. The largest gain is from service stations followed by new car sales. The City is also seeing an increase in sales tax revenue generated by restaurants.

The following graph tracks the Sales Tax (on sales through October 31, 2010) as compared to the second quarter average trend over the past five years.

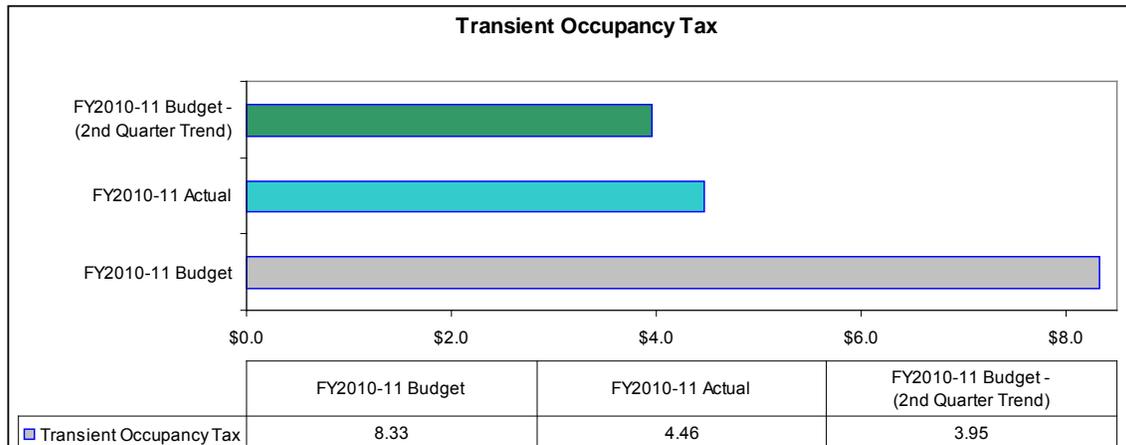




QUARTERLY FINANCIAL REPORT

Transient Occupancy Tax One additional indication of a possible economic recovery is the improvement in the City's tourism business. Revenue from the transient occupancy tax steadily increased during the summer months. Current projections anticipate an increase of 10 percent over the \$8.3 million budget, generating an additional \$0.8 million in revenue. There are currently 21 hotels, 20 bed and breakfast establishments and 44 vacation rentals generating transient occupancy tax revenue within the City.

The following graph tracks the Transient Occupancy Tax (as remitted by hotels, inns, etc. through October 31, 2010) as compared to the second quarter average trend over the past five years.



Business License Tax Revenue from Business License tax is projected to be under budget by \$0.5 million, resulting from the continued impact the recession has had on retail markets.

Charges for Service As identified in the first quarterly report, revenue from Parks and Recreation self sustaining programs is anticipated to be \$0.4 million less than budgeted. A corresponding reduction in expenditures has also been indicated.

Investment Earnings Revenue from Investment Earnings is projected to be under budget by \$0.1 million due to lower than projected interest earnings.



QUARTERLY FINANCIAL REPORT

Expenditures As of December 31, 2010 departments were operating within their approved budgets. Current projections estimate Operating expenditures may end the year approximately \$0.7 million under the current budget level of \$62.9 million. This savings is a combination of Parks and Recreation self sustaining programs and labor concessions agreed to this year by NPOA (not included in the Mid-Cycle budget adjustments).

The following table provides the expenditure budget and actual spent to date for each department through December 31, 2010.

Expenditures by Department	Budget (\$ in Millions)	Through 12/31/2010 (\$ in Millions)	%
City Council / City Clerk	1.07	0.42	38.13%
City Manager	3.28	1.45	42.91%
Finance	3.16	1.31	44.12%
City Attorney	0.98	0.40	41.18%
Personnel	0.99	0.44	39.54%
Community Development	3.07	1.48	49.22%
General Government	2.80	1.14	51.87%
Police Department	21.50	9.60	44.72%
Fire Department	12.46	6.38	51.18%
Public Works	6.57	3.49	53.49%
Community Resources	7.06	3.24	46.40%
Subtotal Expenditures	62.93	29.34	47.20%

Unfortunately, the FY 2010-11 General Fund budget remains in a deficit position with projected expenditures exceeding anticipated revenues by \$2.6 million. This shortfall is \$0.2 million less than previously reported, due to the combined impact of slightly higher revenues (mainly the Excess ERAF and Transient Occupancy Tax), and slightly lower expenditures (mainly the Parks and Recreation Self Sustaining programs and NPOA concessions).

Staff is currently reviewing all revenue and expenditure projections as part of the Development of the FY2011-13 budget. Updated projections will be provided in the third quarter report.



QUARTERLY FINANCIAL REPORT

What We Are Watching

Nationally:

Although it is too soon to be overly optimistic for the future, it does appear the recession has made the turn and we are on the road to economic recovery. We still have concerns over the high unemployment rate, and need to continue to be cautious over the next few years.

Across the country, cities are facing significant budget gaps this year due to flat or declining income and sales tax collections. These taxes are typically the earliest source of city revenue to decline as job losses in a community increase and consumer purchases decrease. Property taxes, which make up the bulk of city revenue nationwide, are remaining relatively flat as real property assessments were adjusted to reflect declining housing values. Since city fiscal conditions tend to lag behind national economic conditions, the effects of a depressed real estate market, low levels of consumer confidence and high levels of unemployment will likely play out in cities well into future years. Due to these declines in the most significant revenue sources, the nation's cities will most likely still be realizing the effects of the current downturn in 2011, 2012 and beyond.

State:

At the State level, the condition of the economy has potential of having a significant negative impact on all California cities. The cuts proposed by Governor Brown are severe and could be further impacted by the State pushing some of their responsibilities down to the local level. Additionally, if the tax proposal currently anticipated for the June election does not move forward (or is not approved), deeper cuts will be required. The potential impacts are staggering. We will continue to watch all of these issues closely.

Local Economic Condition:

Although the City of Napa is seeing some positive movement in the housing market and tourism trade, financial recovery will not be obtained until the property values begin to rise.

We are beginning to see a rebound in sales tax revenue. FY2009-10 has also seen increases in restaurant and new car sales. Staff will continue to closely monitor these key revenue sources as we enter the third quarter of the fiscal year.



QUARTERLY FINANCIAL REPORT

Recommendation

This is an informational report. No action is recommended at this time.



QUARTERLY FINANCIAL REPORT

Financial Update - General Fund

Attachment A

	FY 10-11 Budget (as of 12/31/2010)	FY 10-11 YTD (as of 12/31/2010)	% to date	FY 10-11 Projection	Projected %
Operating Revenues					
Property Tax	21,694,107	7,208,189	33.23%	21,351,063	98.42%
Sales Tax	11,725,056	3,291,997	28.08%	12,062,323	102.88%
Transient Occupancy Tax	8,328,419	4,463,948	53.60%	9,161,261	110.00%
Business License Tax	3,000,000	1,131,789	37.73%	2,500,000	83.33%
Other Taxes	1,844,804	411,077	22.28%	1,844,804	100.00%
Licenses and Permits	1,007,321	547,541	54.36%	1,007,321	100.00%
Charges for Services	4,686,791	2,401,611	51.24%	4,249,763	90.68%
Intergovernmental	791,932	64,530	8.15%	746,932	94.32%
Investment Earnings	250,000	68,300	27.32%	150,000	60.00%
Miscellaneous Revenues	149,144	79,331	53.19%	144,762	97.06%
Transfers In	3,640,405	1,819,703	49.99%	3,640,405	100.00%
Sub-Total Operating Revenues	57,117,979	21,488,015	37.62%	56,858,634	99.55%
<i>One-Time Revenues (Excess ERAF)</i>	<i>2,290,888</i>	<i>2,290,888</i>		<i>2,777,037</i>	
TOTAL REVENUES	59,408,867	23,778,903		59,635,671	100.38%
Operating Expenditures					
Sub-Total Operating Expenditures	62,929,754	29,344,445	46.63%	62,226,754	98.88%
TOTAL EXPENDITURES	62,929,754	29,344,445	46.63%	62,226,754	98.88%
Operating Deficit		(3,520,887)		(2,591,083)	
<i>Non-Recurring Revenues</i>	<i>2,187,904</i>	<i>(310,421)</i>	<i>-14.19%</i>	<i>2,187,904</i>	
<i>Non-Recurring Expenditures</i>	<i>3,471,094</i>	<i>333,515</i>	<i>9.61%</i>	<i>3,471,094</i>	
Net Impact of Non Recurring	(1,283,190)	(643,936)		(1,283,190)	
Total Impact to Fund Balance		(4,804,077)		(3,874,273)	



INVESTMENT REPORT

Introduction

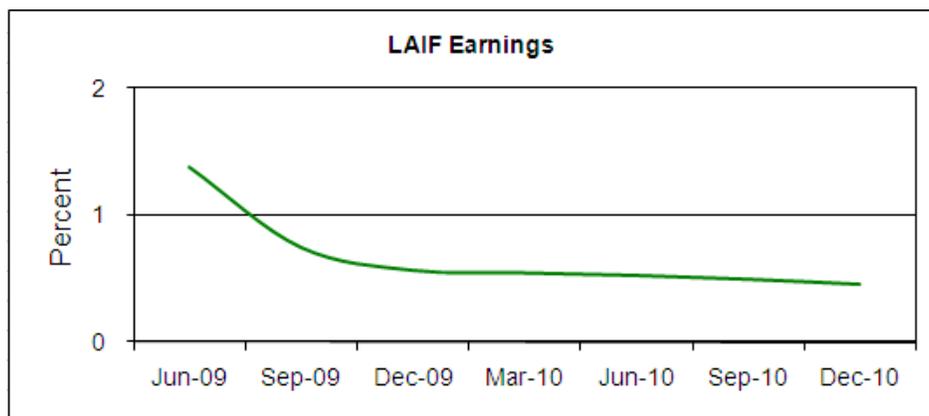
This report presents the City's investment portfolio as of December 31, 2010. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

Investment Approach

The City's investments are guided by an Investment Policy which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council on June 15, 2010 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City is a passive investor and relies on investment advisors and the state investment pool known as the Local Agency Investment Fund (LAIF).

Current Market Conditions

The economy has continued to struggle and short-term interest rates remain low. Investment professionals are not forecasting a significant improvement in investment earnings although a slight increase is anticipated during the second half of the fiscal year. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. The reduction in LAIF earnings shown below is representative of the downward earning trend currently affecting the City's investments.



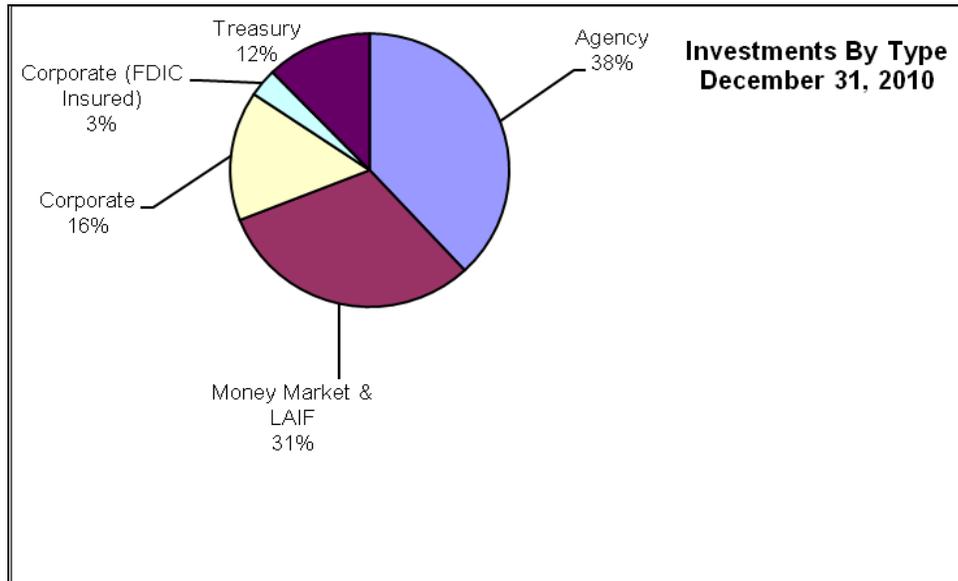


INVESTMENT REPORT

Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of December 31, 2010, invested funds totaled \$68,954,557. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

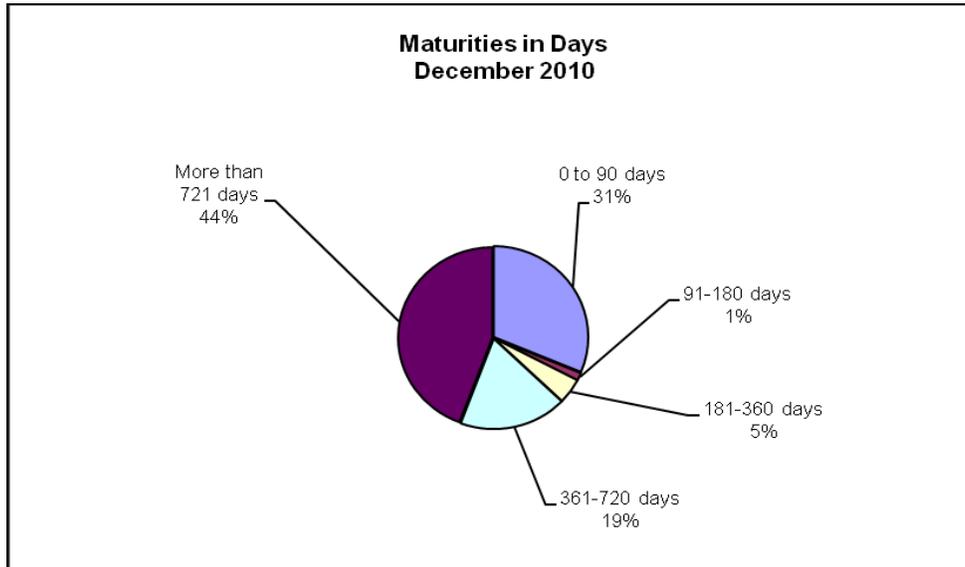
The current City portfolio consists of five types of investments; US Treasuries, Federal Agencies, Corporate Debt, Corporate Debt insured by the FDIC and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of December 31, 2010 was weighted heavily towards the State Local Agency Investment Fund (LAIF) and high quality (AAA rated) Federal Agency securities to maintain the focus on safety and liquidity,



The City's Investment Policy allows for a 5 year time horizon with an emphasis on liquidity. As of December 31, 2010, 30 percent of the City's funds were invested in very short-term liquid investments, 25 percent of the funds were invested with maturities between 90 days and 2 years and 44 percent of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



INVESTMENT REPORT



Conclusion

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City's investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer term maturities (to realize a higher rate of return) is appropriate given the current market conditions. While short term interest rates have continued to decline in recent months, longer term rates have increased slightly which is a positive economic indicator. The investment portfolio will continue to be closely monitored to ensure the avoidance of risk and to respond to changes in market conditions.

City of Napa Investment Report
December 31, 2010

A	B	C	D	E	F	G	H	I	J	K	L	M
1		FY 11 Qtr										
2		1st	2nd									
3		S & P	S & P									
4	CUSIP	RATING	RATING	PAR	PURCHASE DATE	COUPON RATE	MATURITY DATE	ORIGINAL COST	YIELD TO MATURITY	ACCRUED INTEREST	MARKET VALUE	
5	LAIF AND MONEY MARKET											
6	431114701	AAA	AAA	73,972	10/23/2006	5.300	10/15/2011	73,972	0.760		73,972	
7	N/A	AAA	AAA	112,495	10/23/2007	5.250	10/23/2012	112,495	1.210		112,495	
8		AAA	AAA	20,169,046	VARIOUS	4.250	4/15/2013	20,169,046	1.470		20,169,046	
9		A+	A+	20,355,513	VARIOUS	2.100	5/6/2013		1.410			
10		A+	A+		VARIOUS	2.000	6/14/2013		1.110			
11	CORPORATE NOTES											
12	929903CF7	AA-	AA-	500,000	10/23/2006	5.300	10/15/2011	499,185	0.760		518,246	
13	949746NW7	AA-	AA-	250,000	10/23/2007	5.250	10/23/2012	249,718	1.210		268,020	
14	931142CL5	AA	AA	605,000	VARIOUS	4.250	4/15/2013	647,936	1.470		649,988	
15	459200GR6	A+	A+	310,000	1/27/2010	2.100	5/6/2013	312,065	1.410		317,526	
16	91159HGW4	A+	A+	400,000	6/14/2010	2.000	6/14/2013	399,500	1.110		405,966	
17	06406HBK4	AA-	AA-	400,000	8/29/2008	5.125	8/27/2013	401,484	1.160		438,519	
18	91159HG0	A+	A+	505,000	VARIOUS	1.375	9/13/2013	505,781	1.210		504,755	
19	46623EJD2	A+	A+	400,000	9/30/2010	1.650	9/30/2013	399,952	1.590		400,271	
20	717081AR4	AA	AA	255,000	VARIOUS	4.500	2/15/2014	267,638	1.390		277,205	
21	166751AH0	AA	AA	440,000	VARIOUS	3.950	3/3/2014	463,872	1.160		469,727	
22	665859AK0	AA	AA	345,000	VARIOUS	4.625	5/1/2014	374,625	1.490		372,988	
23	36982G4C5	AA+	AA+	570,000	VARIOUS	5.900	5/13/2014	614,651	2.080		630,853	
24	61747YCF0	A	A	440,000	VARIOUS	6.000	5/13/2014	470,563	3.120		475,411	
25	428236AV5	A	A-	290,000	VARIOUS	4.750	6/2/2014	314,004	1.360		317,747	
26	079860AG7	A	A	285,000	1/22/2010	5.200	9/15/2014	310,405	1.920		311,130	
27	74005PAQ7	A	A	155,000	9/24/2010	5.250	11/15/2014	177,515	1.570		172,824	
28	09247XAD3	A+	A+	305,000	VARIOUS	3.500	12/10/2014	313,432	1.970		316,290	
29	713448BM9	A-	A-	470,000	VARIOUS	3.100	1/15/2015	490,719	1.510		490,267	
30	46625HHP8	A+	A+	310,000	3/18/2010	3.700	1/20/2015	313,473	2.320		320,815	
31	94980VAA6	AA-	AA-	300,000	3/22/2010	4.750	2/9/2015	312,144	3.000		318,263	
32	084670AV0	AA+	AA+	465,000	VARIOUS	3.200	2/11/2015	466,363	1.750		479,824	
33	06406JHB4	A+	A+	435,000	VARIOUS	4.950	3/15/2015	487,713	2.180		472,193	
34	74005PAR5	A	A	135,000	6/7/2010	4.625	3/30/2015	147,317	1.790		146,934	
35	278642AB9	A	A	500,000	10/22/2010	1.625	10/15/2015	499,125	2.530		479,763	
36	742718DM8	AA-	AA-	250,000	2/6/2009	3.500	2/15/2015	268,128	1.720		262,481	
37	36982G4T8	AA+	AA+	640,000	11/9/2010	2.250	11/9/2015	639,520	2.270		615,267	
38	742718DS5	AA-	AA-	150,000	11/18/2010	1.800	11/15/2015	148,773	1.970		147,054	
39				10,110,000				10,495,599		91,822	10,580,327	
40	TOTAL CORPORATE NOTES											
41	US TREASURY NOTES / BONDS											
42	912828GQ7	TSY	TSY	500,000	5/30/2007	4.500	4/30/2012	492,813	0.330		527,520	
43	912828GW4	TSY	TSY	1,000,000	VARIOUS	4.875	6/30/2012	1,044,619	0.350		1,066,055	
44	912828HE3	TSY	TSY	600,000	VARIOUS	4.250	9/30/2012	621,047	0.410		639,211	

City of Napa Investment Report
December 31, 2010

A	B	C	D	E	F	G	H	I	J	K	L	M
		FY 11 Qtr										
		1st	2nd									
		S & P	S & P									
		RATING	RATING	PAR	PURCHASE	COUPON	MATURITY	ORIGINAL	YIELD TO	ACCRUED	MARKET	
				VALUE	DATE	RATE	DATE	COST	MATURITY	INTEREST	VALUE	
4	CUSIP	Description										
45	912828HC8	US TREASURY NOTE	TSY	900,000	12/16/2007	3.875	10/31/2012	919,020	0.400	5,973	954,808	
46	912828HK9	US TREASURY NOTE	TSY	1,000,000	12/15/2007	3.375	11/30/2012	1,003,047	0.420	2,967	1,053,984	
47	912828HV5	US TREASURY NOTE	TSY	750,000	VARIOUS	2.500	3/31/2013	771,922	0.490	4,791	780,704	
48	912828NH9	US TREASURY NOTE	TSY	500,000	7/20/2010	1.125	6/15/2013	500,625	0.590	263	504,100	
49	912828MR8	US TREASURY NOTE	TSY	500,000	3/25/2010	2.375	2/28/2015	495,410	1.100	4,035	632,850	
50	912828MR8	US TREASURY NOTE	TSY	600,000	3/11/2010	2.375	2/28/2015	601,781	1.100	4,842	515,315	
51	912828PB0	US TREASURY NOTE	TSY	640,000	11/9/2010	0.500	10/15/2013	641,100	0.440	686	618,378	
52	912828PE4	US TREASURY NOTE	TSY	200,000	11/16/2010	1.250	10/31/2015	199,094	1.340	428	193,562	
53	912828PE4	US TREASURY NOTE	TSY	400,000	11/23/2010	1.250	10/31/2015	394,516	1.540	856	387,125	
54	912828PE4	US TREASURY NOTE	TSY	410,000	11/3/2010	1.250	10/31/2015	411,810	1.160	878	396,803	
55	912828PJ3	US TREASURY NOTE	TSY	200,000	11/26/2010	1.375	11/30/2010	198,555	1.530	242	194,359	
56		TOTAL US TREASURY NOTES / BONDS		8,200,000				8,295,358		36,463	8,464,774	
57												
58		FDIC INSURED CORPORATE NOTES										
59	949744AC0	WELLS GARGO & CO FDIC GUARANTEED NOTE	AAA	350,000	VARIOUS	2.125	6/15/2012	351,629	0.490	331	358,046	
60	69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	385,000	8/31/2009	2.300	6/22/2012	390,994	0.550	221	394,802	
61	36987HAV9	GE CAPITAL CORP FDIC GUARANTEED NOTE	AAA	550,000	6/3/2009	2.125	12/21/2012	550,523	0.680	325	565,090	
62	481247AM6	JP MORGAN CHASE FDIC GUARANTEED NOTE	AAA	700,000	4/22/2009	2.125	12/26/2012	702,170	0.650	207	719,279	
63	69351CAC7	PNC FUNDING CORP FDIC GLOBAL NOTE	AAA	250,000	12/22/2008	2.300	6/22/2012	249,708	2.340	144	256,365	
64		TOTAL FDIC INSURED CORPORATE NOTES		2,235,000				2,245,023		1,227	2,293,583	
65												
66		AGENCY NOTES / BONDS										
67	3134A4VJ0	FHLMC NOTE	AAA	475,000	12/5/2006	4.750	1/18/2011	477,133	0.260	10,216	475,891	
68	31331VSK3	FFCB NOTE	AAA	50,000	4/3/2008	4.875	2/18/2011	52,962	0.220	901	50,281	
69	3133XFJY3	FHFB NOTE	AAA	925,000	1/5/2007	5.250	6/10/2011	936,547	0.510	2,833	944,368	
70	31331VJ80	FFCB NOTE	AAA	2,025,000	VARIOUS	5.375	7/18/2011	2,071,938	0.320	49,282	2,080,056	
71	880591DT6	TENNESSE VALLEY AUTHORITY NOTE	AAA	685,000	VARIOUS	6.790	5/23/2012	751,277	0.580	4,910	743,479	
72	3128X9D80	FHLMC NOTE	AAA	1,060,000	2/22/2010	1.210	4/25/2012	1,058,071	0.450	2,186	1,068,783	
73	3137EACC1	FHLMC NOTE	AAA	500,000	5/26/2009	1.790	6/15/2012	499,400	0.480	389	508,798	
74	31398AP71	FNMA NOTE	AAA	1,020,000	4/19/2010	1.300	6/22/2012	1,018,847	0.500	319	1,030,667	
75	3134A4OD9	FHLMC NOTE	AAA	180,000	9/9/2010	5.125	7/15/2012	194,656	0.530	4,254	192,437	
76	3133XUE41	FHFB NOTE	AAA	310,000	7/23/2009	1.800	8/22/2012	309,572	0.540	1,944	315,945	
77	31359MPF4	FNMA NOTE	AAA	540,000	3/6/2008	4.375	9/15/2012	562,577	0.550	6,956	574,257	
78	313EACE7	FHLMC NOTE	AAA	250,000	10/9/2009	2.125	9/21/2012	254,125	0.540	1,476	256,400	
79	31398AKY7	FNMA NOTE	AAA	550,000	6/4/2008	3.625	2/12/2013	543,256	0.670	7,698	583,172	
80	31398AE24	FNMA NOTE	AAA	500,000	1/15/2010	1.750	2/22/2013	499,280	0.680	3,135	510,558	
81	31359MRG0	FNMA NOTE	AAA	405,000	4/2/2008	4.375	3/15/2013	423,661	0.730	5,217	436,396	
82	3137EABM0	FHLMC NOTE	AAA	150,000	7/2/2008	3.750	6/28/2013	147,091	0.710	47	160,643	
83	31398ASD5	FNMA NOTE	AAA	1,200,000	VARIOUS	3.875	7/12/2013	1,196,216	0.760	21,829	1,288,876	
84	3134A4TZ7	FHLMC NOTE	AAA	425,000	11/5/2008	4.500	7/15/2013	439,930	0.760	8,819	462,984	

City of Napa Investment Report
December 31, 2010

1	2	3	4	A	B	C	D	E	F	G	H	I	J	K	L	M
						S & P RATING	S & P RATING	PAR VALUE	PURCHASE DATE	COUPON RATE	MATURITY DATE	ORIGINAL COST	YIELD TO MATURITY	ACCRUED INTEREST	MARKET VALUE	
85	860591DW9					AAA	AAA	725,000	VARIOUS	4.750	8/1/2013	764,713	0.910	14,349	793,963	
86	3133XR88					AAA	AAA	625,000	11/5/2008	4.000	9/6/2013	626,376	0.850	7,986	673,047	
87	31331JJ38					AAA	AAA	330,000	9/13/2010	1.100	9/23/2013	330,000	0.640	988	329,588	
88	31398A47					AAA	AAA	650,000	9/10/2010	1.200	9/27/2013	650,000	0.950	2,037	648,781	
89	31331GCS6					AAA	AAA	205,000	9/21/2010	3.875	10/7/2013	223,110	0.830	1,854	220,952	
90	3133XSAE8					AAA	AAA	420,000	4/9/2009	3.625	10/18/2013	440,018	0.790	3,087	448,479	
91	3134G1PP3					AAA	AAA	345,000	8/18/2010	1.400	11/18/2013	346,432	0.700	1,784	345,818	
92	31398AUJ9					AAA	AAA	425,000	3/3/2009	2.875	12/11/2013	432,208	0.910	679	446,781	
93	3137EABX6					AAA	AAA	625,000	VARIOUS	2.500	1/7/2014	618,103	0.960	7,552	650,016	
94	31398AZ88					AAA	AAA	800,000	8/4/2010	1.500	2/4/2014	799,600	1.390	4,900	800,713	
95	31398AVZ2					AAA	AAA	400,000	11/10/2009	2.750	3/13/2014	407,014	1.010	3,300	418,125	
96	31331JQA4					AAA	AAA	825,000	6/8/2010	1.900	6/2/2014	822,995	1.120	1,263	840,727	
97	3137EACD9					AAA	AAA	775,000	8/4/2009	3.000	7/28/2014	775,406	1.130	9,881	815,930	
98	31398A2Y7					AAA	AAA	900,000	8/26/2010	1.500	8/26/2014	900,000	1.380	4,688	891,034	
99	31331GL80					AAA	AAA	775,000	VARIOUS	3.000	9/22/2014	792,719	1.150	6,394	816,656	
100	3136FPEQ6					AAA	AAA	370,000	9/16/2010	1.850	9/9/2015	369,353	1.870	2,130	362,485	
101	3136FPLP0					AAA	AAA	280,000	9/30/2010	1.125	9/30/2015	279,384	2.260	796	278,660	
102	3133XYWB7					AAA	AAA	650,000	VARIOUS	0.875	8/22/2012	653,185	0.570	2,038	653,250	
103	3133XUJ0					AAA	AAA	635,000	12/22/2010	1.625	9/26/2012	645,338	0.610	2,723	646,113	
104	31398A4T6					AAA	AAA	600,000	12/22/2010	0.500	10/30/2012	597,500	0.640	508	598,500	
105	3137EACQ0					AAA	AAA	400,000	12/22/2010	0.625	12/28/2012	398,998	0.720	201	399,272	
106	31331GTJ8					AAA	AAA	615,000	10/5/2010	2.625	4/17/2014	649,231	1.270	3,318	641,714	
107	31398A6R8					AAA	AAA	700,000	11/23/2010	0.390	11/23/2012	699,713	0.430	294	700,580	
108	3137EACD9					AAA	AAA	520,000	8/5/2009	3.000	7/28/2014	521,024	2.960	6,630	547,393	
109	31398AU34					AAA	AAA	385,000	9/7/2010	2.375	7/25/2015	397,420	1.690	3,886	390,442	
110	3137EACM9					AAA	AAA	220,000	10/7/2010	1.750	9/10/2015	222,319	1.530	1,187	216,244	
111								25,450,000.00				25,798,698.05		206,076.84	26,259,250.78	
112																
113	COMMERCIAL PAPER															
114																
115	TOTAL COMMERCIAL PAPER															
116																
117	CERTIFICATE OF DEPOSIT															
118	06740MNS5					A-1+	A-1+	500,000	9/7/2010	0.900	9/22/2011	500,000	0.770	1,450	501,109	
119	06417DS61					AA-	AA-	500,000	11/9/2010	0.536	11/4/2010	500,000	0.540	394	500,000	
120	TOTAL CERTIFICATE OF DEPOSIT															
121									1,000,000.00			1,000,000			1,844	1,001,109
122									67,350,513.43			68,190,190.62			337,432.84	68,954,557.01

City of Napa Investment Report
December 31, 2010

A	B	C	D	E	F	G	H	I	J	K
CUSIP	Description	S & P RATING	PAR VALUE	PURCHASE DATE	COUPON RATE	Maturity DATE	ORIGINAL COST	YIELD TO MATURITY	ACCRUED INTEREST	MARKET VALUE
3										
4										
5	LAIF AND MONEY MARKET									
6	431114701 HIGHMARK GOVT MONEY MARKET FUND	AAA	73,972	11/9/2010	0.536	11/4/2010	73,972			73,972
7	N/A CAMP POOL	AAA	112,495	11/26/2010	1.375	11/30/2010	112,495			112,495
8	LAIF	AAA	20,169,046	12/5/2006	4.750	1/18/2011	20,169,046			20,169,046
9				4/3/2008	4.875	2/18/2011				
10	TOTAL LAIF AND MONEY MARKET		20,355,513	1/5/2007	5.250	6/10/2011	20,355,513			20,355,513
11				VARIOUS	5.375	7/18/2011				
12	06417DSG1 BANK OF NOVA SCOTIA HOUSTON YCD	AA-	500,000	11/9/2010	0.536	11/4/2010	500,000	0.540	394	500,000
13	912828PJ3 US TREASURY NOTE	TSY	200,000	11/26/2010	1.375	11/30/2010	198,555	1.530	242	194,359
14	31344AVJ0 FHLMC NOTE	AAA	475,000	12/5/2006	4.750	1/18/2011	477,133	0.260	10,216	475,891
15	31331VSK3 FFCB NOTE	AAA	50,000	4/3/2008	4.875	2/18/2011	52,962	0.220	901	50,281
16	3133XFJY3 FHLB NOTE	AAA	925,000	1/5/2007	5.250	6/10/2011	936,547	0.510	2,833	944,368
17	31331VJ80 FFCB NOTE	AAA	2,025,000	VARIOUS	5.375	7/18/2011	2,071,938	0.320	49,282	2,080,056
18	08740MKN5 BARCLAYS BANK PLC NY CERT DEPOS	A-1+	500,000	9/7/2010	0.900	9/2/2011	500,000	0.770	1,450	501,109
19	929903CF7 WACHOVIA CORP SR NOTES	AAA	1,060,000	10/23/2006	5.300	10/15/2011	499,185	0.760	5,594	518,246
20	3128X9D80 FHLMC NOTE	AAA	500,000	2/22/2010	1.210	4/25/2012	1,058,071	0.450	2,186	1,068,783
21	912828GQ7 US TREASURY NOTE	TSY	500,000	5/30/2007	4.500	4/30/2012	492,813	0.330	3,854	527,520
22	880591DT6 TENNESSE VALLEY AUTHORITY NOTE	AAA	685,000	VARIOUS	6.790	5/23/2012	751,277	0.580	4,910	743,479
23	949744AC0 WELLS GARGO & CO FDIC GUARANTEED NOTE	AAA	350,000	VARIOUS	2.125	6/15/2012	351,629	0.490	331	358,046
24	3137EACC1 FHLMC NOTE	AAA	500,000	5/26/2009	1.790	6/15/2012	499,400	0.480	389	508,798
25	69351CAC7 PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	385,000	8/31/2009	2.300	6/22/2012	390,994	0.550	221	394,802
26	69351CAC7 PNC FUNDING CORP FDIC GLOBAL NOTE	AAA	250,000	12/22/2008	2.300	6/22/2012	249,708	2.340	144	256,365
27	31398AP71 FNMA NOTE	AAA	1,020,000	4/19/2010	1.300	6/22/2012	1,018,847	0.500	319	1,030,667
28	912828GW4 US TREASURY NOTE	TSY	1,000,000	VARIOUS	4.875	6/30/2012	1,044,619	0.350	135	1,066,055
29	31344OD9 FHLMC NOTE	AAA	180,000	9/9/2010	5.125	7/15/2012	194,656	0.530	4,254	192,437
30	3133XUE41 FHLB NOTE	AAA	310,000	7/23/2009	1.800	8/22/2012	309,572	0.540	1,944	315,945
31	3133XYWB7 FHLB NOTE	AAA	650,000	VARIOUS	0.875	8/22/2012	653,185	0.570	2,038	653,250
32	31359MPF4 FNMA NOTE	AAA	540,000	3/6/2008	4.375	9/15/2012	562,577	0.550	6,956	574,257
33	313EACE7 FHLMC NOTE	AAA	250,000	10/9/2009	2.125	9/21/2012	254,125	0.540	1,476	256,400
34	3133XUJ00 FHLB NOTE	AAA	635,000	12/22/2010	1.625	9/26/2012	645,338	0.610	2,723	646,113
35	912828HE3 US TREASURY NOTE	TSY	600,000	10/23/2007	5.250	10/30/2012	621,047	0.410	6,515	639,211
36	949746NW7 WELLS FARGO BANK NOTE	AA-	250,000	10/23/2010	5.250	10/30/2012	249,718	1.210	2,479	268,020
37	31398AAT6 FNMA NOTE	AAA	900,000	12/22/2010	0.500	10/30/2012	597,500	0.640	508	598,500
38	912828HG8 US TREASURY NOTE	TSY	700,000	12/6/2007	3.875	10/31/2012	919,020	0.400	5,973	954,808
39	31398A6R8 FNMA NOTES (FLOATING)	AAA	700,000	11/23/2010	0.390	11/23/2012	699,713	0.430	294	700,580
40	912828HK9 US TREASURY NOTE	TSY	1,000,000	12/5/2007	3.375	11/30/2012	1,003,047	0.420	2,967	1,053,984
41	36967HAV9 GE CAPITAL CORP FDIC GUARANTEED NOTE	AAA	550,000	6/3/2009	2.125	12/21/2012	550,523	0.680	325	565,090
42	481247AM6 JP MORGAN CHASE FDIC GUARANTEED NOTE	AAA	700,000	4/22/2009	2.125	12/26/2012	702,170	0.650	207	719,279
43	3137EACQ0 FHLMC NOTE	AAA	400,000	12/22/2010	0.625	12/28/2012	398,998	0.720	201	399,272
44	31398AKY7 FNMA NOTE	AAA	550,000	6/4/2008	3.625	2/12/2013	543,256	0.670	7,698	583,172
45	31398AE24 FNMA NOTE	AAA	500,000	1/15/2010	1.750	2/22/2013	499,280	0.680	3,135	510,588
46	31359MRG0 FNMA NOTE	AAA	405,000	4/2/2008	4.375	3/15/2013	423,661	0.730	5,217	436,396
47	912828HV5 US TREASURY NOTE	TSY	750,000	VARIOUS	2.500	3/31/2013	771,922	0.490	4,791	780,704
48	931142CLS WAL-MART STORES NOTE	AA	605,000	VARIOUS	4.250	4/15/2013	647,936	1.470	5,428	649,988
49	459200GR6 IBM CORP NOTE	A+	310,000	1/27/2010	2.100	5/6/2013	312,065	1.410	995	317,526
50	91159HGW4 US BANKCORP NOTE	A+	400,000	6/14/2010	2.000	6/14/2013	399,500	1.110	378	405,966

City of Napa Investment Report
December 31, 2010

A	B	C	D	E	F	G	H	I	J	K		
3	4	CUSIP	Description	S & P RATING	PAR VALUE	PURCHASE DATE	COUPON RATE	MATURITY DATE	ORIGINAL COST	YIELD TO MATURITY	ACCRUED INTEREST	MARKET VALUE
51	912828NH9		US TREASURY NOTE	TSY	500,000	7/20/2010	1.125	6/15/2013	500,625	0.590	263	504,100
52	3137EABM0		FHLMC NOTE	AAA	150,000	7/2/2008	3.750	6/28/2013	147,091	0.710	47	160,643
53	31398ASD5		FNMA NOTE	AAA	1,200,000	VARIOUS	3.875	7/12/2013	1,196,216	0.760	21,829	1,288,876
54	31344ATZ7		FHLMC NOTE	AAA	425,000	11/5/2008	4.500	7/15/2013	439,930	0.760	8,819	462,984
55	880591DW9		TENNESSE VALLEY AUTHORITY NOTE	AAA	725,000	VARIOUS	4.750	8/1/2013	764,713	0.910	14,349	793,963
56	06406HBK4		BANK OF NEW YORK NOTE	AAA	400,000	8/29/2008	5.125	8/27/2013	401,484	1.160	7,061	438,519
57	31333XR88		FHLMC NOTE	AAA	625,000	11/5/2008	4.000	9/6/2013	626,376	0.850	7,986	673,047
58	91159HGY0		US BANCORP CALLABLE NOTE	A+	505,000	VARIOUS	1.375	9/13/2013	505,781	1.210	2,083	504,755
59	31331JJ36		FFCB NOTE	AAA	330,000	9/13/2010	1.100	9/23/2013	330,000	0.640	988	329,588
60	31398A4A7		FNMA NOTE	AAA	650,000	9/10/2010	1.200	9/27/2013	650,000	0.950	2,037	648,781
61	46623EJD2		JP MORGAN CHASE NOTE	AAA	400,000	9/30/2010	1.650	9/30/2013	399,952	1.590	1,668	400,271
62	31331GCS6		FFCB NOTE	A+	205,000	9/21/2010	3.875	10/7/2013	223,110	0.830	1,854	220,952
63	912828PB0		US TREASURY NOTE	TSY	640,000	11/9/2010	0.500	10/15/2013	641,100	0.440	686	618,378
64	31333SAE8		FHLMC NOTE	AAA	420,000	4/9/2009	3.625	10/18/2013	440,018	0.790	3,087	448,479
65	3134G1PP3		FNMA NOTE	AAA	345,000	8/18/2010	1.400	11/18/2013	346,432	0.700	1,784	345,818
66	31398AJJ9		FNMA NOTE	AAA	425,000	3/3/2009	2.875	12/11/2013	432,208	0.910	679	446,781
67	3137EABX6		FHLMC NOTE	AAA	625,000	VARIOUS	2.500	17/2/2014	618,103	0.960	7,552	650,016
68	31398AZ88		FANNIE MAE GLOBAL NOTES	AAA	800,000	8/4/2010	1.500	2/4/2014	799,600	1.390	4,900	800,713
69	717081AR4		PFIZER INC. NOTE	AA	255,000	VARIOUS	4.500	2/15/2014	267,638	1.390	4,335	277,205
70	166751AH0		CHEVRON TEXACO CORP NOTE	AA	440,000	VARIOUS	3.950	3/3/2014	463,872	1.160	5,697	469,727
71	31398AVZ2		FNMA NOTE	AAA	400,000	11/10/2009	2.750	3/13/2014	407,014	1.010	3,300	418,125
72	31331GTJ8		FFCB NOTE	AAA	615,000	10/5/2010	2.625	4/17/2014	649,231	1.270	3,318	641,714
73	665859AK0		NORTHERN TRUST COMPANY NOTE	AA-	345,000	VARIOUS	4.625	5/1/2014	374,625	1.490	2,659	372,988
74	36962G4C5		GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	570,000	VARIOUS	5.900	5/13/2014	614,651	2.080	4,484	630,853
75	61747YCF0		MORGAN STANLEY NOTE	A	440,000	VARIOUS	6.000	5/13/2014	470,563	3.120	3,520	475,411
76	428236AV5		HEWLETT PACKARD COMPANY NOTE	A-	290,000	VARIOUS	4.750	6/2/2014	314,004	1.360	1,110	317,747
77	31331JQA4		FFCB NOTE	AAA	825,000	6/8/2010	1.900	6/2/2014	822,995	1.120	1,263	840,727
78	3137EACD9		FHLMC NOTE	AAA	775,000	8/4/2009	3.000	7/28/2014	775,406	1.130	9,881	815,930
79	3137EACD9		FHLMC GLOBAL NOTES	AAA	520,000	8/5/2009	3.000	7/28/2014	521,024	2.960	6,630	547,393

City of Napa Investment Report
December 31, 2010

A	B	C	D	E	F	G	H	I	J	K
CUSIP	Description	S & P RATING	PAR VALUE	PURCHASE DATE	COUPON RATE	Maturity DATE	ORIGINAL COST	YIELD TO MATURITY	ACQUIRED INTEREST	MARKET VALUE
3										
4										
80	31398A2Y7 FNMA NOTE	AAA	900,000	8/26/2010	1.500	8/26/2014	900,000	1.380	4,688	891,034
81	079860AG7 BELLSOUTH CORP NOTE	A	285,000	1/22/2010	5.200	9/15/2014	310,405	1.920	4,364	311,130
82	31331GL80 FFCB NOTE	AAA	775,000	VARIOUS	3.000	9/22/2014	792,719	1.150	6,394	816,656
83	74005PAQ7 PRAXAIR NOTE	A	155,000	9/24/2010	5.250	11/15/2014	177,515	1.570	1,040	172,824
84	09247XAD3 BLACKROCK INC NOTE	A+	305,000	VARIOUS	3.500	12/10/2014	313,432	1.970	623	316,290
85	713448BM9 PEPSICO INC. NOTE	A-	470,000	VARIOUS	3.100	1/15/2015	490,719	1.510	6,718	490,267
86	46625HHP8 JP MORGAN CHASE NOTE	A+	310,000	3/18/2010	3.700	1/20/2015	313,473	2.320	5,130	320,815
87	94980VAA6 WELLS FARGO BANK NOTE	AA-	300,000	3/22/2010	4.750	2/9/2015	312,144	3.000	5,621	318,263
88	084670AV0 BERKSHIRE HATHAWAY NOTE	AA+	465,000	VARIOUS	3.200	2/11/2015	466,363	1.750	5,787	479,824
89	742718DM8 PROCTER & GAMBLE CO CORPORATE NOTE	AA-	250,000	2/6/2009	3.500	2/15/2015	268,128	1.720	3,306	262,481
90	912828MR8 US TREASURY NOTE	TSY	500,000	3/25/2010	2.375	2/28/2015	495,410	1.100	4,035	632,850
91	912828MR8 US TREASURY NOTE	TSY	600,000	3/1/2010	2.375	2/28/2015	601,781	1.100	4,842	515,315
92	06406JHR4 BANK OF NEW YORK NOTE	A+	435,000	VARIOUS	4.950	3/15/2015	487,713	2.180	6,340	472,193
93	74005PAR5 PRAXAIR NOTE	A	135,000	6/7/2010	4.625	3/30/2015	147,317	1.790	1,578	146,934
94	31398AU34 FNMA NOTES	AAA	385,000	9/7/2010	2.375	7/25/2015	397,420	1.690	3,886	390,442
95	3136FPEQ6 FNMA NOTE	AAA	370,000	9/16/2010	1.850	9/9/2015	369,353	1.870	2,130	362,485
96	3137EACM9 FNMA NOTES	AAA	220,000	10/7/2010	1.750	9/10/2015	222,319	1.530	1,187	216,244
97	3136FFLP0 FNMA NOTE	AAA	280,000	9/30/2010	1.125	9/30/2015	279,384	2.260	796	278,660
98	278642AB9 EBAY INC NOTE	A	500,000	10/22/2010	1.625	10/15/2015	499,125	2.530	1,422	479,763
99	912828PE4 US TREASURY NOTE	TSY	200,000	11/16/2010	1.250	10/31/2015	199,094	1.340	428	193,562
100	912828PE4 US TREASURY NOTE	TSY	400,000	11/23/2010	1.250	10/31/2015	394,516	1.540	856	387,125
101	912828PE4 US TREASURY NOTE	TSY	410,000	11/3/2010	1.250	10/31/2015	411,810	1.160	878	396,803
102	36962G4T8 GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	640,000	11/9/2010	2.250	11/9/2015	639,520	2.270	2,080	615,267
103	742718DS5 PROCTER & GAMBLE CO CORPORATE NOTE	AA-	150,000	11/18/2010	1.800	11/15/2015	148,773	1.970	323	147,054
104										68,954,557



CITY of NAPA

FY 2010-2011

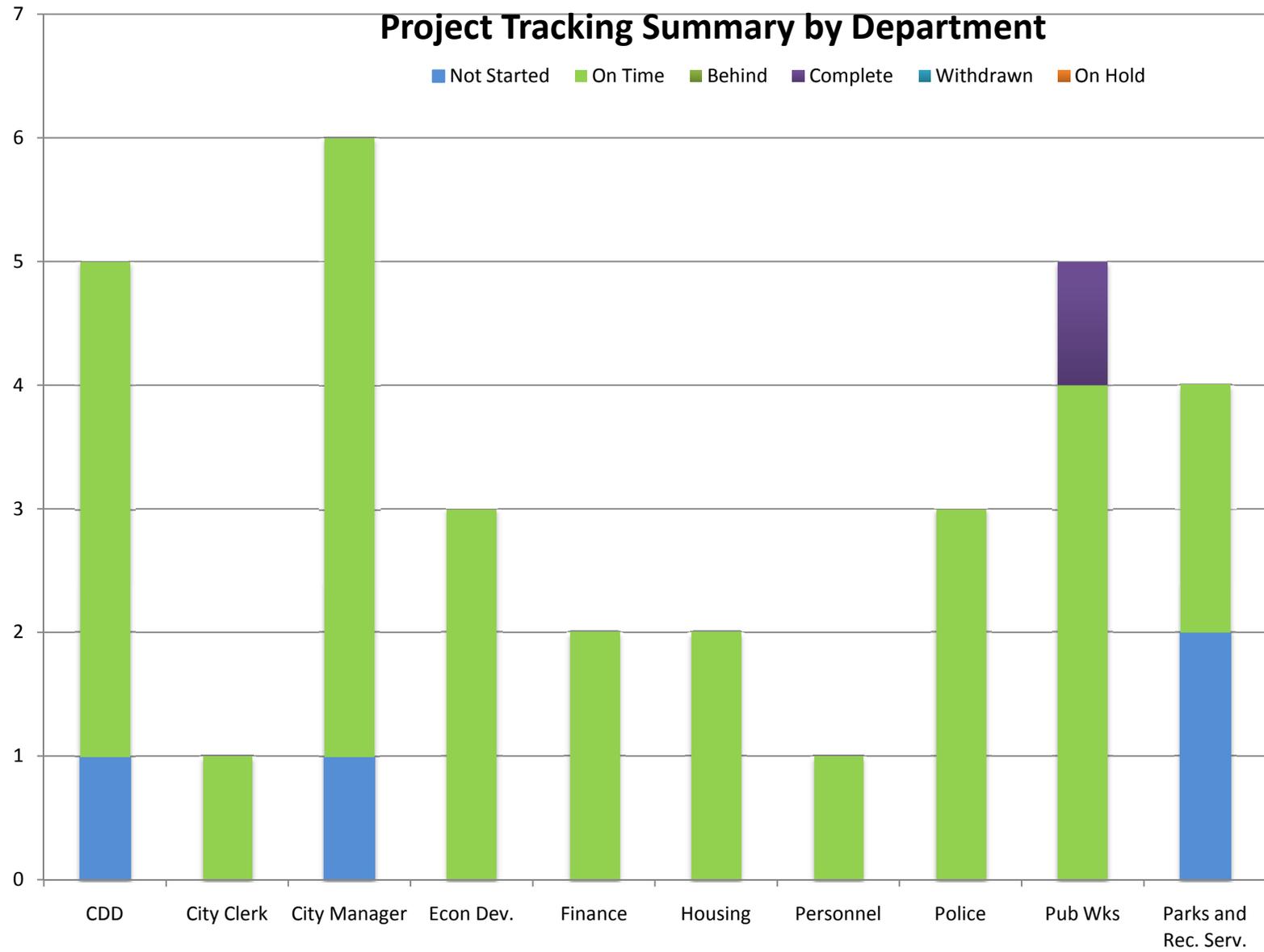
Project Tracking
2nd Quarter

Project	Page #
Project Tracking Summary by Department	21
Project Tracking Summary by Project Status	26
CDD (Community Development Department)	
Historic Resources Inventory Update	30
High Performance Building Ordinance-Phase 3 & 4	32
Downtown Specific Plan	34
Medical Marijuana Dispensary Permit	36
Public Art Master Plan and Guidelines	38
City Clerk	
Records Management	39
City Manager	
City Hall /Public Safety Facilities Master Plan	41
City Council Comes to You	43
Labor Relations Program	44
HR Transition Implementation	46
Administrative/Personnel Policies & Procedures	48
Executive Recruitments	49
Economic Development	
Parkway Plaza Project Area Wind-Down Plan	51
City Sustainability Plan and EECBG Grant Implementation	52
September 11 th Memorial Community Project	53

Finance Department	
Cost Allocation Plan/User Fee Study	54
Financial System, Payroll and Human Resources	55
Housing	
Inclusionary Zoning Ordinance Update	56
Affordable Housing Development	58
Police Department	
Volunteer Program	60
Police/Fire Admin Consolidation	62
Geographic Neighborhood Policing	63
Personnel Department	
Financial System, Payroll and Human Resources	65
Public Works	
Napa Creek Flood Protection Project	66
Public Works Capital Improvement 5-Year Master Plan	68
Fire Station No. 1 Seismic Upgrade	70
Soscol Avenue/Silverado Trail Realignment Project	71
Saratoga Drive Extension Project	72
Parks & Recreation Department	
Development/Expansion of Group Park Picnic Sites	73
O'Brien Park Public Restroom Project	74
Update Facility Rental Fees & Charges	75
Update Existing and New Facility Use Policies	76

Project Tracking Summary by Department

Not Started On Time Behind Complete Withdrawn On Hold





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-00442	High Performance Building Ordinance-Phase 3 and 4	4 of 4	On Time	6/30/2011	Steve Jensen
Total Projects for CDD, Building: 1					

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	3 of 4	On Time	6/30/2011	Kevin Eberle
CDD-00478	Downtown Specific Plan	3 of 3	On Time	6/30/2011	Julianne Ward
CDD-00479	Medical Marijuana Dispensary Permit	1 of 2	On Time	6/30/2011	Brun/Tooker
CDD-00481	Public Art Master Plan and Guidelines	1 of 1	Not Started	6/30/2011	Rick Tooker
Total Projects for CDD, Planning: 4					

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00482	Records Management	1 of 1	On Time	6/30/2011	R. Ryan
Total Projects for City Clerk: 1					

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00439	City Hall/Public Safety Facilities Master Plan	1 of 1	On Time	6/30/2011	N. Weiss
CM-00484	City Council Comes to You	1 of 1	Not Started	5/1/2011	Barry Martin
CM-00500	Labor Relations Program	1 of 1	Not Started	6/30/2011	N. Weiss



Project Tracking Summary

by Department

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00505	HR Transition Implementation	1 of 1	On Time	6/15/2011	Nancy Weiss
CM-00506	Administrative/Personnel Policies & Procedures	2 of 2	On Time	6/30/2011	N. Weiss
CM-00507	Executive Recruitments	1 of 1	On Time	6/30/2011	N. Weiss

Total Projects for City Manager: 6

Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00508	Parkway Plaza Project Area Wind-Down Plan	1 of 1	On Time	5/31/2011	J. LaLiberte
ED-00509	City Sustainability Plan and EECBG Grant Implemt'n	1 of 1	On Time	6/30/2011	LaLiberte
ED-00516	September 11 Memorial Community Project	1 of 1	On Time	6/30/2011	Hinkle/ Whan

Total Projects for Economic Development: 3

Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00448	Cost Allocation Plan/User Fee Study	1 of 1	On Time	6/30/2011	Bill Zenoni
FIN-00463	Financial System, Payroll and Human Resources	3 of 3	On Time	6/30/2011	Bill Zenoni

Total Projects for Finance, Accounting: 2

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00320	Inclusionary Zoning Ordinance Update	2 of 2	On Time	6/30/2011	Jan Maurer Watkins



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-00502	Affordable Housing Development	1 of 1	On Time	6/30/2011	Jan Maurer Watkins
Total Projects for Housing: 2					

Personnel

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PER-00474	Financial System, Payroll and Human Resources	3 of 3	On Time	6/30/2011	J. Brott/S.Esser
Total Projects for Personnel: 1					

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00468	Volunteer Program	1 of 1	On Time	1/31/2011	Jeff Troendly
PD-00469	Police/Fire Admin Consolidation	1 of 1	On Time	6/30/2011	Shirley Perkins
PD-00473	Geographic Neighborhood Policing	1 of 1	On Time	3/1/2011	Steve Potter
Total Projects for Police: 3					

PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00425	Napa Creek Flood Protection Project	1 of 3	On Time	6/30/2011	Mark Tomko
PW-00486	Fire Station No. 1 Seismic Retrofit	1 of 1	On Time	6/30/2011	Jason Holley
PW-00493	Soscol Blvd/Silverado Trail Realignment Project	1 of 4	On Time	6/30/2011	Jason Holley
PW-00498	Saratoga Drive Extension Project	2 of 3	On Time	6/30/2011	Jason Holley



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>
Total Projects for PW, Engineering: 4					

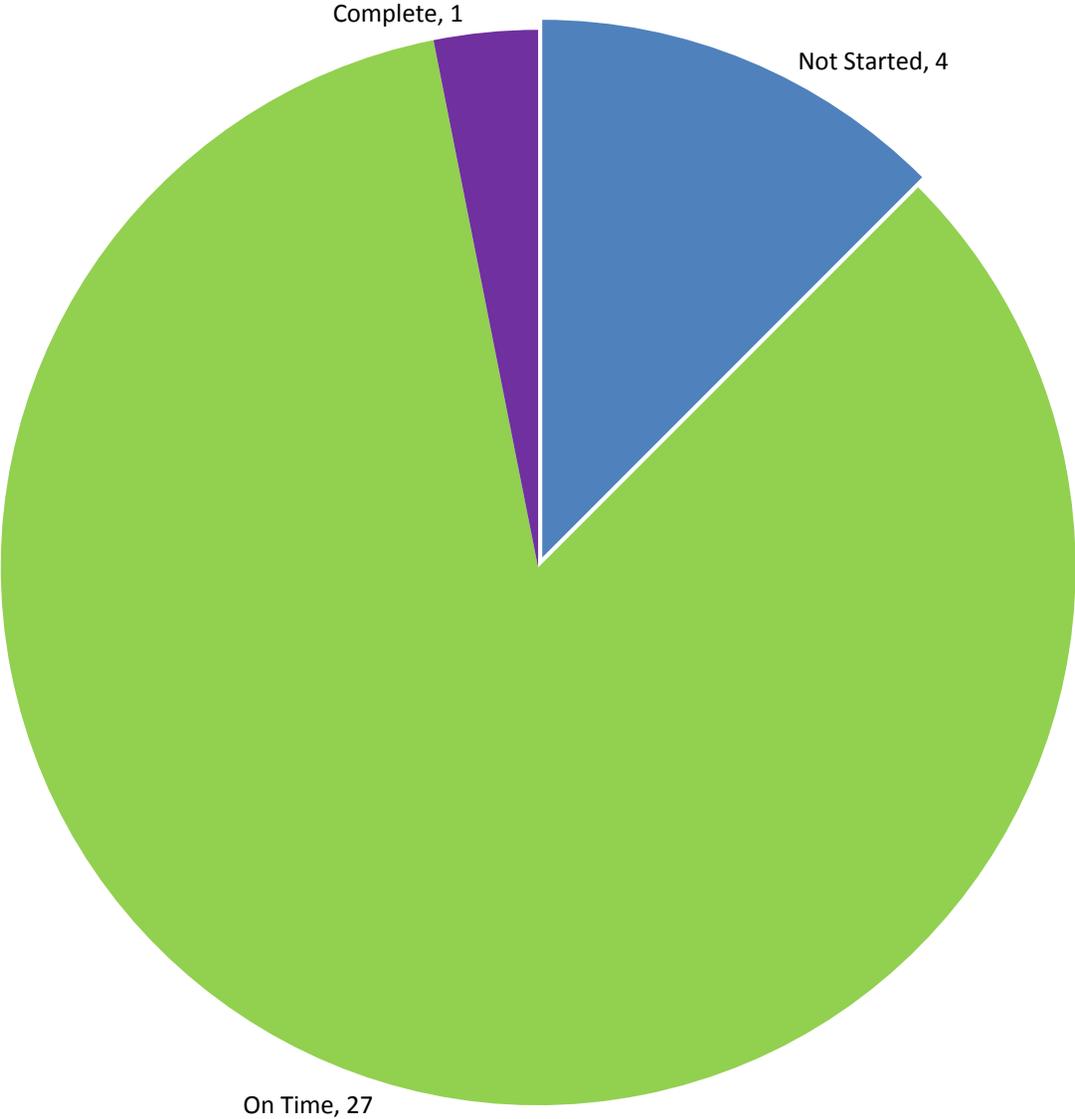
PW, Water

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00464	PW Capital Improvement 5-Year Master Plan	1 of 1	Complete	1/31/2011	Megan Thomas
Total Projects for PW, Water: 1					

Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00466	Development/Expansion of Group Park Picnic Sites	1 of 1	On Time	4/1/2011	Dave Perazzo
REC-00467	O'Brien Park Public Restroom Project	1 of 2	On Time	6/30/2011	Dave Perazzo
REC-00470	Update Facility Rental Fees & Charges	1 of 1	Not Started	6/30/2011	Cindy Bannister
REC-00471	Update existing and new facility use policies	1 of 1	Not Started	6/30/2011	Cindy Bannister
Total Projects for Recreation: 4					

Project Tracking Summary By Status





Project Tracking Summary

by Project Status

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PW-00464	PW Capital Improvement 5-Year Master Plan	1 of 1	1/31/2011	PW, Water	Megan Thomas

Total Projects with Complete Status: 1

Not Started

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00481	Public Art Master Plan and Guidelines	1 of 1	6/30/2011	CDD, Planning	Rick Tooker
CM-00484	City Council Comes to You	1 of 1	5/1/2011	City Manager	Barry Martin
CM-00500	Labor Relations Program	1 of 1	6/30/2011	City Manager	N. Weiss
REC-00470	Update Facility Rental Fees & Charges	1 of 1	6/30/2011	Recreation	Cindy Bannister
REC-00471	Update existing and new facility use policies	1 of 1	6/30/2011	Recreation	Cindy Bannister

Total Projects with Not Started Status: 5

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-00308	Historic Resources Inventory Update	3 of 4	6/30/2011	CDD, Planning	Kevin Eberle
CDD-00442	High Performance Building Ordinance-Phase 3 and 4	4 of 4	6/30/2011	CDD, Building	Steve Jensen
CDD-00478	Downtown Specific Plan	3 of 3	6/30/2011	CDD, Planning	Julianne Ward
CDD-00479	Medical Marijuana Dispensary Permit	1 of 2	6/30/2011	CDD, Planning	Brun/Tooker
CLK-00482	Records Management	1 of 1	6/30/2011	City Clerk	R. Ryan
CM-00439	City Hall/Public Safety Facilities Master Plan	1 of 1	6/30/2011	City Manager	N. Weiss
CM-00505	HR Transition Implementation	1 of 1	6/15/2011	City Manager	Nancy Weiss



Project Tracking Summary

by Project Status

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CM-00506	Administrative/Personnel Policies & Procedures	2 of 2	6/30/2011	City Manager	N. Weiss
CM-00507	Executive Recruitments	1 of 1	6/30/2011	City Manager	N. Weiss
ED-00508	Parkway Plaza Project Area Wind-Down Plan	1 of 1	5/31/2011	Economic Developmen	J. LaLiberte
ED-00509	City Sustainability Plan and EECBG Grant Implemt'n	1 of 1	6/30/2011	Economic Developmen	LaLiberte
ED-00516	September 11 Memorial Community Project	1 of 1	6/30/2011	Economic Developmen	Hinkle/ Whan
FIN-00448	Cost Allocation Plan/User Fee Study	1 of 1	6/30/2011	Finance, Accounting	Bill Zenoni
FIN-00463	Financial System, Payroll and Human Resources	3 of 3	6/30/2011	Finance, Accounting	Bill Zenoni
HSG-00320	Inclusionary Zoning Ordinance Update	2 of 2	6/30/2011	Housing	Jan Maurer Watkins
HSG-00502	Affordable Housing Development	1 of 1	6/30/2011	Housing	Jan Maurer Watkins
PD-00468	Volunteer Program	1 of 1	1/31/2011	Police	Jeff Troendly
PD-00469	Police/Fire Admin Consolidation	1 of 1	6/30/2011	Police	Shirley Perkins
PD-00473	Geographic Neighborhood Policing	1 of 1	3/1/2011	Police	Steve Potter
PER-00474	Financial System, Payroll and Human Resources	3 of 3	6/30/2011	Personnel	J. Brott/S.Esser
PW-00425	Napa Creek Flood Protection Project	1 of 3	6/30/2011	PW, Engineering	Mark Tomko
PW-00486	Fire Station No. 1 Seismic Retrofit	1 of 1	6/30/2011	PW, Engineering	Jason Holley
PW-00493	Soscol Blvd/Silverado Trail Realignment Project	1 of 4	6/30/2011	PW, Engineering	Jason Holley
PW-00498	Saratoga Drive Extension Project	2 of 3	6/30/2011	PW, Engineering	Jason Holley
REC-00466	Development/Expansion of Group Park Picnic Sites	1 of 1	4/1/2011	Recreation	Dave Perazzo
REC-00467	O'Brien Park Public Restroom Project	1 of 2	6/30/2011	Recreation	Dave Perazzo



Project Tracking Summary

by Project Status

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
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Total Projects with On Time Status: 26



Project Tracking Report

Project Priority Medium **Project Number** CDD-00308 **Project Status** On Time
Project Title Historic Resources Inventory Update **Phase** 3 of 4
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department CDD, Planning **Project Leader** Kevin Eberle
Project Budget \$25,000
Funding Sources State CLG Grants

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

Project Description

In 2008, the City embarked on a program known as Heritage Napa to update its Historic Resources Inventory. The program includes identification of areas with high concentrations of historic resources and prioritization of these areas for further intensive level surveys, preparation of individual area intensive level surveys based upon their priority, transition of the City's historic database to the State's resource rating system, update of the City Code pertaining to historic resources, and implementation of certain recommendations contained in the intensive level surveys.

Phase 1 (FY 08-09): Citywide windshield survey and Citywide Historic Context Statement

Phase 2 (FY 09-12): Completion of intensive level area surveys for the 33 identified areas. Completion date is contingent upon staff and funding resources.

Phase 3 (FY 10-11): Transition to State resource rating system, completion of Alta Heights Survey, and begin City Codes update pertaining to historic resources.

Phase 4 (FY 11-12): Implementation of recommendations set forth in intensive level surveys

Status Update

1/31/2011 - keberle: A kick-off meeting was held with the consultant and staff from the State Office of Historic Preservation in December 2010. The consultant has commenced a windshield survey of the properties, and draft context statement is being prepared.

10/29/2010 - keberle: ARG consultants have been selected to prepare the Alta Heights Survey

10/4/2010 - rtooker: The City Council accepted the West Napa and Spencer's Addition Surveys on September 21, 2010 and preparation of the Downtown and Alta Heights Surveys are underway. Staff is working with the CHC on drafting a work program for FY 10-11 to be provided to the City Council at the end of the year.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Hire consultant for Alta Heights survey	CDD, Planning	Kevin Eberle	5 %	10/1/2010	Complete
Complete ad.draft of Alta Heights survey	CDD, Planning	Kevin Eberle	30 %	5/1/2011	On Time
Update ordinance	CDD, Planning	Kevin Eberle	30 %	6/30/2011	Not Started
Transform to rating system	CDD, Planning	Kevin Eberle	20 %	6/30/2011	Not Started
Public draft of Alta Heights survey	CDD, Planning	Kevin Eberle	15 %	6/30/2011	Not Started

Project Progress: 5% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** CDD-00442 **Project Status** On Time
Project Title High Performance Building Ordinance-Phase 3 and 4 **Phase** 4 of 4
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
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

(Phase 1) The first reading and hearing on a mandatory green building ordinance for larger building projects was approved by the City Council on December 2, 2008. The level of compliance was changed from LEED "Certified" to LEED "Silver" after public input. 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.

(Phase 2) 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 used the 2008 State Green Building Standards Code as a basis for the expanded ordinance. The Ordinance for new buildings was passed by the City Council.

(Phase 3) The third phase will coordinate updating the City's existing high performance building regulations (based on 2008 California Green Building Standards Code) to the 2010 California Green Building Standards Code. The revised ordinance was presented to the City Council in December 2010.

(Phase 4) A fourth phase will begin in FY 2010-2011 where the green building task force will study expanding the existing high performance building ordinance to include additions, alterations and remodels to existing buildings.

Status Update

1/19/2011 - sjensen: On December 21, 2011, the City Council adopted the proposed High Performance Building Ordinance updating the City's current high performance regulations to provisions contained in the 2010 CalGreen code. New provisions requiring new buildings to exceed 2010 Title 24 Energy Standards by 15% were also adopted. Phase 3 is completed.

The Green Building Task Force will meet to discuss including High Performance Building Ordinance

Last updated 2/8/2011

provisions for construction of additions, remodeling and alterations to existing residential and non-residential buildings on January 19, 2011.

11/2/2010 - sjensen: On September 9, 2010 the Green Building Task Force met to discuss updating the City's high performance building ordinance to the 2010 California Green Building Standards Code (CalGreen). After the 9/21 meeting five subcommittees met to review changes made by the state in the 2010 CalGreen code and compare this with Napa's existing ordinance for new buildings. Each of the subcommittees provided revised checklists with recommended changes to the full task force at the October 21, 2010 meeting. The checklists were approved by the full task force and forwarded to the City Attorney's office for ordinance preparation. It is anticipated that the revised ordinance (first reading) will be on the December 7, 2010 City Council agenda

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Green Bld. Task Force Meetings- Phase 3	CDD, Building	Steve Jensen	20 %	1/31/2011	Complete
City Attorney Review Phase 3	City Attorney	Peter Spoerl	20 %	1/31/2011	Complete
Green Bld. Task Force Meetings- Phase 4	CDD, Building	Steve Jensen	20 %	5/31/2011	Not Started
City Attorney Review Phase 4 Ordinance	City Attorney	Peter Spoerl	20 %	5/31/2011	Not Started
PC/CC Review of Phase 4 Ordinance			20 %	6/30/2011	Not Started

Project Progress: 40% of 100% Complete

Circulation Study has delayed the development of the preferred plan which is now scheduled for the spring of 2011. The Developers Roundtable has been withdrawn because of the delay in the preferred plan and Staff believes we can receive similar input from other outreach efforts. The funds allocated for this effort will be needed to fund inclusion of the information from these additional studies into the DSP document and process. Staff will be bringing a project schedule and budget update to the City Council early next year.

10/4/2010 - jward: This past summer, as part of the work for Phase 2, outreach meetings were conducted with Napa Valley Landmarks, Napa Valley Architects Exchange and Neighbors of the Plan area to allow further opportunity for public input. The development capacity map has been refined to determine potential growth projections in the plan area. An intensive level historic survey as well as design guidelines for historic sensitivity are currently being prepared. A public meeting on the historic survey for the plan area was scheduled for November 10. The Design/Zoning Subcommittee has held two meetings and will hold another meeting following the completion of the design guidelines for historic sensitivity. The Financing/Infrastructure Subcommittee will meet this fall to address infrastructure improvements and financing mechanisms. An RFP has been released for the traffic circulation west of the plan area. Eight consultants submitted proposals, 3 will be interviewed and a final consultant chosen later this month. The EIR is underway. The next Steering Committee meeting will take place in January 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete historic analysis	CDD, Planning	Ward/LaLiberte	15 %	11/19/2010	Complete
Complete streetscape plan	CDD, Planning	Ward	15 %	12/1/2010	Complete
Prepare finance plan	CDD, Planning	Ward/LaLiberte	15 %	12/8/2010	On Time
Complete infrastructure/circulation plan	CDD, Planning	Ward/LaLiberte	15 %	12/8/2010	On Time
Complete zoning and design guidelines	CDD, Planning	Ward	15 %	12/8/2010	On Time
Complete Admin. Draft EIR	CDD, Planning	Ward	15 %	1/3/2011	On Time
Circulate Draft Specific Plan	CDD, Planning	Ward	5 %	5/27/2011	On Time
Adoption	CDD, Planning	Ward	5 %	6/30/2011	Not Started

Project Progress: 30% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CDD-00479 **Project Status** On Time
Project Title Medical Marijuana Dispensary Permit **Phase** 1 of 2
Project Start Date 8/9/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department CDD, Planning **Project Leader** Brun/Tooker
Project Budget \$35,000
Funding Sources Application Cost Recovery Fees

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

Project Description

Selection of a preferred applicant for a Medicinal Marijuana Dispensary and Cultivation Facility and subsequent processing of a use permit for the MMD operation by the preferred applicant. The process for selection of a preferred applicant (Phase 1) is currently underway in accordance with the recently adopted Medicinal Marijuana Dispensary Ordinance and is anticipated to be completed in April 2010. Once selected, the preferred applicant will then be processed for a use permit (Phase II) to operate a Medicinal Marijuana Dispensary, to potentially include a cultivation facility. The use permit will take approximately 4 to 6 months to process with final approval by the City Council.

Phase I (FY10-11) - Selection of Preferred Applicant.

Phase II (FY11-12) - Process Use Permit for Preferred Applicant.

Status Update

1/24/2011 - mallen: Meeting scheduled for Tuesday, January 25th with Management Review Team for a presentation of applications and evaluations by Consultant Jim Hare. A preliminary determination of the selected applicant is the anticipated outcome (selection of more than one applicant is probable, with further review prior to final selection). Six applications were submitted during the application submittal period and have been preliminarily reviewed by "expert reviewer" consultants. Their recommendations will be forwarded to the City's management review team at the 1/25/2011 meeting. Preliminary determination is anticipated to be posted by 2/21/2011, followed by a 10 day public comment period. A 30 day review period for comments and protests will follow and will culminate with a final presentation to the management review team with ultimately a final selection on or around 5/2/2010. The next step will be Use Permit processing of the selected applicant which will take approximately four to six months.

10/29/2010 - mallen: The Notice of Competitive Process for a Medical Marijuana Dispensary Applicant was sent out to all interested parties at the beginning of August, marking the beginning of the application submission period which began on August 9, 2010 and ended on October 18, 2010 at 4:30 pm. A pre-application workshop was held on August 31st in the Council Chambers for all prospective applicants to attend and ask questions. Immediately following the meeting a page dedicated to the dispensary application process was created and the list of Frequently asked Questions (FAQs) generated from that

workshop were posted on the site along with the Ordinance and application, meeting, and presentation materials from the City Council meetings and public workshops.

Prospective applicants were encouraged to submit application-related questions to the City's Project Manager by October 1st. Responses to questions were immediately posted to the City's website throughout the application submittal period. The City received six applications which are now being processed for determination of the preferred applicant.

The steps which are currently in progress are:

1. Initial screening of the application submissions by the City's consultant Jim Hare.
2. Review of applications by the Review Committee comprised of the City Manager, Finance Director, Community Development Director, an independent consultant familiar with permitting processes for Medical Marijuana Dispensaries, and a financial consultant familiar with Business Plan review.
3. Selection of "Preferred Applicant".
4. Initiation of Conditional Use Permit process.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Intake MMD Applications	CDD, Planning	Mike Allen	5 %	10/18/2010	Complete
Initial App. Review by City Attorney	City Attorney	Michael Barrett	5 %	10/26/2010	Complete
Application Completeness Review	CDD, Planning	Mike Allen	5 %	11/15/2010	On Time
Application Review and Scoring	CDD, Planning	Mike Allen	10 %	12/10/2010	Complete
Prepare Draft Packet for Review Board	CDD, Planning	Mike Allen	10 %	12/20/2010	Complete
Distribution to Review Board	CDD, Planning	Mike Allen	5 %	1/3/2011	Complete
Application Presentation to Reviewers	CDD, Planning	Mike Allen	5 %	1/25/2011	On Time
Preliminary Determination App Scoring	CDD, Planning	Mike Allen	15 %	2/7/2011	Not Started
Posting of Preliminary Determination	CDD, Planning	Mike Allen	10 %	2/21/2011	Not Started
App Comment and Protest Period	CDD, Planning	Mike Allen	5 %	3/3/2011	Not Started
Review Comments and Protests	CDD, Planning	Mike Allen	5 %	4/4/2011	Not Started
Present Comments to Management Reviewers	CDD, Planning	Mike Allen	10 %	4/14/2011	Not Started
Final Determ. of Preferred Applicant	CDD, Planning	Cass Walker	5 %	5/2/2011	Not Started
Commence processing of Use Permit	CDD, Planning	Mike Allen	5 %	6/1/2011	Not Started

Project Progress: 35% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CDD-00481 **Project Status** Not Started
Project Title Public Art Master Plan and Guidelines **Phase** 1 of 1
Project Start Date 1/10/2011 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department CDD, Planning **Project Leader** Rick Tooker
Project Budget \$25,000

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

Status Update

2/1/2011 - rtooker: This project has not started, as there is no available funding dedicated to it. As development occurs, some projects are providing public art onsite (Transit Center) and others are paying the in-lieu fee (Trancas Shell Expansion), Staff is looking at other communities to determine if they have plans that, with adjustments, would also work in Napa. The public art program is in its inception with \$41,000 currently in the fund, providing time to develop the implementation plan.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Prepare an RFP to solicit qualified firm	Planning/CRA	Rick Tooker	5 %	1/15/2011	Not Started
Select firm	Planning/CRA	Rick Tooker	5 %	2/15/2011	Not Started
Develop a public outreach effort	Planning/CRA	Rick Tooker	20 %	3/1/2011	Not Started
Circulate draft Plan	Planning/CRA	Rick Tooker	65 %	5/30/2011	Not Started
Adoption	Planning/CRA	Rick Tooker	5 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CLK-00482 **Project Status** On Time
Project Title Records Management **Phase** 1 of 1
Project Start Date 11/8/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department City Clerk **Project Leader** R. Ryan
Project Budget \$45,000
Funding Sources City Clerk

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

Project Description

Goal: provide for better access to City of Napa records, - both paper and electronic - by updating the process for scanning, organizing and managing Clerk Department records. Attention will be focused on the retention, indexing, and categorizing of both paper and electronic records.

The SIRE database will be restructured to make searching more logical and intuitive for staff and public. The access page - SirePub will be updated to reflect the changes in searching capability.

Updates to no less than 3 departments' retention schedules: Clerk, Manager, and Attorney. Create new criteria for "permanent" records, as current definition is too broad. Agreements records: review and update the database for current agreements that are labeled "permanent" (approx 15 legal size boxes); review and update the database for non-permanent agreements (approximately ten times as much) to determine which agreements have been closed; create new index criteria. Prepare for outsourcing the scanning of approximately 135 boxes of Clerk Department records.

Status Update

1/24/2011 - droberts: Records project in full swing, including updating and adoption of new City Clerk Department records retention schedule, and progress on updating retention schedules for CDD, including Planning Dept and Code Enforcement Divisions. Re-indexing of permanent agreements will be complete by deadline. Over 200 boxes of records were prepped for scanning and/or destruction, and scanning is in process for records such as deeds and easements, encroachment permits, and planning files. After a visit to the City's off-site storage site ("Profile"), staff (from Clerk and Planning), determined that there are several boxes which could be either scanned or prepared for destruction, and pulled 35 boxes for inspection, many of which were prepared for destruction per retention schedule guidelines.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Retention Schedule update	Clerk	DRR/RR	5 %	12/21/2010	Complete
Agreements "permanent"	Clerk	RR /MV	10 %	2/1/2011	On Time
Prep basement files for scanning	Clerk	Clerk staff	25 %	2/28/2011	Complete
Scan records	Clerk	Clerk staff/vendor	5 %	3/31/2011	On Time
Create new databases / migrate records	Clerk	Clerk staff/vendor	30 %	5/31/2011	Not Started
New policies for scanning	Clerk	RR/CB	5 %	5/31/2011	Not Started
Agreements non-permanent	City Clerk	R. Ryan	15 %	6/30/2011	Not Started
Work w/ vendor on Sire Pub view	Clerk	RR/vendor	5 %	6/30/2011	Not Started

Project Progress: 30% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CM-00439 **Project Status** On Time
Project Title City Hall/Public Safety Facilities Master Plan **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** N. Weiss
Project Budget \$40,000
Funding Sources General Fund

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

Project Description

The City is currently exploring options for new and consolidated office space to more efficiently locate employees and provide better service to the public. The City's current facilities are scattered throughout the downtown area and do not efficiently and effectively meet the City's needs. In addition, the Parks and Recreation Services Department will need to relocate in the next 2 years with the pending flood construction planned to use their current site. The City's office space situation, along with certain properties potentially being available, have spurred the need for analysis and discussions on what options may realistically be available and the financial feasibility of making any acquisition or physical changes.

Status Update

2/8/2011 - jholley:

2/3/2011 - jlarochelle: Recent discussions with Napa County has led to the consideration of a joint City-County facility. Since both agencies are developing planning documents for future space needs issues, it would be prudent to consider a joint government center that could house both City and County administrative and functional departments that could provide the citizens of Napa county a true one-stop center. To that end, we are proposing to work with the County's consultant through an amendment to their current contract to look at the options of a joint facility at either the current County Administrative location or at the current City Hall location.

In addition to the facilities master plan and somewhat associated with alternatives to the City Hall site, Fire Station 1 must be structurally retrofitted to prevent a catastrophic failure from a seismic event (see PW-00486). Combining these work elements together yields a series of alternative approaches that must be considered. They include:

1. Seismically retrofit Fire Station 1 and bring it to current code standards. This option may be costly to bring the current station up to current standards and would preclude the City Hall site as a single joint City/County Government Center site.
2. As an interim measure, seismically strengthen Fire Station 1 to prevent a catastrophic failure at a greatly reduced cost and consider a new station location at the CSB location. After the new station is constructed, the existing Fire Station 1 site could be demolished making room for adding onto existing City Hall. This option also precludes the City Hall site as a single joint City/County Government site.

Last updated 2/8/2011

3. Like number 2 above, seismically strengthen Fire Station 1 and construct a Public Safety facility at the CSB site that would house both Fire Station 1 and the Police Department. This option would require a feasibility study be conducted to determine operational considerations and cost implications. This option would allow the existing City Hall site to be considered for a joint City/County Government site.

The cost estimates to perform the work contemplated above is as follows:

1. Amend existing County contract to study joint City/County facility.....	\$40,000
2. Seismic retrofit of Fire Station 1 (FY10-11)	\$200,000
3. Feasibility study for Public Safety complex - Fire Station 1 and Police Department (FY11/12).....	.\$150,000
	Total
	\$390,000

It is not known at this time the cost to seismically retrofit Fire Station 1 and bring it up to current building codes. The analysis phase of the retrofit program will determine that cost.

Once the analysis is complete, together with the joint facilities and Public Safety building feasibility study, total costs will be known and decisions can be made on which direction to take.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Define space needs/functions to consol.	City Manager	N. Weiss	10 %	1/1/2011	On Time
Concept/phsng plan consolidation options	PW, Engineering	Eric Whan	15 %	1/15/2011	Behind
RFP to select planning consultant	PW, Admin	J. LaRochelle	10 %	2/1/2011	On Time
FY 11/12 budget recommendations	City Manager	N. Weiss	25 %	4/1/2011	Not Started
Master plan (concept) + fin analysis	City Manager	N. Weiss	25 %	6/1/2011	Not Started
Department review & id of space needs	City Manager	N. Weiss	15 %	6/30/2011	On Time

Project Progress: 0% of 100% Complete

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
NPOA HRA sideletter	City Manager	N. Weiss	10 %	12/31/2010	Behind
Prep for NCFA contract negotiations	City Manager	N. Weiss	15 %	1/31/2011	On Time
Council Direction for key initiatives	City Manager	N. Weiss	5 %	2/1/2011	Complete
NCFA negotiations	City Manager	N. Weiss	50 %	6/15/2011	Not Started
Negot. Prep for all other contracts	City Manager	N. Weiss	20 %	6/30/2011	Not Started

Project Progress: 5% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** CM-00505 **Project Status** On Time
Project Title HR Transition Implementation **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/15/2011
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** Nancy Weiss
Project Budget \$0

Funding Sources

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

Project Description

With the retirement of the Personnel Director the City Manager has proposed, and the Council has approved, a reorganization of the Personnel Department. A full service Human Resource Department will be created providing the full range of support services including labor relations, benefit administration, risk management as well as the traditional functions and services residing in the Personnel Department. The new department will be managed by a Human Resources Director replacing the previous Personnel Director position. Civil Service operations will be managed by a new manager position that will be appointed by and report to, the Civil Service Commission. The implementation of his plan will require a number of steps and formal actions listed in the project milestone notes below.

Status Update

June 2010: The proposed reorganization was presented to both the Council and the Civil Service Commission (CSC). The City Council approved the concept and asked that staff work with the CSC to develop a final product. In a meeting with the CSC, the concept was reviewed and a process for further review was approved.

August 2010: In a study session with the CSC the City Manager presented the business case supporting the reorganization proposal, an organizational chart showing the changes proposed, a side-by-side analysis of proposed duties for the key staff impacted by the reorganization, draft classification specifications for both management positions, a legal opinion from the City Attorney and a draft resolution with proposed amendments to the Civil Services rules.

September 2010: Additional meetings were conducted with the Civil Service Commission and labor representatives to refine the proposals. Positions were exchanged and the Commission presented a "legal" opinion from outside Counsel indicating that the changes proposed warrant a Charter Amendment.

October 2010: A joint meeting of the City Council and Civil Service Commission was held to discuss the proposed reorganization. After hearing positions on both sides of the issue, Council approved the reorganization proposal and directed staff to continue with the process. In a subsequent meeting, the Council approved the Classification Specs and salary for the Human Resources Director.

November 2010: Council approved the Ordinance establishing the Human Resources Department and the Director position.

December 2010/January 2011: A recruitment for HR Director was conducted and candidate interviews were held in mid-January. A formal offer of employment was made in early February and the new HR Director is scheduled to begin work in mid-March.

February 2011: Council approved the Classification Specs and salary for the Personnel Director/Civil Service Manager position.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Present reorganization concept	City Manager	Mike Parness	15 %	7/1/2010	Complete
Approve Human Resource Director position	City Manager	Nancy Weiss	15 %	9/30/2010	Complete
Approve Civil Service Manager position	City Manager	Nancy Weiss	15 %	11/30/2010	Complete
Approve Ordinance	City Manager	Nancy Weiss	5 %	11/30/2010	Complete
Selection of HR Director	City Manager	Nancy Weiss	15 %	1/15/2011	Complete
Select CSM position	Civil Service Comm.	CSC	15 %	2/1/2011	On Time
Transition service to HR	City Manager	Nancy Weiss	20 %	6/30/2011	Not Started

Project Progress: 65% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CM-00506 **Project Status** On Time
Project Title Administrative/Personnel Policies & Procedures **Phase** 2 of 2
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** N. Weiss
Project Budget \$0
Funding Sources n/a

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

Project Description

The overall goal is to have updated citywide policies and procedures that address pertinent aspects of the organization and that are appropriately organized and readily accessible to all City staff. This project will involve assessing the policies and procedures that currently exist within the City, updating those that need revision, creating those that do not exist, and organizing the material into a logical and user-friendly format.

Phase 1 of the project involved inventory and assessment of existing policies, along with developing a structure for organizing the regulations and a plan for how they will be updated or, where needed, created.

Phase 2 will consist of the actual completion of personnel policies and updates, as well as administrative policies and procedures.

Status Update

2/8/2011 - dbrun: Fifteen (15) policies to be placed on ICON in February and another three (3) will be sent for labor final review.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review, redraft & update policies	Personnel	C.Kasten	80 %	12/30/2010	On Time
Approve, meet & confer, and distribute	City Manager	N. Weiss	10 %	2/1/2011	Not Started
Update Employee Handbook	Personnel	J. Brott	10 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Establish HR Director position	City Manager	N. Weiss	15 %	11/30/2010	Complete
Outreach for HR Director	City Manager	N. Weiss	10 %	1/14/2011	Complete
Select HR Director	City Manager	N Weiss	10 %	1/15/2011	Complete
Finance & Fire Chief process established	City Manager	N Weiss	15 %	2/1/2011	On Time
Finance/Fire Chief outreach	City Manager	N Weiss	15 %	4/1/2011	On Time
Selection Process Finance/Fire Chief	City Manager	N Weiss	15 %	5/31/2011	Not Started
Appointment of Fire Chief	City Manager	M. Parness	10 %	6/30/2011	Not Started
Appointment of Finance Director	City Manager	M.Parness	10 %	6/30/2011	Not Started

Project Progress: 35% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** ED-00508 **Project Status** On Time
Project Title Parkway Plaza Project Area Wind-Down Plan **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 5/31/2011
Requested Start Date **Requested Due Date**
Lead Department Economic Development **Project Leader** J. LaLiberte
Project Budget \$0
Funding Sources Property Tax Increment

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

Project Description

Develop a strategy for the closing down of the Parkway Plaza redevelopment project area that will occur when the redevelopment plan's effectiveness expires in December 2012 (or 2013 if a one-year extension is granted). It will include a transition plan for Economic Development Division administration and funding strategy; an analysis of tax increment revenue projections and financing plan; an agreement between the City and Redevelopment Agency for future administration of remaining Agency activities such as annual audits and compliance reporting, collection and expenditure of housing set-aside funds; debt service on remaining bonds or other debt instruments; and transfer and potential disposition of Agency assets. Staff will present the proposed strategy to the Agency as a preview to or in conjunction with the next two-year budget proposal.

Status Update

1/18/2011 - jlabliberte: With the Governor's proposed budget, which includes a provision to abolish redevelopment agencies, the environment is ever changing and staff is working proactively with the Agency Board and Council to protect the Agency's resources. We will continue to develop the Parkway Plaza Wind-Down Plan, however certain aspects of it, like issuing new debt, may be challenging or become moot as the State legislature moves toward a final budget later this year.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop strategy & component timeframes	Economic Development	LaLiberte	75 %	3/31/2011	On Time
Present strategy to Agency	Economic Development	LaLiberte	25 %	5/31/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** ED-00509 **Project Status** On Time
Project Title City Sustainability Plan and EECEBG Grant Implement'n **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Economic Development **Project Leader** LaLiberte
Project Budget \$0
Funding Sources ARRA -- Energy Efficiency Grant

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

Project Description

Implementation of the American Recovery and Reinvestment Act Energy Efficiency Grant includes several components. The hiring of a two-year Sustainability Program Coordinator, effective August 30, 2010, is one of the primary components. The Sustainability Program Coordinator is responsible for ongoing grant monitoring and compliance reporting, budget management, and implementation. She is working on developing an inventory of current and planned City activities and policies that support sustainability goals. She will work with a consultant to develop the City's Sustainability Plan and with City departments on an energy incentive program.

Status Update

1/21/2011 - jlliberte: Everything is progressing on schedule. Sustainability Program Coordinator provided update to Council on January 18th.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete City Sustainability Inventory	Economic Development	LaLiberte	15 %	12/31/2010	Complete
Issue RFP//Award Consultant Contract	Economic Development	LaLiberte	5 %	1/31/2011	On Time
Complete City Lighting Retrofit	Recreation	Perazzo	5 %	2/28/2011	On Time
Complete LED Lighting Retrofit	PW, Maintenance	Brun/Folks	5 %	2/28/2011	On Time
Launch Energy Incentive Program	Economic Development	LaLiberte	20 %	3/31/2011	Not Started
Grant Reporting and Administration	Economic Development	LaLiberte	10 %	6/30/2011	On Time
Develop Draft Sustainability Plan	Economic Development	LaLiberte	35 %	6/30/2011	Not Started

Project Progress: 15% of 95% Complete



Project Tracking Report

Project Priority High **Project Number** ED-00516 **Project Status** On Time
Project Title September 11 Memorial Community Project **Phase** 1 of 1
Project Start Date 1/1/2011 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Economic Development **Project Leader** Hinkle/ Whan
Project Budget \$0
Funding Sources Fundraising and In-Kind Donated Service

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

Project Description

Community Project to construct Sept. 11 Memorial Project in Downtwon Napa using steel pieces from the Twin Towers. Community Project will utilize private and public resources through donations and in-kind services. The City/ Redevelopment Agency will allocate the land and support resources to the project and community members have volunteered for design, fundraising and construction. Target date for project completion is 9/11/11.

Status Update

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Agreement for Steel	Fire	Darren Drake	10 %		Complete
Site Selection	Economic Development	Hinkle/Project Team	10 %		Complete
Site Design	Economic Development	Hinkle/Project Team	10 %		On Time
Steel Delivery	Economic Development	Hinkle/Project Team	10 %		On Time
Art Design	Economic Development	Hinkle/Project Team	10 %		On Time
Construction	Economic Development	Hinkle/Project Team	50 %		Not Started

Project Progress: 20% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** FIN-00448 **Project Status** On Time
Project Title Cost Allocation Plan/User Fee Study **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Finance, Accounting **Project Leader** Bill Zenoni
Project Budget \$50,000
Funding Sources General Fund

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

Project Description

Coordinate cost allocation plan/user fee analysis. Issue Request for Proposal and coordinate selection of consultant to prepare a full cost central service allocation plan and review of all city fees for service. Most recent cost allocation plan/user fee analysis was completed in 2007 and was based on information from the FY 2005-06 budget. Finance Department will serve as lead but all City departments will participate in this project. Results of this analysis will be presented to the City Council in conjunction with the FY 2011-13 budget review.

Status Update

1/14/2011 - wzenoni: A departmental user group was formed . A Request for Proposal for was issued in November 2010. Five proposals were received. The top three firms were interviewed on December 21, 2010. A contract for development of an updated Cost Allocation Plan and User fee Analysis is currently being developed. It is anticipated that this project will be completed in May 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Issue Request For Proposal	Finance, Accounting	Bill Zenoni	5 %	11/1/2010	Complete
Consultant Selection	Finance, Accounting	Bill Zenoni	5 %	12/17/2010	Complete
User Fee Analysis	Finance, Accounting	Deanna Andrews	30 %	4/5/2011	Not Started
Dev of Cost Allocation Plan	Finance, Accounting	Bill Zenoni	40 %	4/5/2011	Not Started
Implementation of Recommendations	Finance, Accounting	Roberta Meyer	20 %	6/30/2011	Not Started

Project Progress: 10% of 100% Complete



Project Tracking Report

Project Priority 1 **Project Number** FIN-00463 **Project Status** On Time
Project Title Financial System, Payroll and Human Resources **Phase** 3 of 3
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Finance, Accounting **Project Leader** Bill Zenoni
Project Budget \$487,000
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 with a scheduled go-live date of January 1, 2011. The project also includes the implementation of the Bid Online and Grants Management modules by July 1, 2011.

Status Update

1/14/2011 - wzenoni: Implementation of the HR/Payroll System has proceeded on schedule. The system 'went live' on January 1, 2011 with the first bi-weekly paychecks issued on January 14, 2011.

10/21/2010 - wzenoni: The HR/Payroll implementation is proceeding on schedule with the planned go-live date of January 1, 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
HY/Payroll Implementation	Finance, Accounting		90 %	1/1/2011	On Time
Grants Management Module Implementation	Finance, Accounting		5 %	6/30/2011	Not Started
Bid Online Module Implementation	Finance, Accounting		5 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** HSG-00320 **Project Status** On Time
Project Title Inclusionary Zoning Ordinance Update **Phase** 2 of 2
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Housing **Project Leader** Jan Maurer Watkins
Project Budget \$90,000
Funding Sources Inclusionary Housing Fund

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

Project Description

In this update of the City's Inclusionary Zoning Ordinance, the goal will be to build in flexibility to allow for best options for affordable housing given the current economic realities. We will utilize this tool to obtain affordable housing units, be they on-site, off-site, or funded by in-lieu fees. Keyser Marsten has produced a nexus study and list of recommended decision points.

Status Update

2/1/2011 - jwinter: Consultant has prepared Draft Jobs Housing Impact Fee Nexus Study. Staff will meet with Consultant to review draft study on February 9, 2011.

9/28/2010 - jwatkins: Consultant has been selected to assist with the development of policy recommendations; review ordinance requirements; conduct the fee study; recommend changes to the ordinance; and assist with the revision of the ordinance and recommended policies. Team meeting will be conducted on October 4, 2010 to kick off project.

5/7/2010 - jwatkins: Specialized legal counsel has been retained and staff is currently evaluating the feasibility of continuing with the current consultant for additional data analysis of retaining a new consultant for this portion of the work. A new timeline will be created and a decision on the consultant will be made by June 30, 2010. Completion date has been adjusted to December, 2010.

3/1/2010 - jwatkins: In conjunction with the legislative changes that are impacting the inclusionary program, staff is putting together a team of specialized experts to assist in the development of a new program. This will involve retaining outside specialized legal counsel and an affordable housing expert in this specialized area. This team will work with staff to develop an updated program that is in conformity with current laws and addresses Napa's affordable housing needs. Because of this unanticipated, changing environment and the loss of the designated staff person for this project, it will not be completed this fiscal year but will extend into the next fiscal year and be completed in the spring of 2011.

1/28/2010 - jwatkins: Following a decision by the California Supreme Court to not review or depublish the appellate court decision in Palmer/Sixth Street Properties v. City of Los Angeles, cities and counties are currently evaluating their inclusionary housing ordinances with respect to rental properties. The Palmer

decision calls into question whether inclusionary housing ordinances which require developers to offer a portion of rental units as low-income units or pay an in-lieu fee may be in violation of California's Costa-Hawkins Act. City staff is evaluating how this will impact our existing ordinance and how to proceed in the development of the new inclusionary program.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Staff & Consultant Kick-Off Meeting	Housing	Jan Maurer Watkins	5 %	10/4/2010	Complete
Review of Ordinance & Requirements	Housing	JMW/Consultant	5 %	10/15/2010	Complete
Completion of Fee Study	Housing	JMW/Consultant	20 %	11/30/2010	Complete
Workshop with staff and stakeholders	Housing	JMW/CDD/Consultan	20 %	12/3/2010	Not Started
Summary Materials for Public Meetings	Housing	JMW/CDD/Consultan	10 %	1/7/2011	Not Started
Conduct Public Meetings	Housing	JMW/CDD/Consultan	5 %	2/15/2011	Not Started
Modify Alternative Policies	Housing	JMW/CDD/Consultan	10 %	2/25/2011	Not Started
Prepare written reports	Housing	JMW/CDD/Consultan	5 %	3/25/2011	Not Started
Revise Ordinance and/or Development Fee	City Attorney	Michael Barrett/Cons	10 %	4/19/2011	Not Started
Ordinance Submitted for Consideration	City Attorney	Michael Barrett	5 %	5/3/2011	Not Started
Adopt Ordinance	City Attorney	Michael Barrett	5 %	6/7/2011	Not Started

Project Progress: 30% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** HSG-00502 **Project Status** On Time
Project Title Affordable Housing Development **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Housing **Project Leader** Jan Maurer Watkins
Project Budget \$3,500,000
Funding Sources Inclusionary Funds and Redev Housing

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

Project Description

This project consists of issuance of the Notice of Funding Availability (NOFA) to assist with the financing of one or more affordable housing developments within the City of Napa, reviewing the pre-applications, working in conjunction with Napa County staff on selection of developers to invite to submit a full application, submitting to Council to award funding and working with the developers on items necessary to obtain other financing for the project.

Status Update

2/1/2011 - jwinter: Two projects, Silverado Creek and Oak Creek, were selected to submit full applications. City Council reserved \$3.5 million in funds for the two projects on January 18, 2011, and directed staff to work with St. Anton Partners on possibly funding a third project for 26 (20%) affordable units on an otherwise market rate project. Legal and Housing staff and consultant to meet February 1, 2011 to determine prevailing wage requirements.

11/4/2010 - jwatkins: Letters were sent to two of the potential developers requesting additional information. This information has been received and there is an additional meeting set with Napa County staff on 11/8/2010.

9/28/2010 - jwatkins: City Council authorized issuance of Notice of Funding Availability (NOFA) on July 15, 2010. Pre-applications have been received on five potential projects that are currently under review by staff. Meeting with Napa county staff on September 30, 2010, for project priority setting. It is anticipated that projects will be selected for submittal of a full application and submitted for Council consideration in January.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit NOFA for Council consideration	Housing	Jan Maurer-Watkins	5 %	7/6/2010	Complete
Issue NOFA	Housing	Jan Maurer-Watkins	5 %	7/15/2010	Complete
Review Pre-Applications	Housing	City Review Team	10 %	9/13/2010	Complete
Meet with Napa County to prioritize	Housing	C Walker/ JMW	5 %	9/30/2010	Complete
Request additional data as necessary	Housing	C Walker/ JMW	5 %	10/12/2010	Complete
Responses from Developers	Housing	C Walker/ JMW	5 %	11/1/2010	Complete
Send out notice for full application	Housing	C Walker/ JMW	10 %	12/1/2010	Complete
Receive completed applications	Housing	C Walker/ JMW	5 %	1/14/2011	Complete
Submit for Council consideration	Housing	C Walker/ JMW	25 %	2/15/2011	Not Started
Continue to work with Developers	Housing	JMW/CDD	25 %	6/30/2011	Not Started

Project Progress: 50% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** PD-00468 **Project Status** On Time
Project Title Volunteer Program **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 1/31/2011
Requested Start Date **Requested Due Date**
Lead Department Police **Project Leader** Jeff Troendly
Project Budget \$0
Funding Sources Grant

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

Project Description

The proposed Napa Police Department "Police Service Volunteer" program is based on the nationally established VIPs (Volunteers in Police Service) model and numerous functioning VIPs programs in Northern California. Like those programs, we will recruit and train volunteers to support, but not serve in place of, professional staff in the performance of various functions essential to the Department's mission.

In its initial phase, the program will recruit volunteers to work directly with Records, Youth Services, Investigations and Administration. In all four Divisions, volunteers will perform tasks related to reception, records management, research, data input, follow-up calls, scheduling and community outreach. Volunteers supporting the School Resource Officers may also participate in traffic control. If the program is expanded to its full potential, as it is in other communities, volunteers will eventually participate in neighborhood patrols, writing citations for non-moving violations (e.g., expired tags, handicapped parking violations, etc.), crowd control, disaster response and more.

At the outset, volunteers will be recruited from the community at large through direct departmental outreach by the Volunteer Coordinator, through the City website, through the services of the Volunteer Center of Napa Valley, and through Napa Valley Unified School District's channels of communication with parents. All applicants will be required to submit applications, participate in interviews, pass background investigations (including live scan), and graduate from the "Volunteer Academy."

The Academy will orient volunteers to the Department, the Criminal Justice system, their rights and responsibilities as volunteers, standards of conduct, and the general content of the Department's volunteer positions. The Academy will require at least four sessions of at least two hours apiece before the volunteers will be placed in their respective functions, where they will receive more detailed position-specific training.

The Department has much to gain in increased functionality and improved public perception from the program's success.

Status Update

1/31/2011 - Perkins:

Volunteer Handbook was developed

Developed and implemented an outreach campaign through local news media.

Received responses from 142 residents interested in volunteer opportunities.

Provided applications to all respondents and received completed applications from 77 of them.

Initiated the interview process to select qualifying applicants and match them with volunteer opportunities.

As of January 31, 2011, 61 applicants were interviewed, 32 were scheduled for fingerprinting and background investigation, and the first two volunteers were cleared and placed within the department.

The Volunteer Academy Program structure is complete and the curriculum is being developed.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research PD Volunteer Programs	Police	Jeff Troendly	10 %	10/1/2010	Complete
Project Orientation	Police	Jeff Troendly	5 %	10/15/2010	Complete
Site Visits	Police	Jeff Troendly	5 %	10/15/2010	Complete
Dev. Position Descriptons	Police	Jeff Troendly	10 %	10/15/2010	Complete
Interview Staff - Use of Volunteers	Police	Jeff Troendly	5 %	10/31/2010	Complete
Dev. Applicant Packet	Police	Jeff Troendly	10 %	10/31/2010	Complete
Dev Procedure- Recruitment and Referral	Police	Jeff Troendly	5 %	10/31/2010	Complete
Develop Outreach Campaign	Police	Jeff Troendly	5 %	10/31/2010	Complete
Revise Existing Volunteer Policy	Police	Jeff Troendly	5 %	11/15/2010	Complete
Dev Recruitment Link w/Vol Ctr of Napa	Police	Jeff Troendly	5 %	11/30/2010	Complete
Recruit and Process First Volunteers	Police	Jeff Troendly	10 %	11/30/2010	Complete
Develop Volunteer Handbook	Police	Jeff Troendly	10 %	12/31/2010	Complete
Implement Outreach Campaign	Police	Jeff Troendly	5 %	12/31/2010	Complete
Develop/Implement Volunteer Academy	Police	Jeff Troendly	10 %	1/31/2011	Behind

Project Progress: 90% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** PD-00469 **Project Status** On Time
Project Title Police/Fire Admin Consolidation **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Police **Project Leader** Shirley Perkins
Project Budget \$0

Funding Sources

- City Manager's Report City Council's Report

Project Description

Cooperative work together to combine the Police Department and Fire Department Administrative Staff. This involves cross training of employees and workflow and policy adjustments. This is being done to increase efficiency and compensate for the recent reduction of staff.

Status Update

1/31/2011 - sperkins:

The office space was analyzed and the office relocation has been completed. This included the Fire Chief relocation of his office near the Police Chief so that the Police Department's Administrative Secretary can provide clerical support to both Chiefs. Police Department's Secretary Susana Aguilera has been relocated to the office space previously occupied by the Fire Chief along with Fire Department Secretary Marjet Wright.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Space Analysis/Office Relocation	Police	Shirley Perkins	20 %	12/31/2010	Complete
Cross Departmental Training	Police	Shirley Perkins	20 %	6/30/2011	On Time
File Storage Reorg - Purging/Scanning	Police	Shirley Perkins	20 %	6/30/2011	On Time
Police/Fire Financial Training	Police	Shirley Perkins	20 %	6/30/2011	On Time
Workflow Meetings & Workflow Adjustments	Police	Shirley Perkins	20 %	6/30/2011	On Time

Project Progress: 20% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** PD-00473 **Project Status** On Time
Project Title Geographic Neighborhood Policing **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 3/1/2011
Requested Start Date **Requested Due Date**
Lead Department Police **Project Leader** Steve Potter
Project Budget \$0

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

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

Status Update

1/31/2011 - sperkins:

The map building has been completed. We are in the process of testing and validating the map information for accuracy.

Last updated 1/31/2011

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Map building w/private IT company	Police	Steve Potter	40 %	1/1/2011	On Time
Establish a list/link of resources	Police	Steve Potter	30 %	2/1/2011	On Time
Begin neighborhood meetings	Police	Steve Potter	30 %	3/1/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** PER-00474 **Project Status** On Time
Project Title Financial System, Payroll and Human Resources **Phase** 3 of 3
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Personnel **Project Leader** J. Brott/S.Esser
Project Budget \$487,000
Funding Sources General and Enterprise funds, NCRH, HACN

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

Project Description

This project phase includes configuration and implementation of the Human Resources, Payroll, Timecard On-line and Employee On-line software system modules with a scheduled go-live date of January 1, 2011. The project also includes implementation of the Evaluation Tracking and Employee On-line interactive functionality by June 30, 2011.

Status Update

01/31/2011 - jbrott: HR/Payroll successfully went live January 1, 2011. The first two payrolls have been run, were timely and with minimal problems or issues. Personnel and Finance staff will work with field departments to address issues with time entry and approval as they arise. Improved access to payroll data is being made available through reports. Roll-out of the interactive functionality of Employee On-line will begin in the spring, after staff is comfortable with running payroll. Work has begun on structuring the Evaluation Tracking feature. Reports for this feature will need to be written to see the full functionality.

10/29/2010 - jbrott: The HR/Payroll implementation is proceeding on schedule with the planned go-live date of January 1, 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
HR/Payroll Implementation	Finance, Accounting	J. Brott	90 %	1/1/2011	Complete
Configure Evaluation Tracking	Personnel	J. Brott	5 %	6/30/2011	On Time
Implement Employee On-line Interactive	Finance, Accounting	J. Brott	5 %	6/30/2011	On Time

Project Progress: 90% of 100% Complete



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 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department PW, Engineering **Project Leader** Mark Tomko
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

1/24/2011 - mtomko: Construction started the week of January 17 with the removal and cutting of trees and PG&E work on Pearl Street. ProVen will close Pearl Street between Main and Coombs starting January 31 for a duration of 60 working days. During this time they will be excavating and installing two box culverts across Pearl and then across Main. Some contamination in the groundwater was discovered.

11/1/2010 - mtomko: The City was involved in a Partnering Meeting and received and reviewed the project schedule per the contract and an accelerated schedule. The accelerated schedule will finish construction in two years instead of three years. Work has been slowed due to the approval of the SWPPP and will not start until at least December 2010.

Last updated 2/4/2011

10/1/2010 - jholley: The Corps of Engineers awarded a construction contract to ProVen Management Inc, of San Francisco. Work to begin in Fall 2010.

5/6/2010 - jholley: The design is complete. Bidding is expected in May. Construction which is expected to begin in late Fall 2010.

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>
Submittal Review	PW, Engineering	Mark Tomko	50 %	2/1/2011	On Time
Project Oversight	PW, Engineering	Mark Tomko	50 %	6/30/2011	On Time

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** PW-00464 **Project Status** Complete
Project Title PW Capital Improvement 5-Year Master Plan **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 1/31/2011
Requested Start Date **Requested Due Date**
Lead Department PW, Water **Project Leader** Megan Thomas
Project Budget \$0
Funding Sources Not Applicable

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

Project Description

This is an assessment of all Public Works projects for the next five fiscal years (FY 2011-16). It will include known projects as well as proposed projects for each year based on information provided by PW Engineering, PW Water, and other utilities. Improvement projects include, but are not limited to: Water main replacements, road reconstruction, sidewalk repair, street paving, FEMA projects, traffic signals, 10-mile resurfacing program, storm drainage improvements, and grant funded projects such as cold in-place asphalt recycling.

This effort will identify needed improvement areas, funding needs for proposed improvements, as well as coordination and phasing of projects to avoid project conflicts and impacts to newly paved streets. Results will be presented in a summary document.

Status Update

1/20/2011 - mthomas: The various Public Works divisions have completed their assessment of the existing public systems and have completed a 5-yr plan of Capital Improvement Projects for the Fiscal Years 11/12 through 16/17. Maps were created for each division and presented to the City Council in January. Next steps in the process are to create a final written document to summarize the proposed CIP schedule and budget, to be presented to City Council by the end of this fiscal year.

10/27/2010 - jeldredge: The Project effort consists of approximately 50% research and design, 25% Mapping, and 25% written summary of the projects.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Water	PW, Water	Megan Thomas	20 %	12/31/2010	Complete
Storm Drainage	PW, Engineering	Miki Tsubota	15 %	12/31/2010	Complete
10-mile Resurfacing Program	PW, Engineering	M Socorro/J Folks	20 %	12/31/2010	Complete
Streets, Sidewalks, Traffic Signals	PW, Engineering	Mike Socorro	15 %	12/31/2010	Complete
Grant Funded (Cold In-Place Recycling)	PW, Engineering	Eric Whan/Consultant	5 %	12/31/2010	Complete
Presentation To City Council	PW, Admin	J. LaRochelle	5 %	1/31/2011	Complete

Project Progress: 80% of 80% Complete



Project Tracking Report

Project Priority High **Project Number** PW-00486 **Project Status** On Time
Project Title Fire Station No. 1 Seismic Retrofit **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department PW, Engineering **Project Leader** Jason Holley
Project Budget \$200,000
Funding Sources Unknown

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

Project Description

As an interim measure, this project will strengthen the roof of the Apparatus Room to prevent a catastrophic collapse during an earthquake. In addition, a budget estimate for the permanent retrofit of Fire Station 1 up to current building code standards will be prepared; this estimate will be compared with the cost of other options, such as a new Public Safety Building, currently being explored as part of the Facilities Master Plan.

Status Update

2/7/2011 - jholley: Moving forward with design of an interium retrofit solution (estimated project cost is \$200,000).

1/21/2011 - jholley: Council to provide direction to staff at Council Retreat on Jan 28-29

11/1/2010 - jholley: Tier 1 sesimic evaluation completed in July 2010.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Tier 1 Evaluation	PW, Engineering	Jason Holley	10 %	7/30/2010	Complete
Tier 2 Evaluation	PW, Engineering	Jason Holley	20 %	1/30/2011	On Hold
Plans, Specs, & Engineering	PW, Engineering	Jason Holley	20 %	4/30/2011	On Time
Construction	PW, Engineering	Jason Holley	50 %	6/30/2011	Not Started

Project Progress: 10% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** PW-00493 **Project Status** On Time
Project Title Soscol Blvd/Silverado Trail Realignment Project **Phase** 1 of 4
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department PW, Engineering **Project Leader** Jason Holley
Project Budget
Funding Sources Developers, SIF
 City Manager's Report **City Council's Report**

Project Description

This multi-year project consists of the realignment of Soscol Blvd and Silverado Trail (Hwy 121) in conjunction with the Gasser Master Plan and Circulation Element of the City's General Plan.

Status Update

1/21/2011 - jholley: Received acknowledgement from Caltrans; coordinating with NCTPA

11/1/2010 - jholley: Awaiting response from Caltrans

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit Formal Project Request to Caltran	PW, Engineering	Jason Holley	10 %	7/30/2010	Complete
Initiate Caltrans Project Study Report	PW, Engineering	Jason Holley	90 %	6/30/2011	Not Started

Project Progress: 10% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** PW-00498 **Project Status** On Time
Project Title Saratoga Drive Extension Project **Phase** 2 of 3
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department PW, Engineering **Project Leader** Jason Holley
Project Budget \$2,600,000
Funding Sources SIF

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

Project Description

Extension of Saratoga Drive westerly from its current terminus to Silverado Trail (Hwy 121).

Status Update

1/21/2011 - jholley: Re-submitted to Caltrans on Jan 24, 2011

11/1/2010 - jholley: Revising design per CalTran comments

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete Design	PW, Engineering	Jason Holley	25 %	11/30/2010	Behind
Begin Construction	PW, Engineering	Jason Holley	50 %	4/1/2011	Not Started
Finalize R/W	PW, Admin	Jeff Freitas	25 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** REC-00466 **Project Status** On Time
Project Title Development/Expansion of Group Park Picnic Sites **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 4/1/2011
Requested Start Date **Requested Due Date**
Lead Department Recreation **Project Leader** Dave Perazzo
Project Budget \$5,000
Funding Sources General Fund Operating Budget

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

Project Description

This project will develop additional group and corporate picnic reservation sites in City Parks. This will include the modification and expansion of sites at Kennedy Park which will result in additional reservable areas and a larger corporate site that can be used for larger catered events and Kennedy park is the largest and most highly used City Park.

In addition some of the existing picnic sites at Dry Creek and O'Brien parks will be converted into reservable areas. These parks are also highly used and maintained 7 days a week during the peek season. Creating additional reservable areas in these parks will allow the public to assure that they have use of an area for their special celebration. The additional fees collected from these rentals will help in supporting the maintenance cost of these areas.

Status Update

1/19/2011 - dperazzo: Picnic sites updates and locations have been designed for Kennedy(3), O'Brien(3), Dry Creek(1) and Playground Fantastico(1). Information was taken to the Parks & Recreation Commission. Sites have been brought into compliance with standards developed for Fuller park related to size designation of picnic areas. Signage has been created and is being installed. New picnic tables have been procured and assembled.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design new rental picnic sites	Parks Division	Dave Perazzo	15 %	1/5/2011	Complete
Construction of new rental picnic sites	Parks Division	Dave Perazzo	85 %	4/1/2011	On Time

Project Progress: 15% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** REC-00467 **Project Status** On Time
Project Title O'Brien Park Public Restroom Project **Phase** 1 of 2
Project Start Date 3/1/2011 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Recreation **Project Leader** Dave Perazzo
Project Budget \$200,000
Funding Sources CDBG - Block Grant, Year 2 Project Fund

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

Project Description

This project will construct a public restroom in O'Brien Park. O'Brien is an 8.5 acre neighborhood park. This park provides a significant number of uses for the community. There is a walking trail, play area, picnic areas, barbeques, backstops and a large multiuse sports field area. Because of the high use the department provides a portable toilet for park users year round. The installation of a permanent restroom facility would be beneficial for all park users and provide proper sanitary and hand washing facilities. A modular restroom similar to ones constructed at Kennedy Golf course or soon to be Trancas Crossing park would be utilized for this location.

This project will overlap FY 2010-2011 and FY 2011-2012. It is still to be determined if the funding will be in year one or year two. In FY 2010-2011, it is anticipated that initial design work will be completed.

Status Update

1/19/2011 - dperazzo: Project funding has been placed in current budget cycle. Site visit and development of plans and specifications is in process. Various City departments contributing to different aspects of the project.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Preliminary Design	Parks Division	Dave Perazzo	25 %	6/30/2011	On Time
Final Design/Spec Development	Public Works	TBA	75 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** REC-00470 **Project Status** Not Started
Project Title Update Facility Rental Fees & Charges **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 6/30/2011
Requested Start Date 2/1/2011 **Requested Due Date** 6/30/2011
Lead Department Recreation **Project Leader** Cindy Bannister
Project Budget \$0

Funding Sources

- City Manager's Report City Council's Report

Project Description

Review fees and charges for park and recreation facility rentals for the intent to identify fees that need to be increased or decreased to be more reflective of actual costs of the facility. Develop a recommendation of cost recovery percentages for current facilities, including downtown plazas, recreation buildings, and picnic areas. Develop fee recommendations and cost recovery percentages for new facilities that will come online in the next 2 fiscal years.

Status Update

1/18/2011 - cbannister: The Citywide Cost Allocation Plan Study that is being prepared by an outside consulting firm will include a fee study, including fees managed by Parks and Recreation Services. Finance is the lead department on the Cost Allocation Plan. Cindy Bannister has been assigned to work on committee specifically to provide information that will assist with the fee review. Consultant to begin work with City Staff at the end of February. Draft report of fee study to be available in May of 2011. Parks and Recreation Services Department will use fee study to make recommendations on Park and Recreation Facility fees to the City Attorney office for review in June or July of 2011.

10/28/2010 - cbannister: project entered

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify Replacement Costs	Recreation	Cindy Bannister	20 %	3/31/2011	Not Started
Identify Current Maint. Costs	Recreation	Cindy Bannister	20 %	3/31/2011	Not Started
Do market rate comparison of fees	Recreation	Cindy Bannister	10 %	6/15/2011	Not Started
Prepare Analysis of Costs vs Current Fee	Recreation	Cindy Bannister	20 %	6/15/2011	Not Started
Prepare Recommendations for Review by CM	Recreation	Cindy Bannister	10 %	6/30/2011	Not Started
Review by CA Office	City Attorney	Michael Barrett	20 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** REC-00471 **Project Status** Not Started
Project Title Update existing and new facility use policies **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Recreation **Project Leader** Cindy Bannister
Project Budget \$0

Funding Sources

- City Manager's Report City Council's Report

Project Description

Review existing facility use and rental policies of park and recreation facilities. Develop use policies for facilities that will become available during the next two Fiscal Years. The goal is to have use policies that are consistent throughout our facilities and consistently applied to all categories of users. Exceptions to the general rule will be identified and documented. Facility Rental Packets currently available online will be updated to mirror Facility Rental Packets available through the office lobby.

Status Update

1/18/2011 - cbannister: Staff has reviewed current packets for inconsistencies. Draft policy packets have been created to ensure packet information is consistent with Napa Municipal Code. Packets have been consolidated into three categories: Parks, Buildings, and Plazas. Currently updating packets for specialized users including NVUSD and internal City use. Next step is a review of draft policy packet by Parks and Recreation Services Department Director then forward to the City Attorney office for review.

10/28/2010 - cbannister: project entered

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review current packets for inconsistency	Recreation	Cindy Bannister	20 %	12/1/2010	Complete
Review current use policies	Recreation	Cindy Bannister	20 %	2/15/2011	On Time
Prepare New Rental Packet Master	Recreation	Cindy Bannister	20 %	3/31/2011	Not Started
Review by CA office	City Attorney	Michael Barrett	20 %	4/29/2011	Not Started
Publish new Packets	Recreation	Cindy Bannister	20 %	6/30/2011	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

FY 2010-2011 Capital Improvement Projects 2nd Quarter

Project	Page #
○ Big Ranch Road Widening Project	78
○ First Street Overlook Project	79
○ Edward I Barwick Jamieson Canyon Water Treatment Plant Improvements Project	80
○ Main Street Boat Dock Project	81
○ Napa Creek Flood Project	82
○ Napa River Dredging Project	83
○ Riverfront Green Project	84

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW01

PROJECT DESCRIPTION:

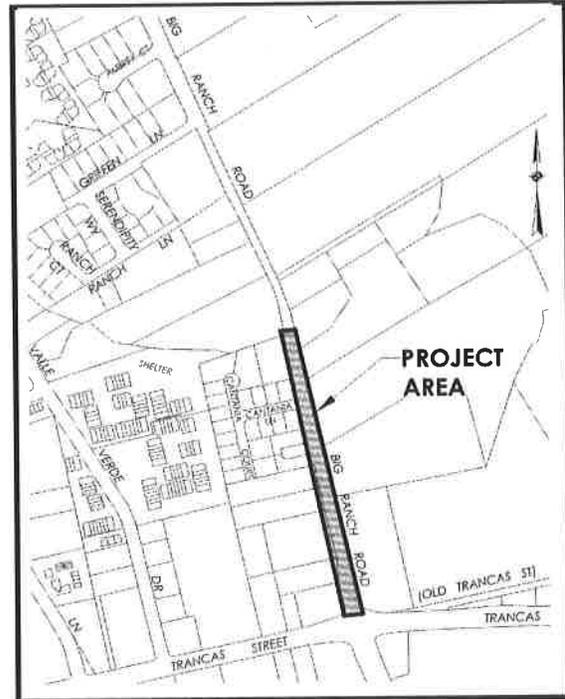
The Big Ranch Road Widening Project will provide four lanes of vehicular traffic on Big Ranch Road between Trancas Street and Salvador Creek.

PROJECT MANAGEMENT:

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

PROJECT STATUS:

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across several parcels. The first phase of a new Capital Improvement Project will involve the appropriation of Big Ranch Road Specific Plan Fee Funds to acquire the necessary right-of-way to construct the project. It is proposed to take an appropriation action to City Council in January 2011 in order to acquire right-of-way and continue the design.



PROJECT SCHEDULE:	Q1			Q2			Q3			Q4		
	2010			2011			2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						40%						
Bid & Award												
Construction												

BUDGET STATUS:

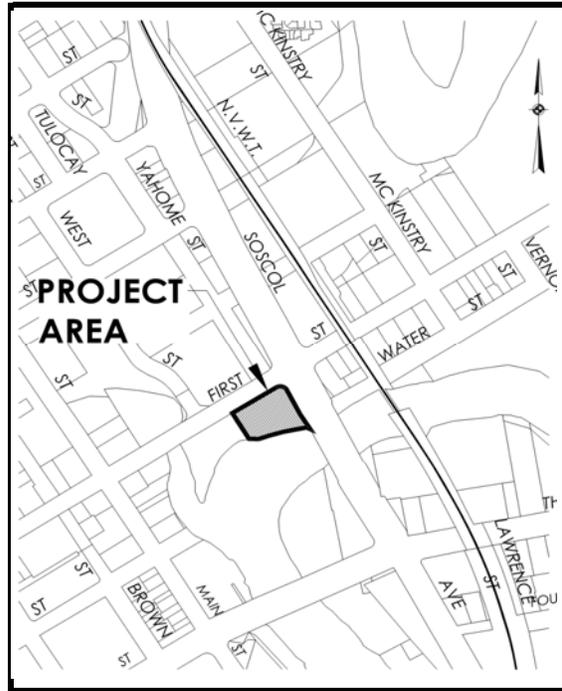
PROJECT BUDGET: None.
BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design in prior fiscal years.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRST STREET OVERLOOK PROJECT PK06RA03

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Mike Socorro

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the projects location being adjacent to the Napa River, The City will be working closely with the Flood District and the Army Corps of Engineers as we have with the Riverfront Green Project. Construction is anticipated for the summer of 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						10%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$ Construction budget of \$500,000 is planned for FY 11/12

BUDGET EXPENDED TO DATE: Approximately \$15,000 has been spent on design (project is funded by the Redevelopment Agency)

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

WQ08PW01-57601

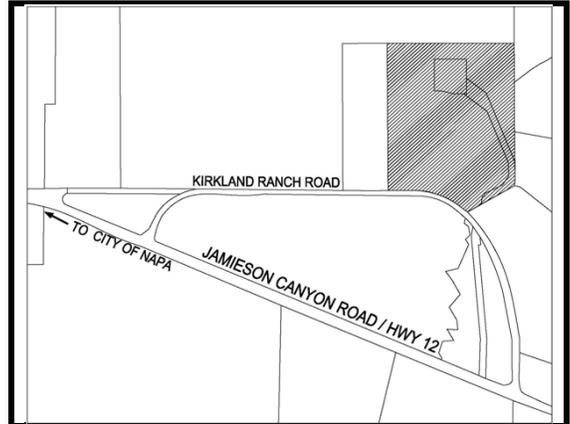
PROJECT DESCRIPTION:

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. The pretreatment ozone is scheduled for start-up in January. Based on new data from neighboring treatment plants that treat the same challenging water pumped through the Barker Slough Pump Station, we have authorized implementation of intermediate ozone in addition to the previously planned pretreatment ozone. This is a significant change order (>\$1M) in design and construction. However, it is prudent and cost effective to implement this work now while the contractor and construction manager is onsite.

Demolition and reconstruction work inside the operations and maintenance building has been completed. Staff is scheduled to move into the building in January. The new pretreatment ozone is scheduled to be brought online in January 2011. The intermediate ozone equipment includes several long lead-time items that will arrive in February, followed by installation, start-up and final testing. The plant continues to operate 24/7 as needed. Original contract Project completion is on schedule for the late January 2011 contract date however additional time will be allowed for implementation and start-up of intermediate ozone .

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete														
			2010			Q1			Q2			2011			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						97%									

PROJECT BUDGET: \$38,588,000

BUDGET EXPENDED TO DATE: \$36,623,225

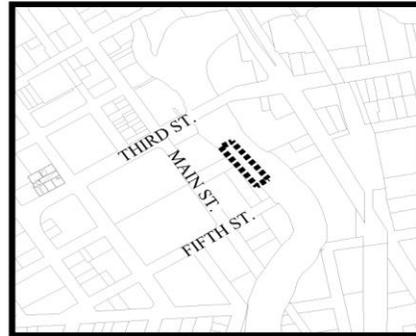
Construction is on track with the contract schedule. Total Project completion will continue for an additional 6 weeks due to start-up of intermediate ozone. The budget is estimated to come in \$500k under budget with contingencies currently tracking at 7.7% of the contract amount. It should be noted that the majority of the change requests are owner-initiated improvements including the substantial change order for addition of the intermediate ozone process.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK (MS07PW01)

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

- Schedule The dock is currently scheduled to be constructed in late summer 2011. There may be delays if we cannot resolve the outstanding issues with the Regional Water Quality Control Board (see 'Permitting' below).
- Cost / Funding Total project cost is estimated by be approximately \$1.8M. A grant application to the California Wildlife Conservation Board is expected to be submitted in February 2011. If successfully awarded, this grant would cover approximately \$1.2M for this project.
- Dredging All dredge sampling and analysis has been completed.
- Permitting The City is currently negotiating with the California Regional Water Quality Control Board on various issues associated with this project. We've made progress on sediment transport modeling requirements, review of downstream impacts to contaminated soils and annual dredging. We are still working to resolve boat wake impacts, the habitat enhancement plan, effectiveness of the debris barrier, and ecological context of the underwater sheetpile. The California Department of Fish & Game has issued a Draft Streambed Alteration Agreement, but is waiting for all mitigation measures to be defined prior to executing this agreement. The Army Corps of Engineers is prepared to issue a permit once the Regional Water Board approves the project. The California State Lands Commission is currently reviewing various project documents prior to issuance of a new lease agreement.
- Environmental Adoption of the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program is expected to go before Council on February 1, 2011.
- Design The plans and specifications are estimated to be 95% complete. The plans and specifications won't be finalized until we find out all the required mitigation measures from the various resource agencies.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY End Date	Actual Percentage Complete														
			2010			Q1			Q2			2011			Q3		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Design/Permitting	Jan-09	Apr-11						93%									
Bid & Award	Apr-11	Jul-11															
Construction	Aug-11	Oct-11															

PROJECT BUDGET: \$100,000

BUDGET EXPENDED TO DATE: \$97,485

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

Napa Creek Flood Project

PROJECT DESCRIPTION:

The Napa Creek Flood Project will install box culverts and improve the existing Napa Creek channel to handle a 100-year storm. This is another piece of the Napa River Flood Protection Project.



PROJECT MANAGEMENT:

Army Corps of Engineers, Napa County Flood Control
Public Works, Construction Division
Mark Tomko

PROJECT STATUS:

Field construction is expected to start in January 2011. The project was awarded to Proven Management and is being managed by the Army Corps of Engineers. The City has attended partnering meetings and is working with the contractor, Army Corps, and Flood Control to mitigate impacts to the City and protect the City's assets. The contractor has provided a schedule and a proposed shortened schedule. Proven has installed temporary construction trailers on Arroyo Drive and started to bring in equipment.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010									2011		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction						1%						

BUDGET STATUS:

CONTRACT BUDGET: \$15,000,000

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA RIVER DREDGING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)

PROJECT DESCRIPTION:

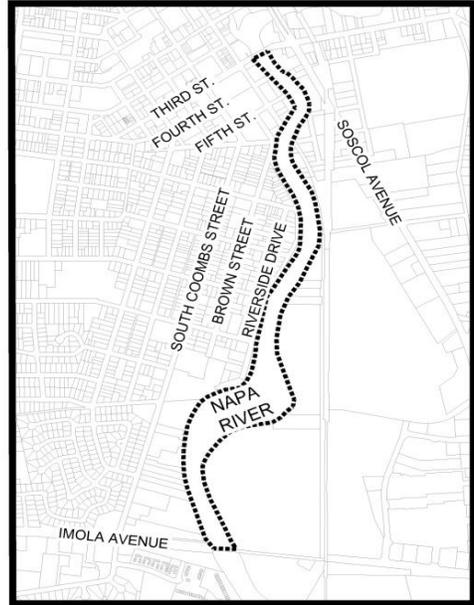
The Napa River Dredging Project is a limited-scope navigational maintenance dredging project of the Napa River by the Army Corps of Engineers from Imola to Third Street.

PROJECT MANAGEMENT:

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

PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has approximately \$700,000 out of a rough estimate of \$2M to perform limited maintenance dredging from Imola to Third Street. The Corps has agreed to provide the City and Napa County Flood Control District with a schedule and refined cost estimate. In addition, the Corps has agreed to start the dredge sampling and analysis process with the Dredged Materials Management Office ('DMMO'). The City has provided the Corps with exhibits of the Napa River hydrographic survey, dredge sampling results for the Main Street Boat Dock project, and contact information to assist in coordination with DMMO.



PROJECT AREA

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010			2011			2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting						0%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: None.

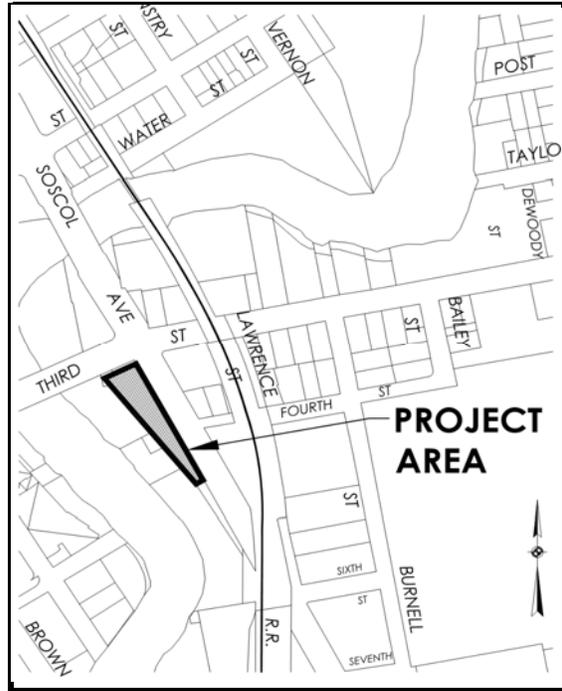
BUDGET EXPENDED TO DATE: None

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

RIVERFRONT GREEN PROJECT PK06RA02

PROJECT DESCRIPTION:

The Riverfront Green Project consists of the development of a park site located at the southwest corner of Third Street and Soscol Avenue.



PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Mike Socorro

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project location being adjacent to the Napa River, the City has had to work closely with the Flood District and the Army Corps of Engineers to incorporate many conditions of approval. GSM has provided 65% construction plans for review and comments. Construction is anticipated for the summer of 2011.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						75%						
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$ Construction budget of \$750,000 planned for FY 11/12

BUDGET EXPENDED TO DATE: Approximately \$65,000 has been spent on design (project is funded by the Redevelopment Agency)



CITY of NAPA

Report on Service Center (CRM) activity Q2 FY 2010-11

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

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

A total of 603 external service requests were entered into the CRM system in the second quarter of 2010-11. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins.

The accompanying chart and table shows the total number of service requests made in the 23 available request types during the period Oct-Dec 2010 and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.)

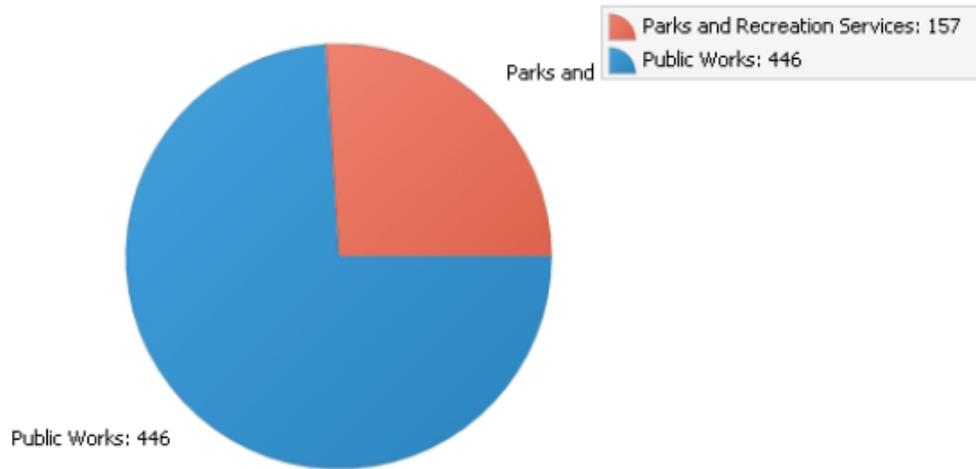
Notes:

- ***The excessive average time to close shown in the “City landscaping issue” category reflects one request that remained open for 77 days and another that remained open 27 days.***
- ***Excessive time to close in the “drainage problem” category reflects one report left open 56 days and another left open 12 days.***
- ***Excessive time to close in the “pollution report” category reflects one of the two reports that remained open for 30 days.***
- ***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.)***
- ***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.)***

All External Service Request By Quarter

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Department breakdown



Service Request Type	Number this quarter	Average time open	SLA
Bad sidewalk or curb	6	5.02	5
City landscaping issue	7	17.61	6
Construction site problems	1	1.67	1
Dead Animal	33	0.31	1
Drainage problem	21	4.26	1
Graffiti	30	3.8	2
Light out	113	3.14	3
Litter or debris	27	1.98	2
Miscellaneous park/public space issue	2	0.81	5
New streetlight	6	1.57	5
Park issue	15	4.05	5
Pollution report	2	15.31	1
Pothole	83	4.22	2
Rough road surface	11	9.37	5
Sign problem	7	2.75	2
Street sweeping	50	5.08	2
Traffic signal malfunction	10	2.54	1
Tree issue	103	3.13	5
Utility pole issue	3	2.93	5
Water leak	1	22.96	1
Water pressure problem	0	0	1
Water quality issue	0	0	1
Weeds	0	0	5