



# CITY of NAPA

Second Quarter Report  
FY 2008-2009



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February 17, 2009

Honorable Mayor and Council Members:

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

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

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

In addition, the report contains reports describing ongoing priority projects being addressed by the various City departments. Each project includes a description of the underlying goal for the project, describes the process and timeline that will be followed to complete the effort, and assigns responsibility for each activity. These reports are intended to keep the Council informed of the status of projects that have been assigned with priority status. It also serves as a communication vehicle to ensure that the City Council and staff are working on the right priorities and the direction of each project is consistent with the goals of the City Council.

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

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

We typically try to present the Quarterly Reports for Council and public review within six weeks of the close of each quarter. The next Quarterly Report will be presented in May 2009.

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

Sincerely,



Mike Parness  
City Manager



## QUARTERLY FINANCIAL REPORT

### **Introduction**

This is the City's second quarterly financial report for fiscal year 2008-09. The report presents information for the General Fund for the two quarters ending December 31, 2008, reflecting six months, or 50%, of the City of Napa's fiscal year. These results are unaudited.

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

### **Management's Overview**

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

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

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



## QUARTERLY FINANCIAL REPORT

### General Fund Summary - In Millions

	(1)	(2)			(3)		
		Second Quarter Ended December 31, 2008			2008-09 Fiscal Year		
	Actual	Budget	Variance	%	Budget	Variance	%
<b>Revenues:</b>							
Property taxes	\$ 11.965	11.751	0.214	102%	23.501	-11.536	51%
Sales taxes	5.295	4.868	0.427	109%	13.908	-8.613	38%
Transient occupancy	4.159	3.791	0.368	110%	8.242	-4.083	50%
Business license	1.499	1.725	-0.226	87%	3.450	-1.951	43%
Other taxes	0.271	0.686	-0.415	40%	1.373	-1.101	20%
Licenses & permits	0.736	0.975	-0.239	76%	1.949	-1.213	38%
Intergovernmental	0.311	0.819	-0.508	38%	1.638	-1.327	19%
Charges for services	1.815	2.820	-1.005	64%	5.640	-3.825	32%
Transfers in	2.065	2.145	-0.080	96%	4.291	-2.225	48%
Other	0.716	0.696	0.021	103%	1.392	-0.675	51%
<b>Total Revenues</b>	<b>28.832</b>	<b>30.276</b>	<b>-1.443</b>	<b>95%</b>	<b>65.383</b>	<b>-36.551</b>	<b>44%</b>
<b>Departmental Expenditures:</b>							
Legislative/Admin/Support	3.894	4.518	0.625	86%	9.037	5.143	43%
Community development	1.597	2.147	0.549	74%	4.293	2.696	37%
Police	9.984	10.595	0.611	94%	21.190	11.207	47%
Fire	6.343	6.319	-0.024	100%	12.638	6.295	50%
Public works	3.600	4.189	0.588	86%	8.377	4.777	43%
Community resources	3.438	3.749	0.311	92%	7.499	4.061	46%
General govt	1.451	1.894	0.443	77%	3.788	2.337	38%
<b>Total Expenditures</b>	<b>30.307</b>	<b>33.411</b>	<b>3.104</b>	<b>91%</b>	<b>66.821</b>	<b>36.514</b>	<b>45%</b>
<b>Results from operations</b>	<b>-1.475</b>	<b>-3.135</b>	<b>1.660</b>	<b>n/a</b>	<b>-1.439</b>	<b>-0.036</b>	<b>n/a</b>
<b>Nonrecurring Items</b>							
FEMA revenue	0.005	0.200	-0.195	2%	0.400	-0.395	1%
Contribution from NCRA	0.045	0.045	0.000	100%	0.090	-0.045	50%
Other	0.257	0.157	0.100	163%	0.315	-0.058	82%
<b>Revenues</b>	<b>0.307</b>	<b>0.402</b>	<b>-0.095</b>	<b>76%</b>	<b>0.805</b>	<b>-0.498</b>	<b>38%</b>
Replenish reserves	1.225	1.563	0.338	78%	3.125	1.900	39%
Bldg Improvements	0.100	0.086	-0.014	117%	0.172	0.072	58%
Retiree Health	0.000	0.440	0.440	0%	0.880	0.880	0%
PD overhire	0.000	0.100	0.100	0%	0.200	0.200	0%
Studies	0.065	0.401	0.336	16%	0.802	0.738	8%
Other	0.728	0.465	-0.264	157%	0.929	0.201	78%
Financial system	0.392	0.392	0.000	100%	0.785	0.392	50%
FEMA expenses	0.237	0.340	0.104	70%	0.681	0.444	35%
<b>Expenses</b>	<b>2.748</b>	<b>3.787</b>	<b>1.039</b>	<b>73%</b>	<b>7.575</b>	<b>4.827</b>	<b>36%</b>
<b>Impact of Nonrecurring</b>	<b>-2.441</b>	<b>-3.385</b>	<b>0.944</b>	<b>n/a</b>	<b>-6.770</b>	<b>4.329</b>	<b>n/a</b>
<b>Change in Fund Balance</b>	<b>\$ -3.916</b>	<b>-6.520</b>	<b>2.604</b>	<b>n/a</b>	<b>-8.208</b>	<b>4.292</b>	<b>n/a</b>

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

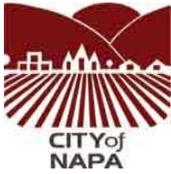


## QUARTERLY FINANCIAL REPORT

The table below presents the General Fund operations for the first half of fiscal year 2007-08 along with the first half of fiscal year 2008-09. While revenues came in \$135,000 higher in 2008-09, it is important to note the large variance in property tax which is due to the timing of the receipt of revenue from the County. At the end of January 2008, the City had received \$12.23 million in property tax while it received \$12.19 million at the end of January 2009 for a difference of \$37,000. Expenditures are \$2.44 million more in 2008-09 than for the same period in 2007-08.

### General Fund Operations Comparison to Prior Fiscal Year - In Millions

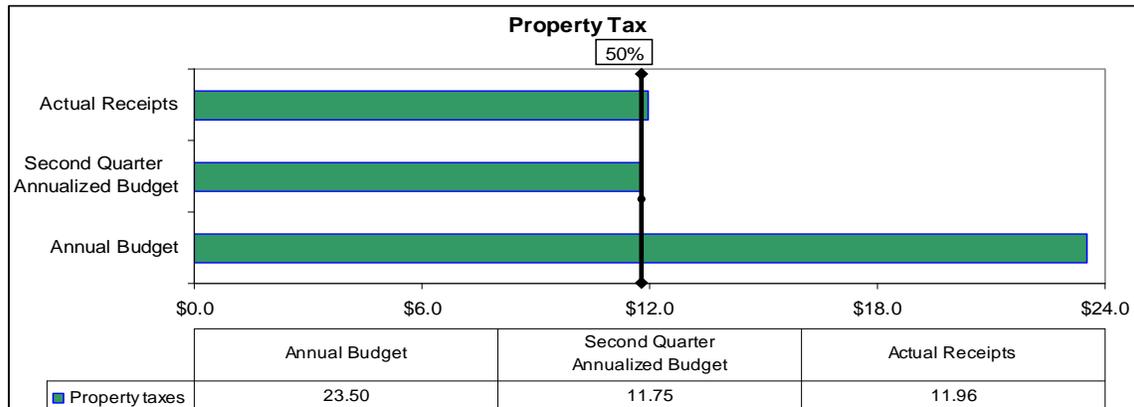
	(1)	(2)		
	Second Quarter 2007-08	Second Quarter 2008-09	Variance	%
	Actual	Actual		
<b>Revenues:</b>				
Property taxes	\$ 9.428	11.965	2.537	27%
Sales taxes	5.350	5.295	-0.055	-1%
Transient occupancy	4.040	4.159	0.119	3%
Business license	1.339	1.499	0.160	12%
Other taxes	0.521	0.271	-0.249	-48%
Licenses & permits	1.023	0.736	-0.288	-28%
Intergovernmental	0.844	0.311	-0.533	-63%
Charges for services	2.148	1.815	-0.333	-16%
Transfers in	1.911	2.065	0.154	8%
Other	2.094	0.716	-1.377	-66%
Total Revenues	\$ 28.697	28.832	0.135	0%
<b>Departmental Expenditures:</b>				
Legislative/Admin/ Support	\$ 3.423	3.894	0.471	14%
Community development	2.339	1.597	-0.741	-32%
Police	8.699	9.984	1.285	15%
Fire	6.043	6.343	0.300	5%
Public works	3.267	3.600	0.334	10%
Community resources	2.695	3.438	0.743	28%
General govt	1.403	1.451	0.049	3%
Total Expenditures	\$ 27.867	30.307	2.440	9%
<b>Results from operations</b>	\$ 0.830	-1.475	-2.305	n/a



## QUARTERLY FINANCIAL REPORT

### General Fund Revenue Analysis

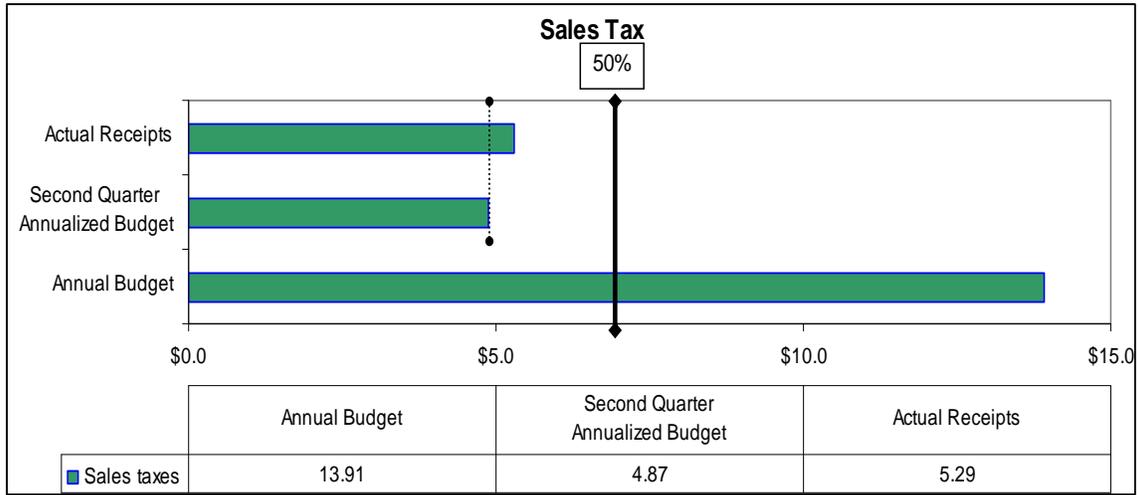
**Property Tax** – Property taxes are the City’s largest source of operating revenue (36%) and are considered relatively inelastic in that they should remain relatively constant as the economy changes. By State law (Proposition 13), the County levies property taxes at one percent of full market value at the time of purchase with the City receiving approximately 17% of the 1%. Stated another way, the City receives approximately 17 cents for every \$100 of assessed value within the City. Assessed values can be increased by no more than two percent per year until a property is resold. In the current economic downturn, assessed values have proven to be elastic. The County has indicated the intent to write down additional properties in the coming year. At this time, staff is recommending a reduction to this revenue projection of \$250,000 (1%).



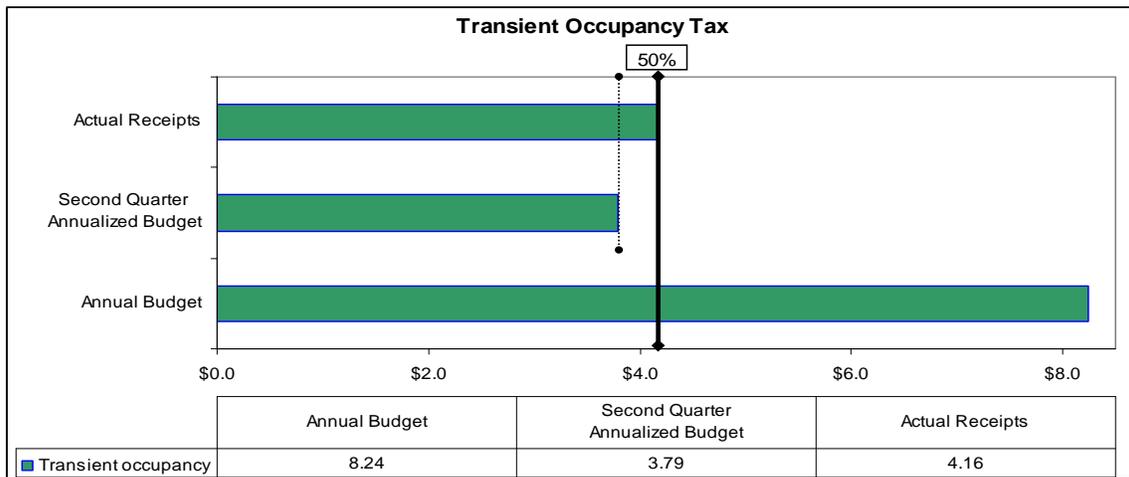
**Sales Tax** – Sales taxes are the City’s second largest source of revenue (21%) and are elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs. In the first half of the fiscal year, payments from the State exceeded expectations. However, this was primarily driven by tax revenues collected on fuel. Fuel prices spiked to approximately \$4.50 a gallon in September and have dropped significantly since. A review of sales activity through September 2008 indicates an overall decline in consumer spending of other products by 3%. We expect to continue to see a decline in sales tax revenue as the local economy is impacted by the larger state and national economic downturn. We have analyzed the budget and sales tax revenue trends and recommend a reduction of \$619,930 (4.5%) in this revenue projection this fiscal year. As the economic situation continues to evolve, this source of revenue remains susceptible to decline.



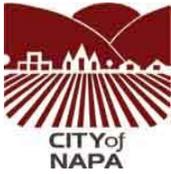
## QUARTERLY FINANCIAL REPORT



**Transient Occupancy Tax (TOT)** – Transient occupancy taxes are the City’s third largest source of revenue (13%) and are typically elastic in nature, varying with changes in the economy. The City of Napa levies the tax on rooms at hotels, motels, bed and breakfasts, and vacation rentals operating within the City. The tax rate is 12%, of which the City receives 100%. In the second quarter, this revenue source performed better than anticipated by 10% due to a conservative budget approach. As the economic situation continues to evolve, this source of revenue remains susceptible to decline.



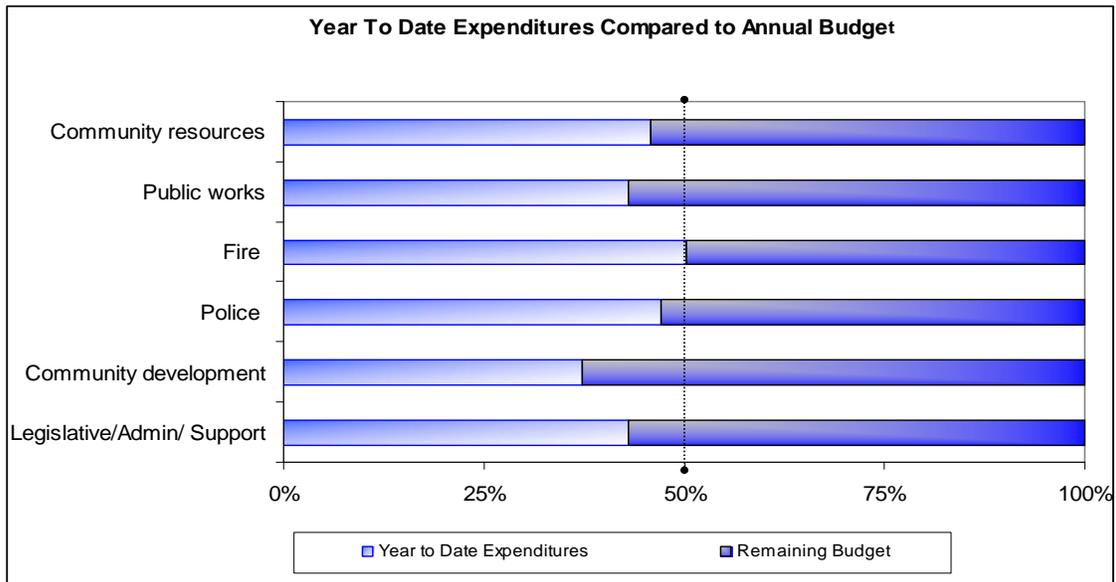
It is important to note that revenues are cyclical or seasonal in nature and do not come in as a steady stream of income. However, residential development activity has dropped to an 18 year low with only 78 permits issued in 2008. For this reason, projected revenue for charges for services is expected to come in at \$4.5 million, a reduction of \$1.1 million or 20%. Additionally, projected revenue for permits is expected to come in at \$1.4 million, a reduction of \$550,000 or 28%.



## QUARTERLY FINANCIAL REPORT

### General Fund Expenditure Analysis

As indicated below, program expenditures are at or below the 50% level of appropriations. The Administrative Services Group came in 14% less than budgeted reporting savings of \$625,000. This amount is comprised of approximately \$107,000 in salary savings, \$286,000 in professional services savings, and \$232,000 in other savings. The Community Development Department came in 26% less than budgeted reporting savings of \$549,000. This amount is comprised of approximately \$290,000 in salary savings, \$155,000 in professional services savings, and \$103,000 in other savings. The Public Works Department came in 14% less than budgeted reporting savings of \$588,000. This amount is comprised of approximately \$181,000 in salary savings, \$260,000 in professional services savings, and \$145,000 in other savings. The Police Department came in 6% less than budgeted reporting savings of \$611,000. This amount is comprised of approximately \$206,000 in salary savings, \$54,000 in professional services savings, and \$350,000 in other savings.



<b>Second Quarter, Fiscal Year 2008-09 (in Millions)</b>				
<b>Departmental Expenditures:</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>%</b>
Legislative/Admin/ Support	\$ 4.518	3.894	0.625	-14%
Community development	2.147	1.597	0.549	-26%
Police	10.595	9.984	0.611	-6%
Fire	6.319	6.343	-0.024	0%
Public works	4.189	3.600	0.588	-14%
Community resources	3.749	3.438	0.311	-8%
<b>Total departmental</b>	<b>\$ 31.517</b>	<b>28.856</b>	<b>2.661</b>	<b>-8%</b>



## QUARTERLY FINANCIAL REPORT

### **What We Are Watching**

#### Nationally:

As we prepare this report, the national economy remains in turmoil. The previous moves by the Federal Reserve and the U.S. Treasury to shore up the nation's major financial institutions were hindered on many levels including a global economic downward spiral. Credit markets remain hampered. The new Administration is working to pass the American Recovery and Reinvestment Act of 2009, a new stimulus package of anywhere from \$800 to \$900 billion. Staff is working diligently to ensure the City receives what it can to grow the local economy.

These actions are unprecedented and will impact the economy for decades to come in undetermined ways. It is impossible to predict what will occur in the next 3, 6, or 9 month period at this time. For this reason, it is even more critical that we monitor financial trends and be prepared to respond as appropriate.

#### State:

During the week of February 2, 2009, the State's "Big Five" met and budget discussions occurred with little or no information about the details of a budget package to address the State's \$40 billion deficit. At the end of the week, it was reported that both the Assembly and Senate would meet sometime during the week of February 9<sup>th</sup> to vote on a budget, although no final agreements on a budget deal had been reached.

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

#### Local Economic Condition:

##### Housing Market:

During the month of December 2008, 57 home sales were reported at a median price of \$350,000, down almost 36% from a year ago when the median price was \$548,500. As of the beginning of February, of the approximate 29,900 units in the City, 577 units (2%) were in foreclosure process. We anticipate the continued decline of the economic environment will have an impact on assessed property value and its related revenue stream.



## QUARTERLY FINANCIAL REPORT

### Taxable Retail Sales Reports:

Taxable sales for the period ending September 30, 2008 were level with the same period last year. However, at the time, fuel prices were at an all time high. Since then, the cost of fuel has dropped by up to 50%. Preliminary information received by the State regarding the quarter ending December 2008 has had the State Board of Equalization recalculate and reduce what the remaining advance payments will be this fiscal year. We have not received data for the period ending December as of this writing, but all the information from local retailers and the State Board of Equalization indicates a more conservative projection is warranted. We will be carefully monitoring this information as it becomes available.

### Employment Issues:

The preliminary State unemployment rate reached 9.1% in December of 2008. Napa County's preliminary unemployment rate was 7.4% up from 5.2% in September 2008. Unemployment in the City of Napa is slightly higher than the County at 7.7% up from 5.4% in September 2008.

### **Recommendations**

Staff is recommending Council adopt a resolution reducing the 2008-09 General Fund revenue projections by the following amounts:

Property Tax:	\$	\$250,000
Sales Tax:		916,930
Permits:		551,470
Charges for Service:		<u>1,107,540</u>
Total Adjustment	\$	<u>2,528,935</u>



## QUARTERLY INVESTMENT REPORT

### **Introduction**

This investment report for the City of Napa was prepared to provide summary investment information and is followed by detailed information. The City's Statement of Investment Policy is provided as Attachment A for reference. Attachment B is provided to define terms that will be used throughout the report. This report includes all investments held at December 31, 2008; however, bond related investments are excluded.

Investments are compliant with the investment policy with the exception of one corporate note. This note, currently rated at BBB, with American General Finance (AGF) was purchased in March of 2007 at a cost of \$644,000 (0.73% of portfolio cost). This investment met the criteria of the City's investment policy at the time of purchase; however, American General Finance encountered financial difficulties and their credit rating has suffered. The City's portfolio managers have recommended that the City continue to hold this investment. The portfolio managers will continue to closely monitor all City investments and will notify the City if the liquidation of the AGF investment becomes advantageous.

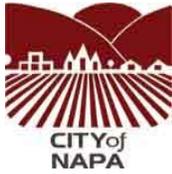
### **Investment Approach**

The City's investments are guided by a policy which is reviewed and approved by Council annually. The most current investment policy is provided as Attachment B for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and return, as detailed in Attachment B. This conservative approach ensures assets are available for use when needed while 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).

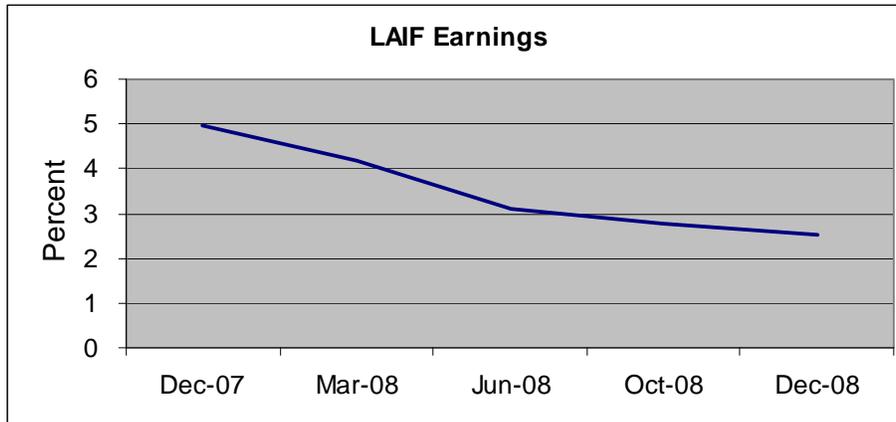
### **Current Market Conditions**

Economic turmoil in the financial markets has continued through the second quarter of the year and the effects can be seen in reduced rates of return throughout secure investment instruments. The Federal Reserve has become very involved in the market by insuring select corporate securities. This level of governmental involvement in the financial markets is unprecedented and the results of this intervention are still unknown.

The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. As reported in the previous quarter, the City should anticipate a significant decrease in investment earnings for the foreseeable future. The reduction in LAIF earnings shown below is representative of the downward earning trend affecting the City's investments.



## QUARTERLY INVESTMENT REPORT



### Portfolio Information

**Total Invested Assets = \$88,057,461**

The City's cash, excluding bond related cash, is pooled for investment purposes. Of the \$88 million invested, \$14 million belongs to the General Fund. The remaining \$74 million belongs to other restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

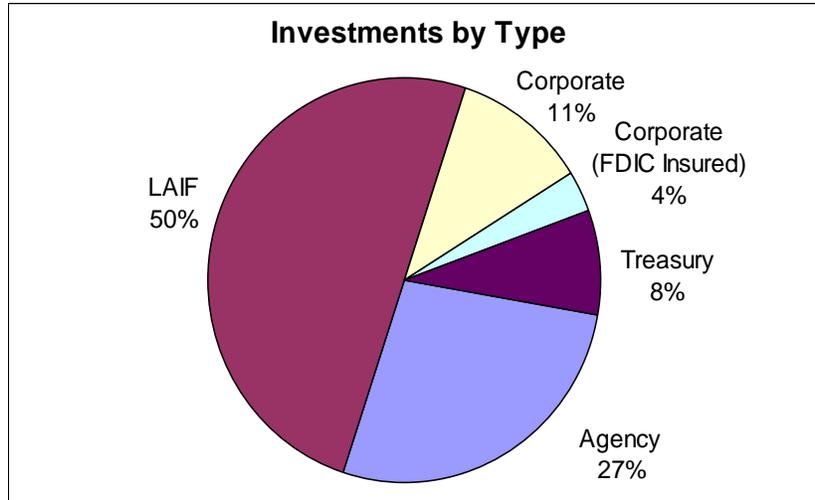
<b>BENCHMARK COMPARISONS</b>		
	<b>City of Napa Portfolio (excluding LAIF)</b>	<b>1 to 5 Year US Treasury Benchmark</b>
<b>Average Maturity</b>	2.60 YEARS	2.48 YEARS
<b>Duration</b>	2.37 YEARS	2.31 YEARS
<b>Yield-to-Maturity</b>	2.81%	1.00%
<b>Average Quality</b>	AAA	AAA
<b>3 Month Rate of Return</b>	5.29%	4.31%

The City's investments (excluding LAIF) outperformed the yield to maturity benchmark in the second quarter of the year. The City's positive performance is due to the corporate bonds which are outperforming federal instruments in the market with a reported yield in excess of 6.5%, primarily supported by the American General Finance corporate note. The market value of the note, while still below cost, has improved 20% since the first quarter of the year. The 3 month rate of return increased significantly from last quarter as a result of the sharp drop in the Treasury yield.

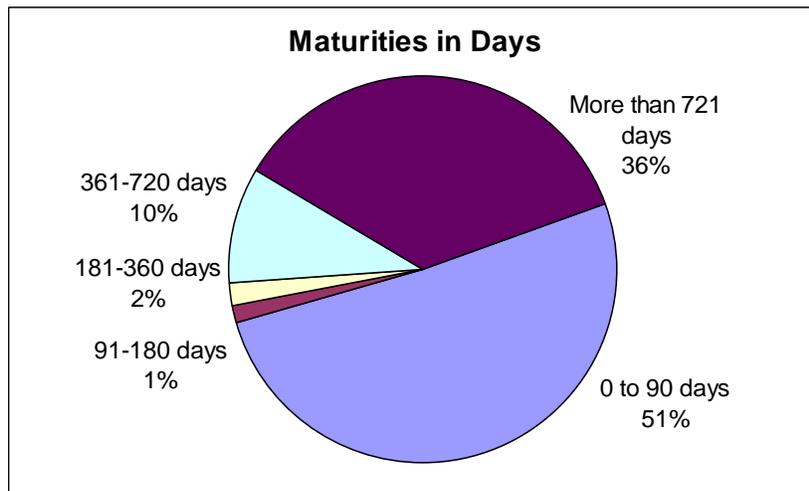
The current City portfolio consists of five types of investments; US Treasuries, Federal Agencies, Corporate Debt, Corporate Debt insured by the FDIC and Cash instruments such as money markets and LAIF. As noted in the chart below, with a focus on safety and liquidity, our portfolio is weighted heavily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



## QUARTERLY INVESTMENT REPORT



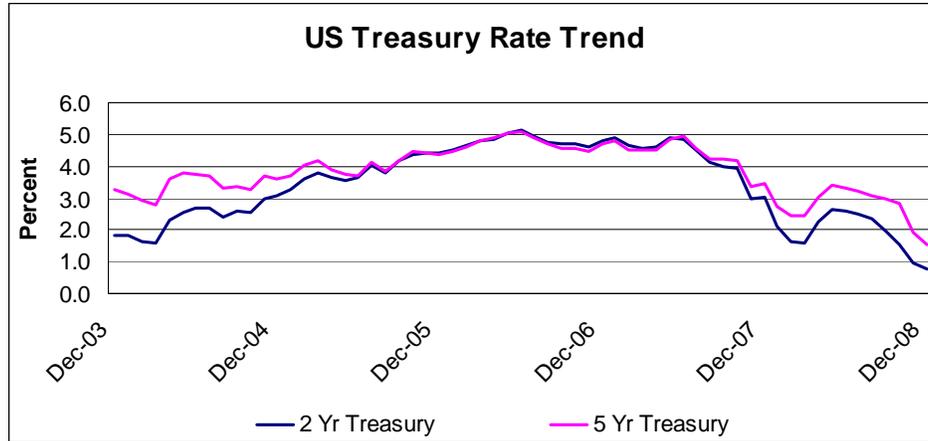
The City policy allows for a 5 year time horizon with an emphasis on liquidity. Over 86% of investments are either very short-term investments or long-term investments. This distribution allows the City the necessary liquidity to meet operational and emergency needs while maximizing returns on funds not needed in the immediate future.



The City's investment approach is appropriate given the current yield trend. As shown below, treasury rates have been decreasing steadily in the past 2 quarters. Greater yields can be attained by investing in longer term treasuries. These yields are dependent on market conditions and there may be periods where the short-term yields will meet or exceed long exceed longer-term yields.

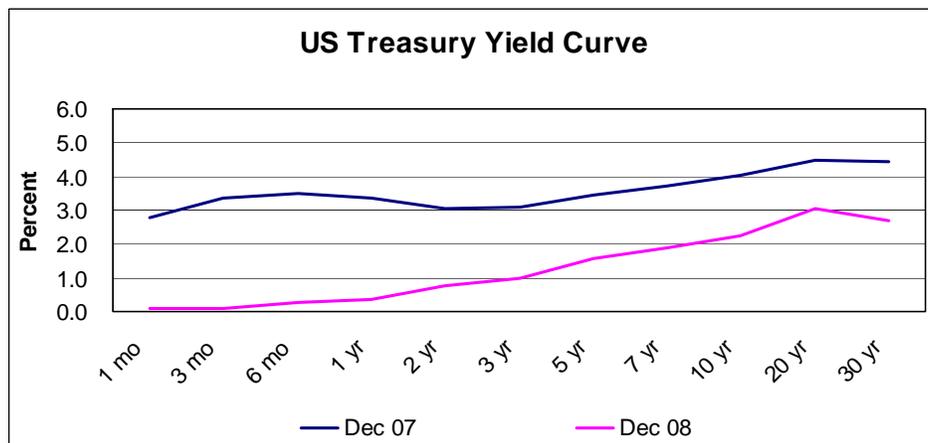


## QUARTERLY INVESTMENT REPORT



### Conclusion:

Treasury yield rates are significantly lower as compared to the previous year. City funds are invested according to the priorities as indicated in the investment policy but investment returns have decreased as the financial markets struggle to regain stabilization. The effects of intervention in the markets, at the Federal level, are unknown. We will continue to invest according to the stated policy and monitor the market for potential risks to the City's assets.



- Attachment A: City of Napa Investment Policy
- Attachment B: Appendix

**City of Napa Investment Report  
December 31, 2008**

CUSIP	Description	PAR Value	Coupon Rate	Maturity Date	S&P Rating	Original Cost	Yield to Maturity	Accrued Interest	Market Value
<b>LAIF AND MONEY MARKET</b>									
431114701	HIGHMARK GOVT MONEY MARKET	\$ 48,201			AAA	\$ 48,201		\$ -	\$ 48,201
n/a	CAMP MONEY MARKET	429,381			AAA	429,381			429,381
n/a	LAIF	44,558,382				44,558,382		290,614	44,558,382
	<b>Total LAIF and Money Market</b>	<b>45,035,964</b>				<b>45,035,964</b>		<b>290,614</b>	<b>45,035,964</b>
<b>CORPORATE NOTES</b>									
16161ABU1	JP MORGAN CHASE & CO	700,000	6.000	02/15/09	A	732,253	5.197	15,867	700,582
291011AH7	EMERSON ELECTRIC NOTE	300,000	5.850	03/15/09	A	308,460	3.786	5,168	301,223
02635PSP9	AMERICAN GENERAL FINANCE NOTE	650,000	4.625	05/15/09	BBB *	644,339	49.631	3,841	557,490
38141GAA2	GOLDMAN SACHS GROUP INC	250,000	6.650	05/15/09	A	257,114	5.673	2,124	250,846
913017AW9	UNITED TECH CORP NOTE	300,000	6.500	06/01/09	A	312,672	3.124	1,625	304,145
046003DC0	ASSOCIATES CORPORATION NA NOTE	400,000	8.550	07/15/09	A	453,036	8.813	15,770	406,968
4042Q0AN9	HOUSEHOLD BANK FSB NOTE	170,000	3.875	09/15/09	AA	170,813	4.114	1,940	169,713
084664AR2	BERKSHIRE HATHAWAY NOTE	600,000	4.125	01/15/10	AAA	614,196	3.113	11,413	606,154
55263ECL7	MBNA CORPORATION NOTE	525,000	5.000	05/04/10	A+	525,835	5.291	4,156	523,008
718507BQ8	CONOCO PHILLIPS NOTE	255,000	8.750	05/25/10	A	281,362	4.718	2,231	268,753
38143UBE0	GOLDMAN SACHS NOTE	750,000	4.500	06/15/10	A	728,813	5.557	1,500	739,042
931142BZ5	WAL-MART STORES NOTE	425,000	4.125	07/01/10	AA	434,920	2.512	8,766	435,030
369550AL2	GENERAL DYNAMICS CORP NOTE	300,000	4.500	08/15/10	A	307,755	3.144	5,100	306,377
36962GWB6	GENERAL ELECTRIC CAPITAL CORP NOTE	100,000	6.125	02/22/11	AAA	106,848	4.392	2,195	103,500
36962GW59	GENERAL ELECTRIC CAPITAL CORP NOTE	600,000	5.500	04/28/11	AAA	619,470	4.482	5,775	613,310
892332AQ0	TOYOTA MOTOR CREDIT CORP NOTE	550,000	5.450	05/18/11	AAA	575,300	4.756	3,580	558,460
90333WAA6	US BANK NA NOTE	410,000	6.375	08/01/11	AA	433,329	4.699	10,891	426,516
949746NJ6	WELLS FARGO COMPANY NOTE	435,000	5.300	08/26/11	AA+	446,862	4.726	8,005	441,130
949746NJ6	WELLS FARGO COMPANY NOTE	400,000	5.300	08/26/11	AA+	400,652	4.726	7,361	405,637
172967DU2	CITIGROUP INC NOTE	200,000	5.100	09/29/11	A	198,986	6.493	2,607	193,076
929903CF7	WACHOVIA CORPORATION NOTE	500,000	5.300	10/15/11	A+	499,185	6.716	5,594	482,213
36962G3K8	GENERAL ELECTRIC CAPITAL CORP NOTE	540,000	5.250	10/19/12	AAA	552,139	5.037	5,670	543,894
949746NW7	WELLS FARGO COMPANY NOTE	250,000	5.250	10/23/12	AA+	249,718	4.711	2,479	254,634
06406HBK4	BANK OF NEW YORK NOTE	400,000	5.125	08/27/13	AA-	401,484	4.597	7,061	408,734
	<b>Total Corporate Notes</b>	<b>10,010,000</b>				<b>10,255,539</b>		<b>140,719</b>	<b>10,000,433</b>
<b>US TREASURY NOTES</b>									
912828FD7	US TREASURY NOTE	1,100,000	4.875	04/30/11	TSY	1,172,961	0.705	9,184	1,205,961
912828FD7	US TREASURY NOTE	900,000	4.875	04/30/11	TSY	910,793	0.705	7,515	986,625
912828FK1	US TREASURY NOTE	185,000	5.125	06/30/11	TSY	186,742	0.799	26	204,757
912828FN5	US TREASURY NOTE	575,000	4.875	07/31/11	TSY	583,962	0.810	11,730	634,656
912828GQ7	US TREASURY NOTE	500,000	4.500	04/30/12	TSY	492,813	1.198	3,854	553,750
912828GW4	US TREASURY NOTE	1,000,000	4.875	06/30/12	TSY	1,044,619	1.242	135	1,124,063
912828HE3	US TREASURY NOTE	600,000	4.250	09/30/12	TSY	621,047	1.068	6,515	669,938
912828HG8	US TREASURY NOTE	900,000	3.875	10/31/12	TSY	919,020	1.023	5,973	996,188
912828HK9	US TREASURY NOTE	1,000,000	3.375	11/30/12	TSY	1,003,047	1.024	2,967	1,090,000
	<b>Total US Treasury</b>	<b>6,760,000</b>				<b>6,935,002</b>		<b>47,899</b>	<b>7,465,938</b>

\* This note was compliant at time of purchase.

**City of Napa Investment Report  
December 31, 2008**

CUSIP	Description	PAR Value	Coupon Rate	Maturity Date	S&P Rating	Original Cost	Yield to Maturity	Accrued Interest	Market Value
<b>US CORPORATE FDIC INSURED</b>									
86801BAB1	SUNTRUST BANK FDIC GUARANTEED NOTE	500,000	3.000	11/16/11	AAA	498,485	3.089	625	517,052
7591EAAB9	REGIONS BANK FDIC GUARANTEED NOTE	500,000	3.250	12/09/11	AAA	499,535	3.966	903	520,181
36967HAD9	GE CAPITAL CORP FDIC GUARANTEED NOTE	600,000	3.000	12/09/11	AAA	621,042	1.812	1,100	620,310
38146FAA9	GOLDMAN SACH FDIC GUARANTEED NOTE	600,000	3.250	06/15/12	AAA	603,426	1.947	1,625	625,993
06050BAA9	BANK OF AMERICA CORP FDIC GUARANTEED NO	595,000	3.125	06/15/12	AAA	617,235	1.947	1,395	618,313
69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	250,000	2.300	06/22/12	AAA	249,708	2.001	144	252,497
<b>Total US Corporate FDIC Insured</b>		<b>3,045,000</b>				<b>3,089,431</b>		<b>5,791</b>	<b>3,154,346</b>
<b>FEDERAL AGENCY BOND/NOTES</b>									
3133MTRK6	FHLB NOTE	400,000	4.000	11/13/09	AAA	399,963	0.629	2,044	411,625
3133XGYT5	FHLB NOTE	440,000	5.000	12/11/09	AAA	442,011	0.677	1,222	457,875
3134A4UW2	FHLMC NOTE	400,000	4.000	12/15/09	AAA	389,038	1.034	711	411,250
31359MXH1	FNMA NOTE	750,000	3.875	02/15/10	AAA	736,275	0.901	10,979	774,844
3133XBB20	FHLB NOTE	1,585,000	4.375	03/17/10	AAA	1,562,580	0.789	20,033	1,653,353
31331XVF6	FFCB NOTE	715,000	4.800	04/12/10	AAA	708,815	0.817	7,531	751,197
3134A4VB7	FHLMC NOTE	1,150,000	4.125	07/12/10	AAA	1,100,760	1.492	22,269	1,195,641
3133XCQZ9	FHLB NOTE	565,000	4.375	09/17/10	AAA	554,435	1.066	7,141	596,605
3133XSCT3	FHLB NOTE	690,000	3.375	10/20/10	AAA	689,455	1.126	6,210	717,600
3133XDTA9	FHLB NOTE	210,000	4.750	12/10/10	AAA	217,367	1.221	582	222,978
3134A4VJ0	FHLMC NOTE	760,000	4.750	01/18/11	AAA	800,012	1.230	16,345	813,913
3134A4VJ0	FHLMC NOTE	1,050,000	4.750	01/18/11	AAA	1,054,716	1.230	22,582	1,124,485
31359MF40	FNMA NOTE	500,000	4.500	02/15/11	AAA	488,112	1.194	8,500	531,720
31331VSK3	FFCB NOTE	175,000	4.875	02/18/11	AAA	185,367	1.308	3,152	188,070
31359MJH7	FNMA NOTE	770,000	6.000	05/15/11	AAA	823,318	1.466	5,903	851,091
3133XFJY3	FHLB NOTE	925,000	5.250	06/10/11	AAA	936,547	1.297	2,833	1,012,586
31331VJ80	FFCB NOTE	2,025,000	5.375	07/18/11	AAA	2,071,938	1.497	49,282	2,220,540
3137EAAF6	FHLMC NOTE	475,000	5.250	07/18/11	AAA	496,134	1.379	11,291	520,867
31398ATD4	FNMA CALLABLE NOTE	510,000	4.000	08/18/11	AAA	510,000	0.763	7,537	520,359
31359MZ30	FNMA NOTE	400,000	5.000	10/15/11	AAA	424,094	1.595	4,222	437,000
31398ABX9	FNMA NOTE	650,000	4.875	05/18/12	AAA	672,230	2.130	3,785	707,891
880591DT6	TENN VALLEY AUTHORITY NOTE	960,000	6.790	05/23/12	AAA	1,052,884	2.238	6,881	1,102,059
3137EAAV1	FHLMC NOTE	705,000	5.500	08/20/12	AAA	774,337	2.166	14,110	786,736
31359MPF4	FNMA NOTE	1,000,000	4.375	09/15/12	AAA	1,041,809	2.202	12,882	1,076,875
31331X3S9	FFCB NOTE	400,000	4.500	10/17/12	AAA	410,511	2.261	3,700	432,375
31398AKY7	FNMA NOTE	550,000	3.625	02/12/13	AAA	543,256	2.133	7,698	582,141
31359MRG0	FNMA NOTE	405,000	4.375	03/15/13	AAA	423,661	2.508	5,217	434,995
31398AQQ8	FNMA CALLABLE NOTE	375,000	4.500	04/29/13	AAA	375,000	1.232	2,906	375,938
3137EABM0	FHLMC NOTE	150,000	3.750	06/28/13	AAA	147,091	2.224	47	159,735
31398ASD5	FNMA NOTE	1,200,000	3.875	07/12/13	AAA	1,196,216	2.439	21,829	1,273,500
3134A4TZ7	FHLMC NOTE	425,000	4.500	07/15/13	AAA	439,930	2.444	8,819	462,321
880591DW9	TENN VALLEY AUTHORITY NOTE	450,000	4.750	08/01/13	AAA	465,320	2.822	8,906	487,043
3133XR888	FHLB NOTE	625,000	4.000	09/06/13	AAA	626,376	2.470	7,986	666,993
31359MTG8	FNMA NOTE	400,000	4.625	10/15/13	AAA	406,658	2.388	3,906	440,250
<b>Total Agency Notes</b>		<b>22,790,000</b>				<b>23,166,216</b>		<b>319,042</b>	<b>24,402,450</b>
<b>TOTAL LAIF AND SECURITIES</b>		<b>\$ 87,640,964</b>		<b>\$ 88,482,152</b>		<b>\$ 804,065</b>		<b>\$ 90,059,130</b>	

CITY OF NAPA,  
STATEMENT OF INVESTMENT POLICY  
June 2008

**1. Policy**

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

**2. Scope**

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

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

**3. Prudence**

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

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

CITY OF NAPA,  
STATEMENT OF INVESTMENT POLICY  
June 2008

**4. Objective**

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

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

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

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

**5. Delegation of Authority**

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

CITY OF NAPA,  
STATEMENT OF INVESTMENT POLICY  
June 2008

**6. Ethics and Conflicts of Interest**

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

**7. Authorized Money Managers, Financial Dealers and Institutions**

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

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

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

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

**8. Authorized Investments**

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

**9. Collateralization**

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

CITY OF NAPA,  
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**10. Safekeeping and Custody**

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

**11. Diversification**

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

**12. Maximum Maturities**

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

**13. Internal Control**

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

**14. Performance Standards**

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

CITY OF NAPA,  
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**15. Reporting**

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

Type of investment

Issuer

Maturity date

Par and dollar amount invested on all securities

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

**16. Investment Policy Adoption**

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

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**APPENDIX "A"**

**ALLOWABLE INVESTMENTS AND ADDITIONAL  
INVESTMENTS GUIDELINES**

**A. INVESTMENTS**

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

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

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

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

**California Government Code Section 53601 Requirement:**      No limit specified:

**City of Napa Limitation:**

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

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

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

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

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

They include:

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

**California Government Code Section 53601 Requirement:** No limit specified.

**City of Napa Limitation:**

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

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

**California Government Code Section 53601 Requirement:**

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

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**City of Napa Limitation:**

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

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

**California Government Code Section 53601 Requirement:** No limit specified.

**City of Napa Limitation:**

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

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

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

**City of Napa Limitation:**

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

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

**California Government Code Section 53601 Requirement:**

- 1) Prime quality of the highest ranking or of the highest letter and numerical rating as provided for by nationally recognized statistical-rating organization.
- 2) Issuing corporation must be organized and operating within the United States.
- 3) Issuing corporation must have total assets in excess of five hundred million dollars (\$5,000,000).
- 4) Issuing corporation must have an "A" or higher rating by a nationally recognized statistical-rating organization for the issuer's debt, other than commercial paper.
- 5) Purchases may not exceed 270 days maturity.
- 6) Purchases may not represent more than 10% of the outstanding paper of an issuing corporation.
- 7) Purchases may not exceed 25% of the agency's surplus money.

**City of Napa Limitation:**

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

**6. Medium Term Notes (MTNs)** issued by corporations organized and operating within the United States.

**California Government Code Section 53601 Requirement:**

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

**City of Napa Limitation:**

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

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

**City of Napa Limitation:** None

**LAIF Limitations:**

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

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

**California Government Code Section 53601 Requirement:**

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

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

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

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

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

**City of Napa Limitation:**

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

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

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

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**B. ADDITIONAL GUIDELINES**

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



## QUARTERLY INVESTMENT REPORT APPENDIX

**Investment Goals**

Safety of principal is the foremost objective of the investment policy. Diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity-the portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

Return on Investment-the portfolio will be maintained with the objectives of safety and liquidity first, and then the objective of obtaining a rate of return equal to or in excess of the benchmark.

**Glossary of Terms:**

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

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

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

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

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

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



# CITY of NAPA

FY 2008-2009

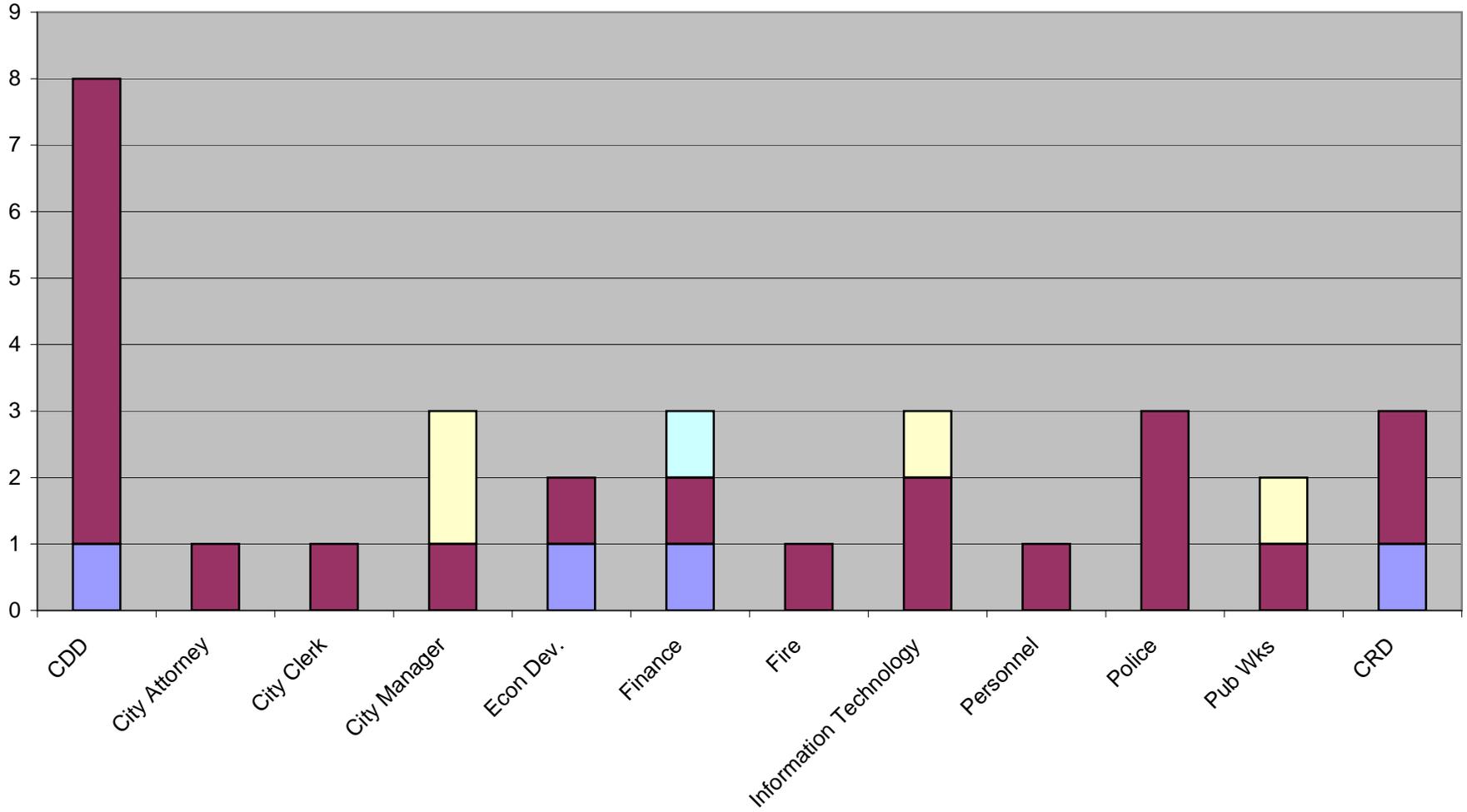
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## Project Tracking Summary By Department

Behind On Time Not Started Complete





# Project Tracking Summary

by Department

## CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00276	Climate Change Initiative	1 of 1	On Time	6/30/2009	Steve Jensen
CDD-00279	Green Building Ordinance	2 of 2	On Time	6/30/2009	Steve Jensen
Total Projects for CDD, Building: 2					

## CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00286	Public Art Ordinance	1 of 2	On Time	6/30/2009	Scott Klingbeil
CDD-00290	Housing Element	2 of 2	On Time	6/30/2009	Jean Hasser
CDD-00292	Napa Pipe and related planning efforts	3 of 4	On Time	6/30/2009	Jean Hasser
CDD-00293	Miscellaneous General Plan Amendment	1 of 1	Behind	4/21/2009	Jean Hasser
CDD-00294	St. Regis Napa Valley Resort	1 of 2	On Time	6/30/2009	Mike Allen
Total Projects for CDD, Planning: 5					

## City Attorney

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

## City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00209	Commission Training and Recognition	1 of 1	On Time	4/30/2009	Sara Cox



# Project Tracking Summary

by Department

## City Clerk

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

## City Manager

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

CM-00246	"Citizen Centric" Report	1 of 1	Not Started	6/30/2009	Barry Martin
CM-00249	Evaluate Use of Public Access TV as Outreach Tool	1 of 1	Not Started	4/30/2009	Barry Martin
CM-00285	Citywide Fee Updates	1 of 2	On Time	6/30/2009	Desiree Brun

Total Projects for City Manager: 3

## Economic Development

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

ED-00048	Ritz-Carlton Napa Valley Hotel	2 of 4	Behind	6/30/2009	Hinkle
ED-00053	Downtown Specific Plan	1 of 3	On Time	6/30/2009	Micah Hinkle

Total Projects for Economic Development: 2

## Finance, Accounting

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

Total Projects for Finance, Accounting: 3



# Project Tracking Summary

by Department

## Fire

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

## Housing

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

## Information Technology

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
IT-00229	E911 Wireless Implementation	3 of 3	On Time	6/30/2009	Gus Ulloth
IT-00232	Security & Surveillance Camera System	1 of 1	On Time	6/30/2009	Scott Nielsen
IT-00233	Council Chambers Presentation Equipment Upgrade	1 of 1	Not Started	5/30/2009	Scott Nielsen
Total Projects for Information Technology: 3					

## Personnel

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



# Project Tracking Summary

by Department

## Police

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

## PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00278	Avia Hotel (Inn at Town Center)	2 of 2	On Time	4/30/2009	Eric Whan
Total Projects for PW, Engineering: 1					

## PW, Materials Diversion

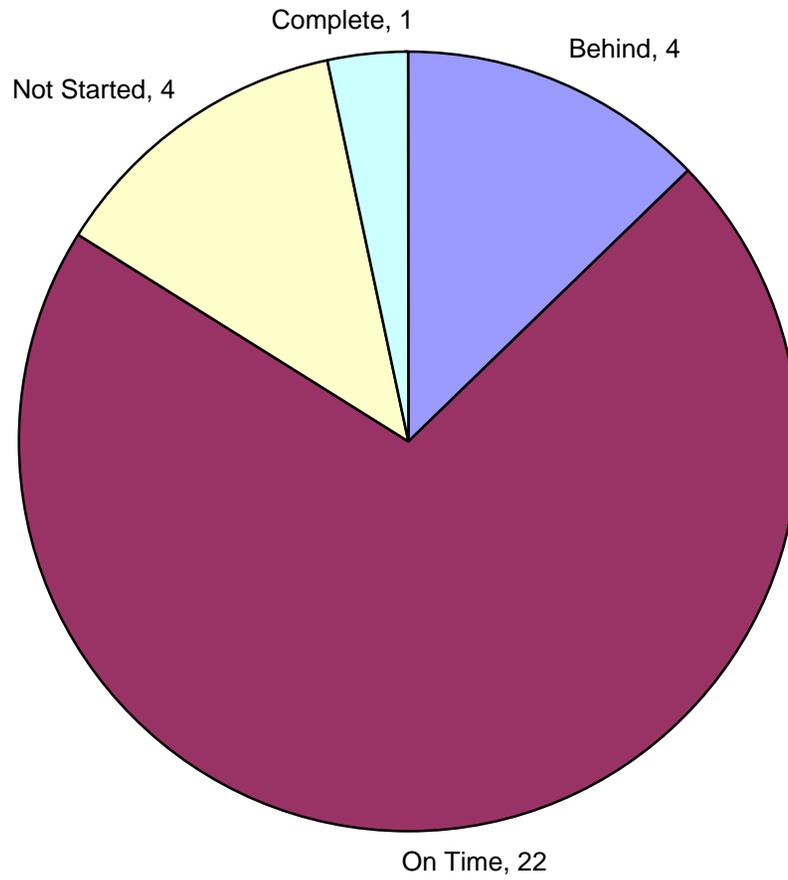
<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00221	Construction and Demolition (C&D) Debris Ordinance	1 of 4	Not Started	6/30/2009	Kevin Miller
Total Projects for PW, Materials Diversion: 1					

## Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00006	Parks and Recreation Facilities Master Plan	1 of 1	On Time	6/1/2009	L. Mazzuca
REC-00172	Napa Golf Course Fiscal Operations Policy	1 of 1	Behind	8/18/2009	Larry Mazzuca
REC-00173	Quadrant Fund Consolidation	1 of 1	On Time	6/30/2009	Cindy Bannister
Total Projects for Recreation: 3					

# Project Tracking Summary

## By Status





# Project Tracking Summary

by Project Status

## Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00293	Miscellaneous General Plan Amendment	1 of 1	4/21/2009	CDD, Planning	Jean Hasser
ED-00048	Ritz-Carlton Napa Valley Hotel	2 of 4	6/30/2009	Economic Developmen	Hinkle
FIN-00064	GASB 45 Actuarial Study & CalPERS Trust Contract	1 of 1	12/31/2009	Finance, Accounting	Carole Wilson
REC-00172	Napa Golf Course Fiscal Operations Policy	1 of 1	8/18/2009	Recreation	Larry Mazzuca

Total Projects with Behind Status: 4

## Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
FIN-00068	Purchasing Policy Update	1 of 1	1/31/2009	Finance, Accounting	Bill Feit

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>
CM-00246	"Citizen Centric" Report	1 of 1	6/30/2009	City Manager	Barry Martin
CM-00249	Evaluate Use of Public Access TV as Outreach Tool	1 of 1	4/30/2009	City Manager	Barry Martin
IT-00233	Council Chambers Presentation Equipment Upgrade	1 of 1	5/30/2009	Information Technolog	Scott Nielsen
PW-00221	Construction and Demolition (C&D) Debris Ordinance	1 of 4	6/30/2009	PW, Materials Diversio	Kevin Miller

Total Projects with Not Started Status: 4

## 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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# 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>
ATY-00098	City Charter Review	1 of 2	6/30/2009	City Attorney	M. Barrett
CDD-00276	Climate Change Initiative	1 of 1	6/30/2009	CDD, Building	Steve Jensen
CDD-00279	Green Building Ordinance	2 of 2	6/30/2009	CDD, Building	Steve Jensen
CDD-00286	Public Art Ordinance	1 of 2	6/30/2009	CDD, Planning	Scott Klingbeil
CDD-00290	Housing Element	2 of 2	6/30/2009	CDD, Planning	Jean Hasser
CDD-00292	Napa Pipe and related planning efforts	3 of 4	6/30/2009	CDD, Planning	Jean Hasser
CDD-00294	St. Regis Napa Valley Resort	1 of 2	6/30/2009	CDD, Planning	Mike Allen
CLK-00209	Commission Training and Recognition	1 of 1	4/30/2009	City Clerk	Sara Cox
CM-00285	Citywide Fee Updates	1 of 2	6/30/2009	City Manager	Desiree Brun
ED-00053	Downtown Specific Plan	1 of 3	6/30/2009	Economic Developmen	Micah Hinkle
FD-00243	City/County Joint Station Consideration	1 of 1	10/31/2009	Fire	Tim Borman
FIN-00102	Financial System - Phase I & II	2 of 3	6/30/2009	Finance, Accounting	J.Craig
HSG-00280	Laurel Manor Phase II	2 of 4	6/30/2009	Housing	Jan Maurer-Watkins
IT-00229	E911 Wireless Implementation	3 of 3	6/30/2009	Information Technolog	Gus Ulloth
IT-00232	Security & Surveillance Camera System	1 of 1	6/30/2009	Information Technolog	Scott Nielsen
PD-00220	Code Enforcement Initiative	1 of 1	6/30/2009	Police	Jeff Troendly
PD-00242	Photo Red Light Enforcement	2 of 2	6/30/2009	Police	Andy Lewis
PD-00275	Animal Control Contract	1 of 1	4/1/2009	Police	Andy Lewis
PER-00218	Internship Program	1 of 2	5/30/2009	Personnel	C.Kasten
PW-00278	Avia Hotel (Inn at Town Center)	2 of 2	4/30/2009	PW, Engineering	Eric Whan



# 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>
REC-00006	Parks and Recreation Facilities Master Plan	1 of 1	6/1/2009	Recreation	L. Mazzuca
REC-00173	Quadrant Fund Consolidation	1 of 1	6/30/2009	Recreation	Cindy Bannister

Total Projects with On Time Status: 22



CITY of NAPA

# Project Tracking Report

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

## Project Description

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

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

## Status Update

1/12/2009 - sjensen:

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

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

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

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

Last updated 2/10/2009

11/5/2008 - sjensen/dbrun:

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

Internal municipal operations:

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

Community wide:

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

Climate Protection

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

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Receive data/ provide report -consultant	CDD, Building	Steve Jensen	25 %	12/15/2008	Complete
Collect greenhouse gas emission data	CDD, Building	Steve Jensen	25 %	12/31/2008	Complete
Council to adopt reduction target	CDD, Building	Steve Jensen	25 %	3/31/2009	Not Started
Implementation Plan	CDD, Building	Steve Jensen	25 %	6/30/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

## Project Description

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

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

## Status Update

1/12/2009 - sjensen:

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

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

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

Last updated 1/12/2009

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

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Green Building Ordinance - Comml & Muni	City Attorney	Peter Spoerl	25 %	12/2/2008	Complete
Conduct next steps workshop	CDD, Building	Hasser/Jensen	25 %	4/1/2009	Not Started
Green Building Ordinance - Residential	CDD, Building	Steve Jensen	50 %	6/30/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

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

## Status Update

1/8/2009 - jwiecek: To date, all of the concrete walkways have been replaced, new roofs have been installed on all 13 buildings, and the structural repairs to apartment 3209 have been completed. A bidwalk for the complete interior remodeling of unit 3209 was held on 01/07/09 with bids due on 01/16/09. Bidwalks for the interior remodeling of units 3213, 3285, and 3291 will be held during the week of 01/12-01/16.

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	CDD-00286	<b>Project Status</b>	On Time
<b>Project Title</b>	Public Art Ordinance			<b>Phase</b>	1 of 2
<b>Project Start Date</b>		<b>Project Due Date</b>	7/1/2008		
<b>Adjusted Start Date</b>	7/1/2008	<b>Adjusted Due Date</b>	6/30/2009		
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Scott Klingbeil		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

Development of a Public Arts Ordinance

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

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

The Arts Council, in conjunction with City staff, has been working with various community organizations including the Chamber of Commerce and Community Development Advisory Committee to address some concerns with additional development fees in the current economic climate. We are hopeful this dialog can be completed within the next 2-3 months at which point, this issue will again go back to the Planning Commission and then to the City Council for direction. We would anticipate being through this process in advance of the scheduled due date of 6/30/2009.

Staff anticipates working with City Council on different approaches to implementation of an art ordinance or similar type of public arts program.

## Status Update

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

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

Last updated 2/4/2009

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

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Public Outreach	CDD, Planning	Scott Klingbeil	40 %	2/1/2009	On Time
Draft Ordinance back to PC	CDD, Planning	Scott Klingbeil	30 %	4/15/2009	Not Started
Draft Ordinance to City Council	CDD, Planning	Scott Klingbeil	30 %	6/30/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

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

## Project Description

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

## Status Update

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

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

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

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

## Project Description

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

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

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

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

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

### **Status Update**

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

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

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

### **Project Milestones**

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

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



CITY of NAPA

# Project Tracking Report

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

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

## Project Description

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

## Status Update

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

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Publish draft Safety El changes	CDD, Planning	Jean Hasser	10 %	10/15/2008	Complete
Compile add'l req'd S.El background info	CDD, Planning	Jean Hasser	25 %	10/15/2008	Complete
Complete initial study	CDD, Planning	Jean Hasser	20 %	12/15/2008	Behind
Planning Commission Hearing	CDD, Planning	Jean Hasser	25 %	1/15/2009	Behind
City Council Public Hearing	CDD, Planning	Jean Hasser	20 %	2/15/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00294	<b>Project Status</b>	On Time
<b>Project Title</b>	St. Regis Napa Valley Resort			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	10/7/2008	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Mike Allen		
<b>Project Budget</b>	\$58,850				
<b>Funding Sources</b>	Developer Deposit				

City Manager's Report     City Council's Report

## Project Description

General Plan Amendment to redesignate the Land Use Designation of Approximately 93 acres of Stanly Ranch from the Resource Area (RA) to Tourist Commercial (TC) with a Floor Area Ratio of 0.2, and a Zoning Amendment from the Agricultural Resource (AR) Zoning District to the the Master Plan (MP) Zoning District. Also, Tentative Subdivision Map, Design Review, and Use Permit, applications for a 245 unit hotel resort including event space, restaurants, pools, spa, outdoor venue, and public space on 40 of the 93 acres, with winery on 3 acres, vineyard on 42 acres, including a wetland pond covering 8 acres of the project site. The 245 hotel units include a 150 room hotel, and 135 individual "casita" units having fractional ownership.

Process time for the Environmental review is anticipated to be completed by December 2009 after which project processing will continue.

An Environmental Consultant (Michael Brandman Associates) has been selected to prepare an Initial Study (IS) which is currently under preparation. The (IS) should be completed by Jan. 23, with a mandatory 30 day review period to follow. If the (IS) concludes that an Environmental Impact Report (EIR) is necessary, the environmental consultant will commence preparation of an (EIR) shortly after the (IS) review period has passed.

If the conclusions of the (IS) determine an Environmental Impact Report (EIR) is not necessary, the project will be prepared to go to hearing in early spring 2009. Preparation of the (EIR) is expected to continue through December, 2009.

Project will continue through the Community Development Departments' standard project processing procedures, including the Development Advisory Committee Team (DART) and Interdepartmental Review Committee (IDR) meetings concurrently as needed throughout the environmental review stage. Scheduling and progress of these standard project review meetings are subject to applicants' responses to incompletes items and additional information identified through the environmental review process.

Draft Initial Study completed (2/3/09), staff review to take approximately 2 weeks. Anticipate outcome will result in commencement of an Environmental Impact Report.

**Next Phase**

Anticipate Planning Commission hearing to be completed by December 2009.

Anticipate City Council hearing to be completed by February 2010.

**Status Update**

2/4/2009 - mallen: Draft Initial Study completed 2/3/09, two week internal review commenced. Anticipated conclusion requiring a full Environmental Impact Report which should commence 3/1/2009. Anticipate EIR completion 6-10 months

**Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Application Review at IDR Meeting	CDD, Planning	Mike Allen	5 %	10/21/2008	Complete
Environmental Consultant Interviews	CDD, Planning	Mike Allen	5 %	10/21/2008	Complete
Application Deemed Incomplete	CDD, Planning	Mike Allen	5 %	10/29/2008	Complete
Follow up IDR Meeting	CDD, Planning	Mike Allen	5 %	11/12/2008	Complete
Environmental Consultant Selection	CDD, Planning	Mike Allen	5 %	1/5/2009	Complete
Draft Initial Study	CDD, Planning	Mike Allen	25 %	2/3/2009	Complete
Environmental Impact Report if necessary	CDD, Planning	Mike Allen	0 %	3/1/2009	Not Started
Draft Initial Study internal review	CDD, Planning	Mike Allen	50 %	3/18/2009	On Time

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



CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

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

## Status Update

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

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
prep & issue ID for HR audit RFP	City Manager	C. Shoop	40 %	1/1/2009	Behind
Research history of City Charter	City Clerk	R. Ryan	10 %	3/1/2009	Not Started
ID of Personnel System Charter changes	City Attorney	M. Barrett	20 %	6/30/2009	Not Started
HR/Personnel system study complete	City Manager	N. Weiss	30 %	6/30/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

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

## Project Description

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

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

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

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

## Status Update

2/9/2009 - scox: An official Commission Roster documenting the enabling legislation and bylaws for each commission as well as its composition and the requirements for appointment was completed. Council made commission appointments throughout the fall of 2008 that resulted in all City commissions now being fully represented by Council appointees. As each appointment was made, the Roster was updated to reflect changes in the composition and appointments requirements of the respective boards/commissions.

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

Last updated 2/9/2009

office to develop an orientation program for new commissioners to cover code-mandated topics as well as City policies and procedures.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Organize and draft Commission Roster	City Clerk	Sara Cox	15 %	9/22/2008	Complete
Set interviews: new/reorganized boards	City Clerk	Sara Cox	10 %	10/30/2008	Complete
Plan Commissioner Workshop	City Clerk	Sara Cox	10 %	12/2/2008	Complete
Draft Commissioner Manual	City Clerk	Sara Cox	15 %	2/27/2009	On Time
Develop Commissioner Training Program	City Clerk	S. Cox/M. Barrett	15 %	3/21/2009	On Time
Plan Commission Recognition Dinner	City Clerk	Sara Cox	10 %	3/28/2009	Not Started
Design Commission web pages/train staff	City Clerk	Sara Cox	25 %	4/30/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

## Project Description

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

## Status Update

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

**Project Priority** Medium      **Project Number** CM-00249      **Project Status** Not Started

**Project Title** Evaluate Use of Public Access TV as Outreach Tool      **Phase** 1 of 1

**Project Start Date** 2/1/2009      **Project Due Date** 4/30/2009

**Requested Start Date**      **Requested Due Date**

**Lead Department** City Manager      **Project Leader** Barry Martin

**Project Budget** \$0

**Funding Sources**

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

## Project Description

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

## Status Update

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

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

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

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

## Project Description

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

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

## Status Update

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

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00006	<b>Project Status</b>	On Time
<b>Project Title</b>	Parks and Recreation Facilities Master Plan			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	1/1/2008	<b>Project Due Date</b>	3/1/2009		
<b>Adjusted Start Date</b>		<b>Adjusted Due Date</b>	6/1/2009		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	L. Mazzuca		
<b>Project Budget</b>	\$175,000				
<b>Funding Sources</b>	Park Dedication Fund/Quadrant Fund				

City Manager's Report     City Council's Report

## Project Description

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

## Status Update

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

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

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

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

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

Base Map and Existing Resource Maps Provided (August 2008)

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00172	<b>Project Status</b>	Behind
<b>Project Title</b>	Napa Golf Course Fiscal Operations Policy			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	11/20/2008	<b>Project Due Date</b>	5/29/2009		
<b>Requested Start Date</b>	1/10/2009	<b>Requested Due Date</b>	8/18/2009		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Larry Mazzuca		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	N/A				

City Manager's Report     City Council's Report

## Project Description

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

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

## Status Update

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

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

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop "draft" golf Course options	Recreation	L. Mazzuca	50 %	2/27/2009	Not Started
City Manager Initial Review	City Manager	M. Parness	5 %	3/12/2009	Not Started
Finance Department Review	Finance, Accounting	C. Wilson	10 %	3/12/2009	Not Started
City Attorney Review	City Attorney	Michael Barrett	10 %	3/12/2009	Not Started
City Manager Final Review	City Manager	M. Parness	10 %	3/27/2009	Not Started
Draft Revisions	Recreation	L. Mazzuca	10 %	3/31/2009	Not Started
City Council Review & Adoption	Recreation	Larry Mazzuca	5 %	5/29/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

## Status Update

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

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

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

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

Phase 4 (FY10-11) - Construction and occupancy

## Status Update

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

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

## Project Milestones

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

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





CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

## Status Update

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

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

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

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

1/2/08 - Project on track.

11/30/07 - No change.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review actuarial data with CalPERS	Finance, Accounting	C.Wilson	20 %	12/31/2008	Behind
Review CalPERS contract with City Attorn	Finance, Accounting	C.Wilson	20 %	1/31/2009	Not Started
Finalize actuarial study	Finance, Accounting	C.Wilson	30 %	1/31/2009	Not Started
Finalize Trust Contract with CalPERS	Finance, Accounting	C.Wilson	20 %	2/27/2009	Not Started
Contract to Council	Finance, Accounting	C.Wilson	10 %	3/31/2009	Not Started

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



CITY of NAPA

# Project Tracking Report

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

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

## Project Description

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

## Status Update

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

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

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

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

4/28/08 - Delayed due to resource issues

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

## Project Milestones

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

Last updated 2/10/2009

Council approval

Finance, Accounting

C.Wilson

1 % 1/31/2009 Complete

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



CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

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

## Status Update

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

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

### Funding Sources

- City Manager's Report     City Council's Report

### Project Description

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

### Status Update

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

### Project Milestones

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

**Project Progress: 10% of 100% Complete**



CITY of NAPA

# Project Tracking Report

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

## Project Description

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

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

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

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

Wireless e911:

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

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

There are two major hurdles to resolve:

Last updated 2/4/2009

1. Implementation is time consuming: Coordination occurs with each wireless provider to determine and configure each cellular site and the “sectors” on each site to route to the appropriate 911 Center. This process is formulized, and we are not the first. Though time consuming, it is only a temporary staffing drain.

2. Dispatch Center Staffing: Empirical data from the State of California and CHP project a 15%-25% increase in call volume. Not specifically “calls for service” but actual received individual phone calls. Napa Dispatch Center estimates it receives 400,000 individual phone calls per year. Of that, about 100,000 are 911 or emergency calls. Current budgeted line staffing in the Napa 911 Dispatch Center is 20 Dispatchers and 4 Supervisors. Even with full staffing, there are challenges in appropriately processing current call volume. Additional staffing costs are not factored into the “Project Budget”. At this time, Napa County Sheriff and it’s associated contract agencies (American Canyon and Yountville) have chosen not to be included in this project.

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

### **Status Update**

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

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

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Solicit & update RFP information	Information Technology	Ulloth/Perkins	1 %	9/1/2008	Complete
Select Vendor & negotiate	Information Technology	Gus Ulloth	10 %	11/30/2008	Behind
CA General Services for funding approval	Information Technology	Ulloth/Perkins	10 %	12/1/2008	Behind
AT&T Agreement signed	Police/Information Techno	Melton	5 %	1/1/2009	Behind
Define Wireless e911 boundries	Police	Steve Potter	14 %	2/1/2009	On Time
Council update on implementation	Police	Potter/Ulloth	2 %	2/17/2009	Not Started
911 System Implemented	Information Technology	Gus Ulloth	30 %	4/30/2009	Not Started
Implement w/ wireless providers	Police/Information Techno	Potter/Ulloth	28 %	6/30/2009	Not Started

**Project Progress: 1% of 100% Complete**



CITY of NAPA

# Project Tracking Report

**Project Priority** Medium      **Project Number** IT-00232      **Project Status** On Time  
**Project Title** Security & Surveillance Camera System      **Phase** 1 of 1  
**Project Start Date** 11/1/2008      **Project Due Date** 6/30/2009  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Information Technology      **Project Leader** Scott Nielsen  
**Project Budget** \$50,000  
**Funding Sources** Allocated 08/09 General Fund

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

## Project Description

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

## Status Update

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

## Project Milestones

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

**Project Progress: 5% of 100% Complete**



CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	IT-00233	<b>Project Status</b>	Not Started
<b>Project Title</b>	Council Chambers Presentation Equipment Upgrade			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	12/1/2008	<b>Project Due Date</b>	5/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Information Technology	<b>Project Leader</b>	Scott Nielsen		
<b>Project Budget</b>	\$20,000				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

Proposed Council Chambers Upgrade:

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

Proposed solution:

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

## Status Update

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

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Draft presentation specifications	City Manager	Barry Martin	10 %	2/1/2009	Not Started
Purchase demonstration equipment	Information Technology	Scott Nielsen	3 %	3/6/2009	Not Started
Adjust draft with Council Member Input	Information Technology	Scott Nielsen	5 %	3/24/2009	Not Started
Validate draft with Council Members	City Manager	Barry Martin	5 %	3/24/2009	Not Started
Adjust draft with Senior Staff input	Information Technology	Scott Nielsen	3 %	3/24/2009	Not Started
Validate draft with Senior Staff	City Manager	Barry Martin	4 %	3/24/2009	Not Started
Adjust draft with staff input	Information Technology	Scott Nielsen	3 %	3/24/2009	Not Started
Validate draft with staff	City Manager	Barry Martin	3 %	3/24/2009	Not Started
Install demonstration equipment	Information Technology	Scott Nielsen	15 %	3/24/2009	Not Started
Finalize installation plan	Information Technology	Scott Nielsen	10 %	4/4/2009	Not Started
Contract install and schedule	Information Technology	Scott Nielsen	25 %	4/19/2009	Not Started
Purchase equipment	Information Technology	Scott Nielsen	5 %	4/20/2009	Not Started
Take system live (Test Period)	Information Technology	Scott Nielsen	2 %	5/1/2009	Not Started
Finalize Live System	Information Technology	Scott Nielsen	5 %	5/30/2009	Not Started
Remove old presentation equipment	Information Technology	Scott Nielsen	2 %	5/30/2009	Not Started

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





CITY of NAPA

# Project Tracking Report

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

## Funding Sources

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

## Project Description

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

## Status Update

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

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

**Project Priority** High      **Project Number** PD-00242      **Project Status** On Time  
**Project Title** Photo Red Light Enforcement      **Phase** 2 of 2  
**Project Start Date** 7/1/2008      **Project Due Date** 6/30/2009  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Police      **Project Leader** Andy Lewis  
**Project Budget** \$0  
**Funding Sources** Fines and assessments from infractions

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

## Project Description

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

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

## Status Update

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

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

## Project Milestones

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

**Project Progress: 15% of 100% Complete**





CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	PW-00221	<b>Project Status</b>	Not Started
<b>Project Title</b>	Construction and Demolition (C&D) Debris Ordinance			<b>Phase</b>	1 of 4
<b>Project Start Date</b>	4/1/2009	<b>Project Due Date</b>	6/30/2009		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Materials Diversion	<b>Project Leader</b>	Kevin Miller		
<b>Project Budget</b>	\$25,000				
<b>Funding Sources</b>	Solid Waste and Materials Diversion Fund				

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

## Project Description

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

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

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

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

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

## Status Update

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

## Project Milestones

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

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



CITY of NAPA

# Project Tracking Report

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

City Manager's Report     City Council's Report

## Project Description

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

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

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

## Status Update

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

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

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

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

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

Project construction completion is estimated to be April 2009.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Site Improvement Inspection	PW, Engineering	Vern Godwyn	40 %	4/30/2009	On Time
Building Inspection	CDD, Building	Dan Kavarian	60 %	4/30/2009	On Time

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



# CITY of NAPA

## FY 2008-2009 Capital Improvement Projects

<b>Project</b>	<b>Page #</b>
• 4 <sup>th</sup> Street Boat Dock Project	94
• Citywide Sidewalk Repair 2008	95
• East Avenue Road Rehabilitation	96
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• First Street Bridge Over Napa River Replacement Project	98
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• Jamieson Canyon Water Treatment Plant Improvements	100
• Napa Creek Flood Protection Project	101
• River Park Canal Maintenance District	102

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## 4TH STREET BOAT DOCK PROJECT (5651-498)

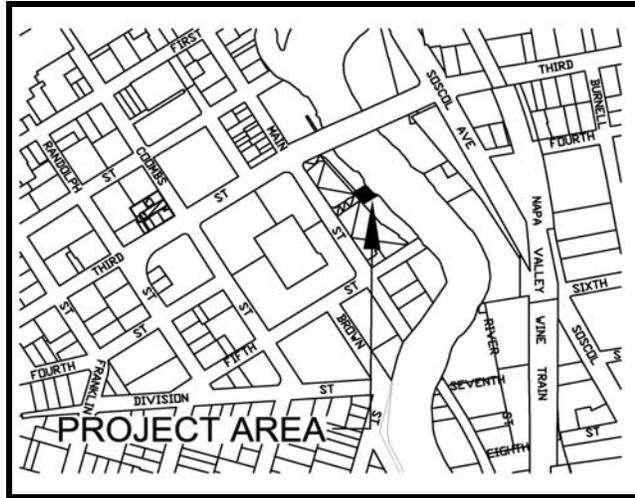
### PROJECT DESCRIPTION:

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

### PROJECT MANAGEMENT:

Public Works Department  
Construction Division, Mark Tomko

### PROJECT STATUS:



The dock was designed by Charles Rauw in 2006 but the design did not adequately address the needs of the City. On April 15, 2008 an amendment with Environmental Collaborative for environmental analysis and a contract with Noble Consultants for design and engineering services was approved by the Napa Community Development Agency. A Kick-Off Meeting with Noble was held on July 10, 2008. Design is expected to be completed by the end of March 2009 with construction commencing in the summer of 2009. The 75% submittal was received on December 10, 2008. The design is a 226 foot x 10 foot concrete dock with a gangway that can be lifted above the flood level. The City is applying for grant funding but it has not been secured yet. The grant is through the California Department of Boating and Waterways.

END 2nd QTR

### PROJECT SCHEDULE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						70%						
Bid & Award						0%						
Construction						0%						

END 2nd QTR

### PROJECT COSTS TO DATE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Budget = \$100,000*												
Total Spent to date = \$2,220						2%						

\* 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. The design consultant contract is \$73,900. The construction cost estimate is \$900,000 and is unfunded.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

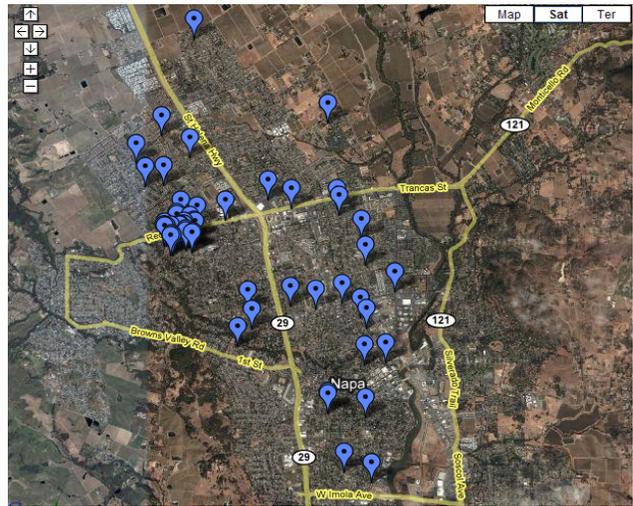
## CITYWIDE SIDEWALK REPAIR 2008 (5651-527)

### PROJECT DESCRIPTION:

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

### PROJECT MANAGEMENT:

Public Works Department, Engineering Division  
Mike Socorro - Project Engineer



### PROJECT STATUS:

Design of the project is complete.

Bid opening - 7/2/08

Construction - Notice to Proceed issued on 9/15/08. 94 of 164 sites have been repaired.

END 2nd QTR - FY08/09

### PROJECT SCHEDULE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction			57%									

END 2nd QTR - FY08/09

### PROJECT COSTS TO DATE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget = \$1,209,000*												
Total Spent to date = \$570,000						47%						

### COMMENTS:

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

Project experienced a bid dispute. The Lowest bidder (Sansei Gardens) was determined to be non-responsive. The second lowest bidder (Hess Concrete Construction) was then awarded the job.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## EAST AVENUE ROAD REHABILITATION PROJECT (5651-450)

### PROJECT DESCRIPTION:

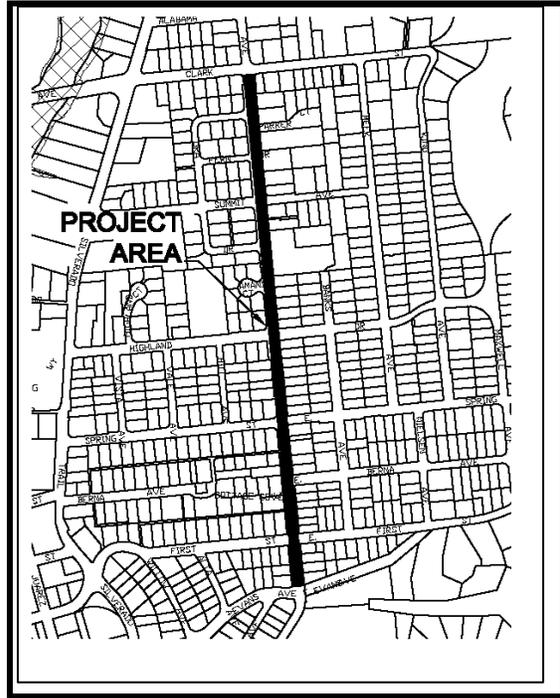
The East Avenue Rehabilitation Project will include a full road width rehabilitation project with storm drain improvements of East Avenue from Silverado Trail to Silverado Trail.

### PROJECT MANAGEMENT:

Public Works Department  
Engineering Division, Neil Mathiesen

### PROJECT STATUS:

The project is currently in design by City Staff. Construction is expected to start in the late summer of 2009. The City is expected to use \$1M in GF funding that was originally placed in the Federal-Aid East Ave. Sidewalk Project.



### PROJECT SCHEDULE:

END 2nd QTR

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	may	Jun
Design							40%					
Bid & Award												
Construction												

### PROJECT COSTS TO DATE:

END 2nd QTR

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	may	Jun
Total Budget = \$1,000,000*												
Total Spent to date = \$10,000							2%					

\* Total project budget is estimated at \$2M. The other \$1M is proposed to be funded by leftover GT funds from the Federal Overlay 2006 Project and State Proposition 1B funds.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **EAST AVENUE SIDEWALK PROJECT (5651-450)**

### **PROJECT DESCRIPTION:**

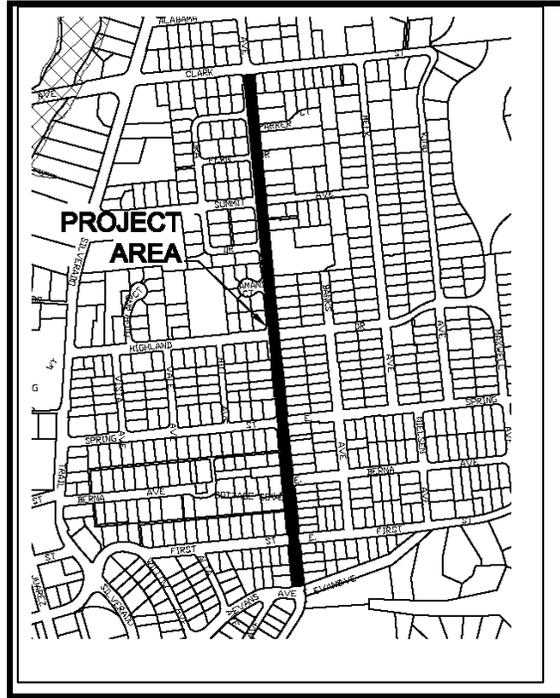
The East Avenue Sidewalk Project will construct a continuous sidewalk on the east side of East Avenue between Clark Street and Alta Heights Elementary School.

### **PROJECT MANAGEMENT:**

Public Works Department  
Engineering Division, Neil Mathiesen

### **PROJECT STATUS:**

The project is currently in design by City Staff. Construction is expected to start in the summer of 2009. The City is expected to receive funding from STIP TE Funds (\$183K) and MTC CMAQ (\$284k) for construction of the sidewalk. Project completion is scheduled for August of 2009.



END 2nd QTR

### **PROJECT SCHEDULE:**

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	may	Jun
Design							40%					
Bid & Award												
Construction												

END 2nd QTR

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

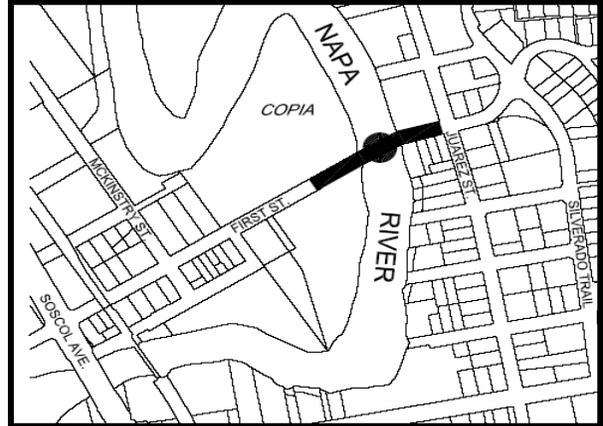
	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	may	Jun
Total Budget = \$600,000*												
Total Spent to date = \$28,952							2%					

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

**PROJECT DESCRIPTION:**

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



**PROJECT MANAGEMENT:**

Public Works Department  
Jason Holley

**PROJECT STATUS:**

Design, Bidding & Award of Project is complete.  
Construction begin on 06/10/08 and demolition of existing bridge is complete.  
Construction of the new piers will be complete by the end of Nov '08 and the new abutments by Jan '09.  
Project is on schedule to open 1st St. to open to vehicle traffic by Aug '09

END OF Q2

**PROJECT SCHEDULE:**

	2008						2009					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						100%						
Bid & Award						100%						
Construction						30%						

END OF Q2

**PROJECT COSTS TO DATE:**

	2008						2009					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Budget = \$15.2 M						50%						
Total Spent to date = \$7.0M												

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## IMOLA AVENUE @ SR 29 RAMPS TRAFFIC SIGNALS

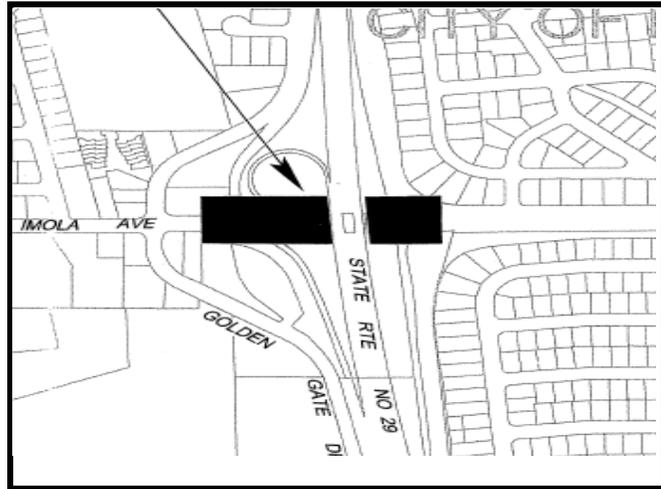
### PROJECT DESCRIPTION:

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

### PROJECT MANAGEMENT:

Mark Tomko  
Helena Allison  
Public Works, Transportation Engineering Division

### PROJECT STATUS:



Design of the project and application for the Caltrans encroachment permit was completed by Castle Companies as a condition of approval for the Sheveland Ranch residential development. The encroachment permit has been transferred to the City of Napa. The City shall be preparing specifications and bid documents. This project is in the Traffic Engineering Division. The completion of design is scheduled for end of February 2009 and construction beginning in August 2009.

END 2nd QTR

### PROJECT SCHEDULE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	July
Design						80%						
Bid & Award						0%				begin		
Construction						0%						begin

END 2nd QTR

### PROJECT COSTS TO DATE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total Budget = \$1.1M*												
Total Spent to date=\$0**						0%						

\* Design was 80% completed by Castle Companies as the developer of Sheveland Ranch.

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

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

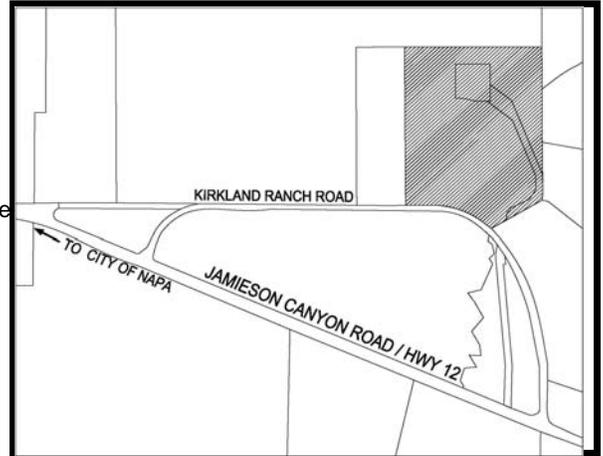
## JAMIESON CANYON WATER TREATMENT PLANT IMPROVEMENTS PROJECT

**PROJECT DESCRIPTION:**

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

**PROJECT MANAGEMENT:**

Joy Eldredge, Senior Civil Engineer  
Public Works - Water Division



**PROJECT STATUS:**

Design of the project is complete and accomplished within budget. The project has been under construction since January 2008 and is scheduled for completion in January 2011. Nearly all mass excavations have been completed along with the vast majority of subsurface utility relocation and installation. The newly constructed filters have passed hydraulic tests, walkways and decks have been constructed, and launders are being installed. The newly constructed chemical storage building roof has been installed and the chemical storage tanks are being installed. The walls have been poured for the washwater recovery tanks/clarifiers. Installation of the 72-inch settled water pipeline has been completed, the pretreatment basins are undergoing hydraulic testing, and valves and appurtenances are being installed to the pre-treatment ozone building. SCADA programming submittals are under review and factory witness testing of the first Panel Logic Control (PLC) No. 8 is scheduled for January 2009.

END 2nd QTR

**PROJECT SCHEDULE:**

	FY 2008/2009											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						100%						
Bid & Award						100%						
Construction	45%											

END 2nd QTR

**PROJECT COSTS TO DATE:**

	FY 2008/2009											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Budget=\$38,588,000	44%											
Total Spent to Date= \$15,276,729												

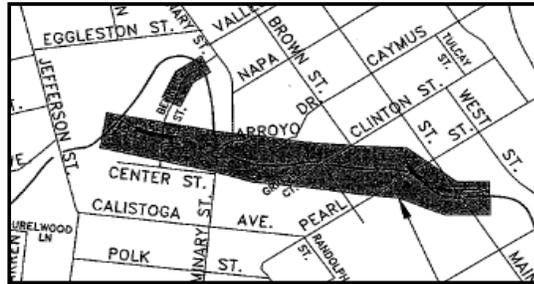
Construction is ahead of the contract schedule. The finish date is projected to be 4 months ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 1% of the contract amount.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **NAPA CREEK FLOOD PROTECTION PROJECT**

### **PROJECT DESCRIPTION:**

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



### **PROJECT MANAGEMENT:**

Napa County Flood Control and Water Conservation District  
United States Army Corps of Engineers

### **PROJECT STATUS:**

Corps design is 65% complete and expected to be complete in Spring 2009  
City has secured FEMA/OES hazard mitigation grant funding for the lower bypass portion and applied for a grant for the upper bypass portion of work. Flood District has applied for a DWR grant for the flood plain terrace work.

### **PROJECT SCHEDULE:**

END OF Q2

	2008						2009					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design						65%						
Bid & Award												
Construction												

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

END OF Q2

	2008						2009					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Budget = \$0						0%						
Total Spent to date = \$0												

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## RIVER PARK CANAL MAINTENANCE DISTRICT (5691-005)

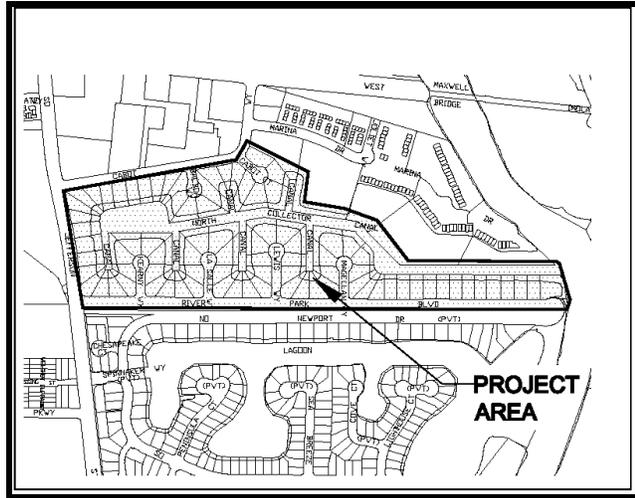
### PROJECT DESCRIPTION:

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

### PROJECT MANAGEMENT:

Public Works Department  
Engineering Division, Mark Tomko

### PROJECT STATUS:



The estimate to complete all of the repairs and dredge is approximately \$6,000,000 and the current account balance is approximately \$2,000,000 with estimated revenue of \$225,000 per year. The work has been broken into phases that can be completed over 18 years given the cash flow. The first phase is scheduled for construction in 2009 consists of bank repair at the Newport North Condos and potentially a few other sites depending on the construction bid climate. The documents for the CEQA and permitting work are scheduled to be received in January. Winzler & Kelly is developing a proposal for design.

END 2nd QTR

### PROJECT SCHEDULE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CEQA and Design						20%						
Bid & Award						0%						
Construction						0%						

END 2nd QTR

### PROJECT COSTS TO DATE:

	2008						2009					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Budget = \$1,292,085*												
Total Spent to date=\$127,178						10%						

\* \$1,292,085 is the amount that has been appropriated but the fund has a total balance of approximately \$2,000,000.



CITY of NAPA

Citizen Relationship  
Management  
(CRM)



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

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

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

The attached chart "All Service Requests Q2 2008-09" shows the total number of service requests made in the 23 available request types during the period October-December 2008. (Note: the number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system. This is the only significant service request content that has not been fully incorporated into the CRM system, and will be absorbed over time as other systems are phased out.)

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

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

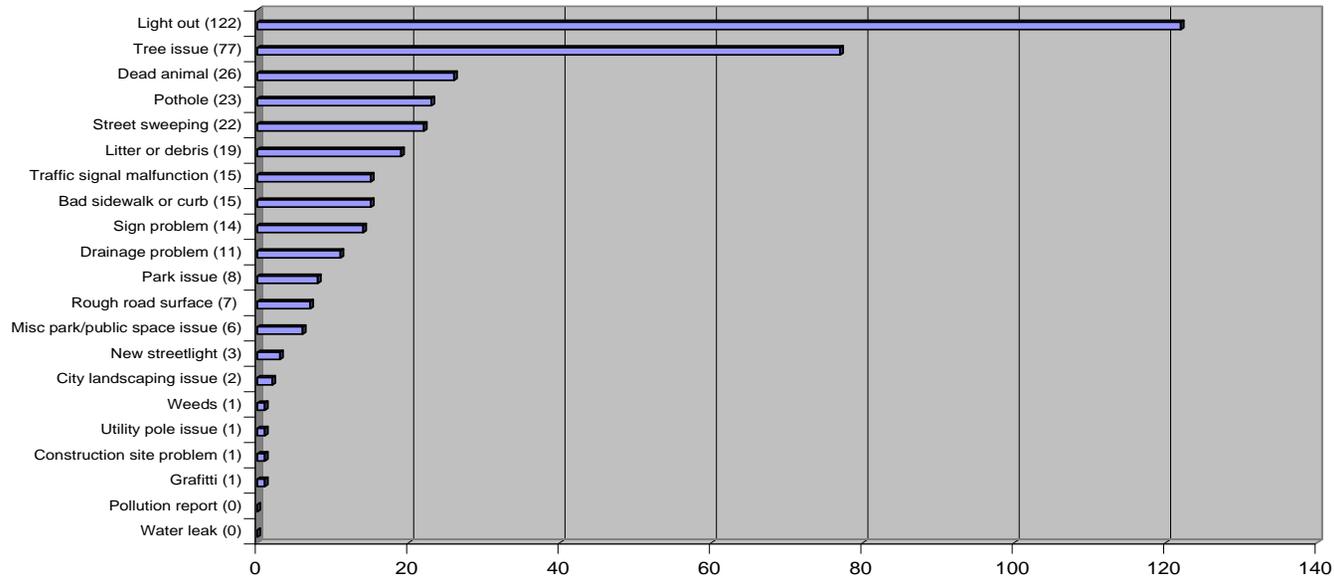
*Report provided by Barry Martin, Feb. 9, 2009*



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

A total of 374 external service requests were entered into the CRM system in the second quarter of FY 2008-09. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins.

**All Service Requests Oct-Dec 2008**  
A total of 374 new requests were opened in Q2 (number in parentheses=new requests)

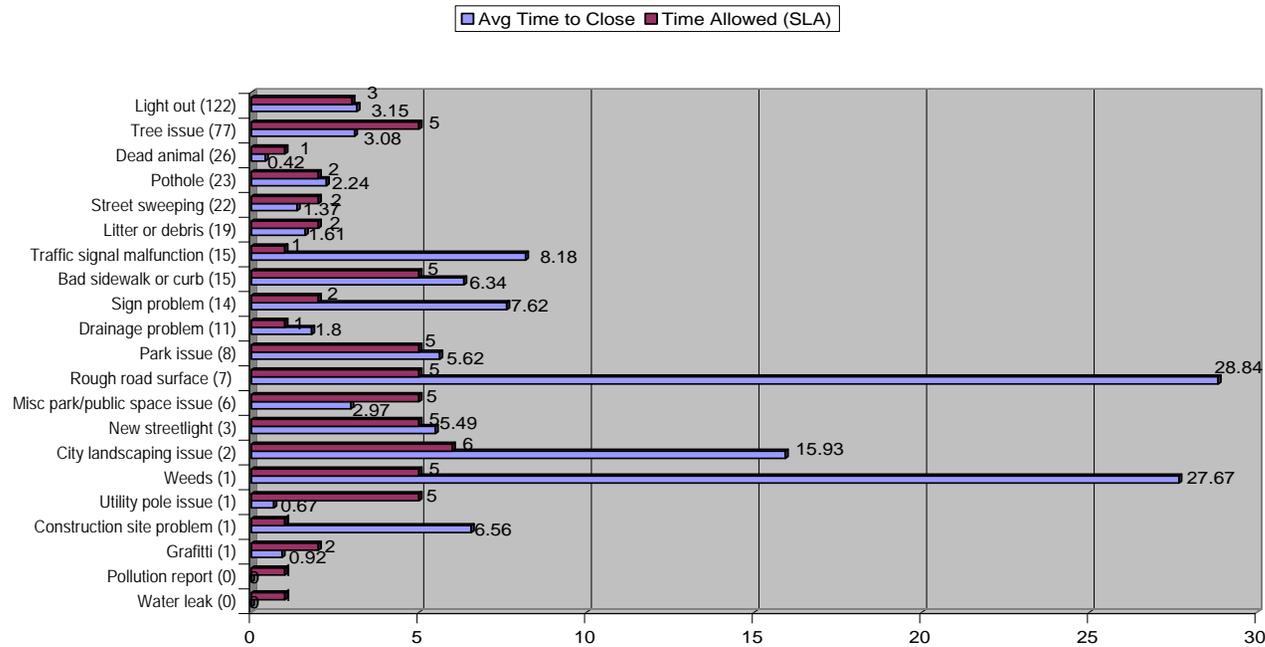


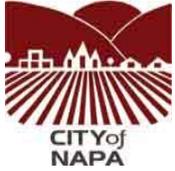


## Report on Citizen Relationship Management (CRM) Activity For Second Quarter 2008-09

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

**Service Request Average Time Allowed vs. Time to Close Q2 2008-09**





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

There are six types of Service Requests in this report where SLAs were significantly exceeded in the period reviewed. Four of these Service Request categories were reviewed in detail to evaluate the problem with meeting the SLAs.

**Traffic Signal Malfunction:** There were 15 service requests submitted in this category and five of them were not closed for long periods of time (10-42 days.) In four of the five cases the crew responded to the request within, or close to, the SLA but kept the work order open while they checked back on the status of the complaint. In only one case was there an actual significant delay of 10 days in responding to a request.

**Rough Road Surface:** Four of the ten service requests submitted were left open in the CRM system for long periods of time (50-154 days) even though road repairs had been performed within a few days of the request, or after staff review of the complaint it was determined that repairs were either not funded or could not be scheduled for various reasons such as planned underground utility work. Staff should have closed out these requests in a timely fashion once repairs had been completed or entered as a future project.

**Weeds:** There was only one weed request submitted in this time period. It was labeled as a low priority item and the work was not completed for about 3 weeks.

**City Landscaping Issue:** There were three service requests in this time period. One of the three requests required investigation of an irrigation system using a maintenance contractor. Although the response was initiated within three days, the item was left open for 38 days, skewing the average time to close figure.

It is apparent from this detailed review that the problem here is not actually unresponsiveness by staff when service requests are entered, but a need for reminders and refresher training in how the Service Center (CRM) system is designed to be used. Staff and managers have been reminded that service requests are to be closed when the request has been received and either resolved, or assigned to a project list. As we have it configured, the CRM is an intake and assignment system and is not designed to be a tracking system where work orders remain open for extended periods of time.