



CITY of NAPA

Third Quarter Report
FY 2010-2011



CITY MANAGER
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May 17, 2011

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 3rd quarter financial report for FY2010-11. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness". The signature is fluid and cursive, with a prominent initial "M" and a long, sweeping tail.

Mike Parness
City Manager



FINANCIAL REPORT

Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the third quarter of the 2010-11 fiscal year.

Management's Overview

The City's two year budget for fiscal years 2009-10 and 2010-11 was adopted by the City Council on June 16, 2009, and amended on August 17, 2010. The FY2010-2011 first quarter report was presented to the City Council on December 7, 2010, and the second quarter report was presented on February 15, 2011. The purpose of the quarterly report is to provide regular updates to the Council regarding revenue and expenditure trends and to ensure that the City Council has a strong understanding of the City's current financial condition. A discussion of the significant budget items is presented below.

FY 2010-11 Budget

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

FY2009-10 Carry forward funding moved approximately \$2.2 million of costs (net) to FY2010-11. Although this increased the impact to fund balance in FY 2010-11 to \$5.0 million, these moneys were available in the Undesignated Fund balance as unspent funds from the prior fiscal year, and were anticipated and included in the projections for FY 2009-10.

Budget Update

Additional information on the City's major revenue sources has been gathered during the first three quarters of this fiscal year. As of this date, operating revenues are projected to be under the budgeted amount of \$57.1 million by \$0.2 million (excluding one-time revenues). The projected variances include:



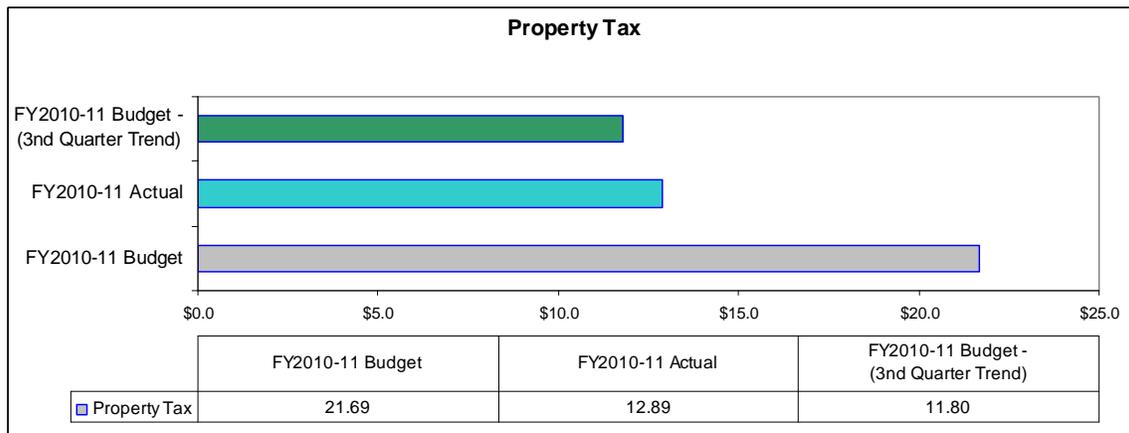
FINANCIAL REPORT

Property Tax Information received from the County Auditor-Controllers Office indicates that property tax revenue will total \$21.4 million which is \$0.3 million less than the \$21.7 million budgeted. This reflects a one percent reduction in the City's assessed valuation for FY 2010-11 compared to FY 2009-10.

However, the City is anticipating the receipt of \$2.8 million in one time revenues (ERAF, and excess ERAF) in FY 2010-11. \$2.4 million has been received through March, 2011.

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

The following graph tracks the Actual Property Tax received (excluding one-time revenues) through March 31, 2011 as compared to the third quarter average trend over the past five years.

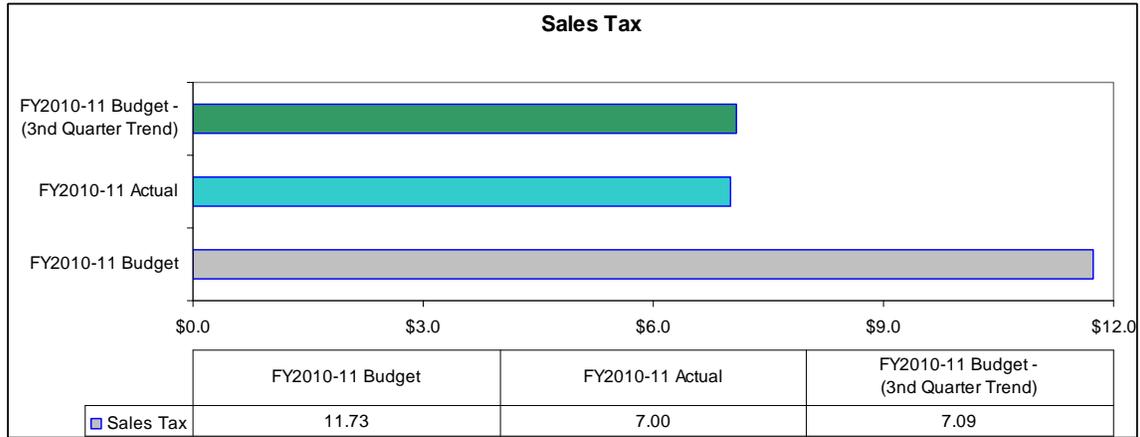


Sales Tax Sales tax revenue projections are currently estimated to come in approximately \$0.1 million under the budget of \$11.7 million. Even though sales tax receipts are slightly lower than budgeted, the \$11.7 million budgeted amount reflected an increase of four percent over FY 2009-10 sales tax revenue, so is still an indication of continued economic upturn. Service stations and new car sales continue to show the most gains, however the City is also seeing an increase in sales tax revenue generated by restaurants.

The graph on the following page tracks the Sales Tax (on sales through February 28, 2011) as compared to the third quarter average trend over the past five years.

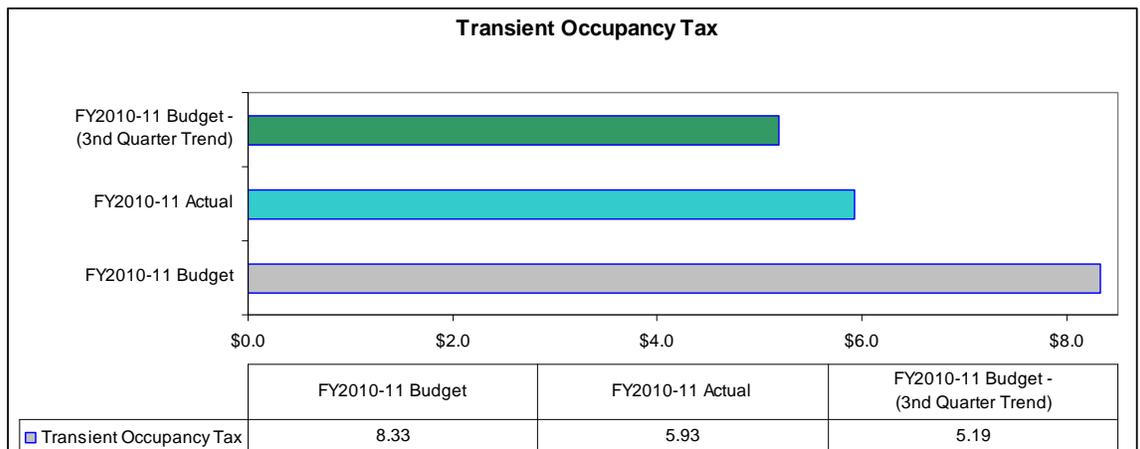


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Transient Occupancy Tax One additional indication of a possible economic recovery is the improvement in the City’s tourism business. Revenue from the transient occupancy tax steadily increased during the summer months. Current projections anticipate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

The following graph tracks the Transient Occupancy Tax (as remitted by hotels, inns, etc. for activity prior through January 31, 2011) as compared to the third quarter average trend over the past five years.



Business License Tax Revenue from Business License tax, which is based on a company’s gross sales, is projected to be under budget by \$0.5 million, resulting from the continued impact the recession has had on retail markets.



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Charges for Service: Includes revenues related to Recreation Programs, Engineering Fees, Police Charges and Fire Inspections. Current projections have these revenues coming in slightly under budget (\$250K), due to a reduction in Parks & Recreation self-sustaining programs. This revenue reduction was offset by a similar reduction in self-sustaining program expenditures.

Expenditures As of March 31, 2011 departments were operating within their approved budgets. Current projections estimate Operating expenditures will end the year approximately \$4.0 million under the current budget level of \$63.2 million. This savings is a combination of Parks and Recreation self sustaining programs, labor concessions agreed to this year by NPOA (not included in the Mid-Cycle budget adjustments), and other cost saving measures by departments throughout FY 2010-11. Approximately \$1.0 million of this amount is anticipated to be carried forward to FY 2011-12.

The following table provides the expenditure budget and actual spent to date for each department through March 31, 2011.

Expenditures by Department	Budget <i>(\$ in Millions)</i>	Through 3/31/2011 <i>(\$ in Millions)</i>	%
City Council / City Clerk	1.07	0.65	58.98%
City Manager	3.28	2.04	60.42%
Finance	3.16	1.90	63.88%
City Attorney	0.98	0.57	58.41%
Personnel	1.07	0.67	60.32%
Community Development	3.03	2.20	73.15%
General Government	2.88	1.49	67.88%
Police Department	21.63	13.80	64.26%
Fire Department	12.46	9.04	72.58%
Public Works	6.53	4.46	68.40%
Community Resources	7.08	4.62	66.28%
<i>Subtotal Expenditures</i>	<i>63.16</i>	<i>41.44</i>	<i>66.66%</i>

Unfortunately, even with the projected under expenditures, the FY 2010-11 General Fund budget remains in a deficit position with projected expenditures exceeding anticipated revenues by \$3.1 million. The use of one-time revenues will help offset the deficit, reducing the anticipated reduction of reserves to \$0.4 million. Additionally, approximately \$1.0 million of the FY2010-11 under expenditure is anticipated to be requested by departments as “carry-forward” for FY2010-11 budgeted activity that will not be paid for until FY 2011-12.



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What We Are Watching

Nationally:

As previously discussed, there continue to be positive signs that the recession has made the turn and we are on the road to economic recovery. We still have concerns over the overall financial stability of the economy, and need to continue to be cautious over the next few years.

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

State:

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

Local Economic Condition:

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

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



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Recommendation

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



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Financial Update - General Fund

Attachment A

	FY 2010-11 Budget (as of 3/31/2011)	FY 2010-11 YTD (as of 3/31/2011)	% to date	FY 10-11 Projection	Projected %
Operating Revenues					
Property Tax	21,694,107	13,545,767	62.44%	21,436,482	98.81%
Sales Tax	11,725,056	7,001,002	59.71%	11,583,474	98.79%
Transient Occupancy Tax	8,328,419	5,933,962	71.25%	9,161,261	110.00%
Business License Tax	3,000,000	2,030,833	67.69%	2,500,000	83.33%
Other Taxes	1,844,804	787,711	42.70%	1,860,588	100.86%
Licenses and Permits	912,601	795,116	87.13%	912,468	99.99%
Charges for Services	4,703,288	3,431,405	72.96%	4,452,120	94.66%
Intergovernmental	854,435	660,229	77.27%	879,488	102.93%
Investment Earnings	250,000	218,691	87.48%	250,000	100.00%
Miscellaneous Revenues	161,643	130,326	80.63%	172,943	106.99%
Transfers In	3,640,405	2,780,204	76.37%	3,690,405	101.37%
Sub-Total Operating Revenues	57,114,758	37,315,246	65.33%	56,899,229	99.62%
<i>One-Time Revenues (Excess ERAF)</i>	<i>2,290,888</i>	<i>2,393,511</i>		<i>2,777,511</i>	
Operating Expenditures					
Sub-Total Operating Expenditures	63,164,420	41,443,473	65.61%	59,155,006	93.65%
<i>Net Impact: Non-Recurring Expenditures</i>	<i>1,243,190</i>	<i>(7,223)</i>	<i>-0.58%</i>	<i>892,743</i>	<i>71.81%</i>
TOTAL EXPENDITURES	64,407,610	41,436,250	64.33%	60,047,749	93.23%
Operating Deficit (Operating Revenues less Total Expenditures)	(7,292,852)	(4,121,004)		(3,148,520)	
<i>Use of one time Revenues (Excess ERAF)</i>	<i>2,290,888</i>	<i>2,393,511</i>	<i>-</i>	<i>2,777,511</i>	
Total Impact to Fund Balance	(5,001,964)			(371,009)	



QUARTERLY INVESTMENT REPORT

Introduction

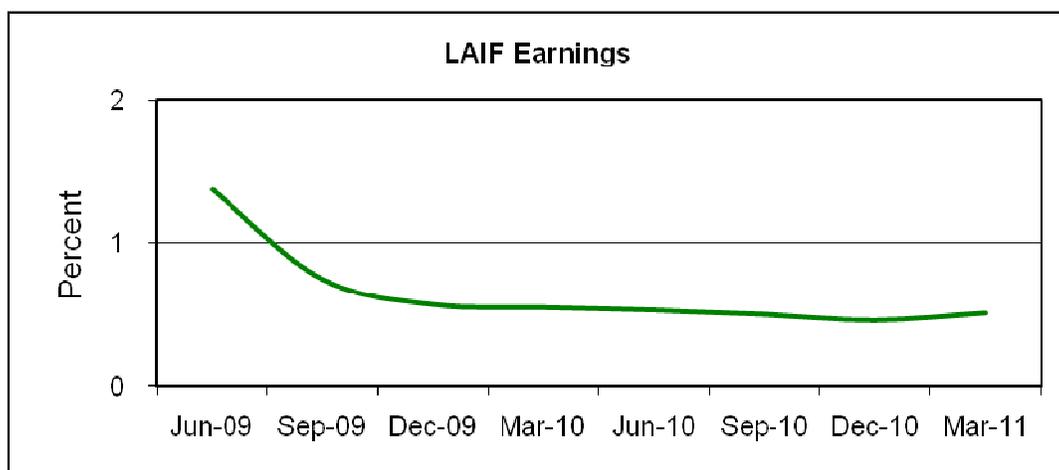
This report presents the City's investment portfolio as of March 31, 2011. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

Investment Approach

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

Current Market Conditions

The economy has continued to struggle and short-term interest rates remain low. Investment professionals are not forecasting a significant improvement in investment earnings although a slight increase is anticipated for the second half of the fiscal year. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. A slight increase in LAIF earnings shown below represents a high-volume sell of securities during the third quarter that resulted in an increase to the apportionment rate currently affecting the City's investments.



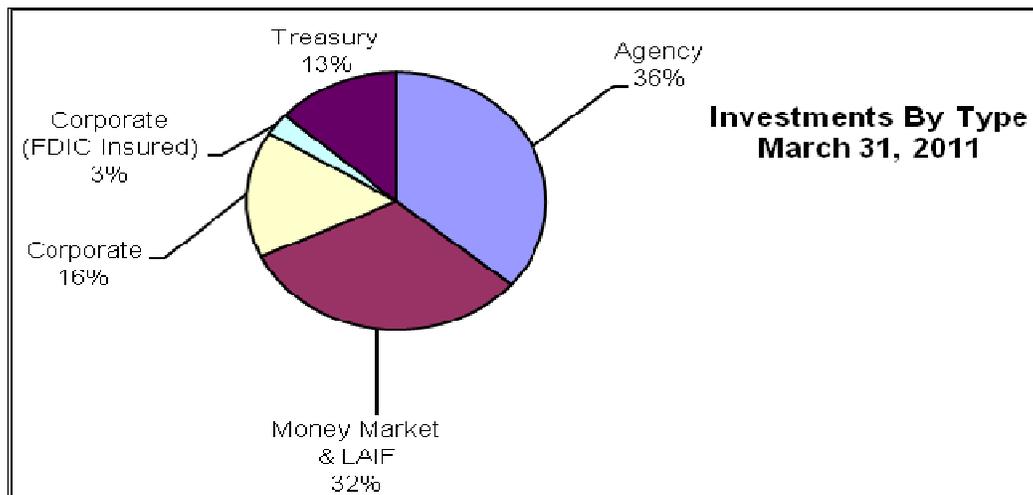


QUARTERLY INVESTMENT REPORT

Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of March 31, 2011 invested funds totaled \$69,424,278, which is \$9.1 million less than the \$78.5 million invested funds total at the end of the 4th quarter of FY 2009-10. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

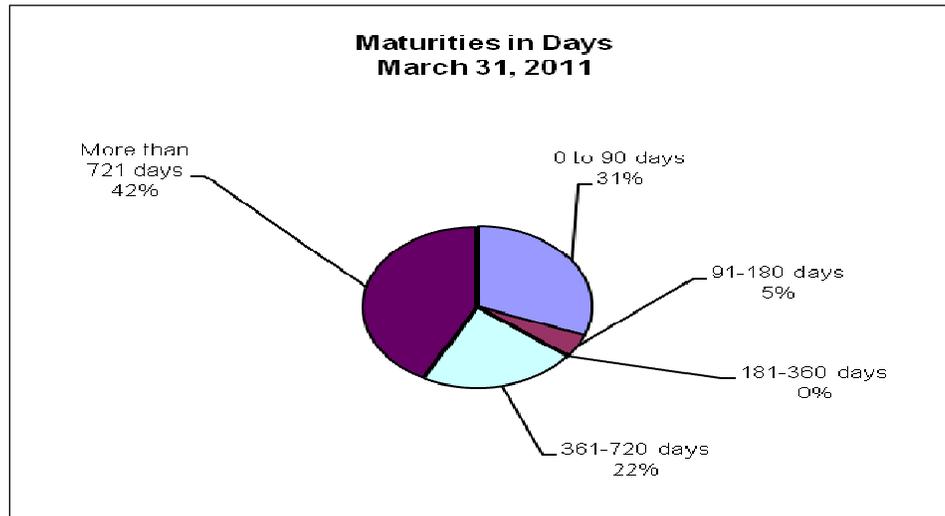
The current City portfolio consists of five types of investments; US Treasuries, Federal Agencies, Corporate Debt, Corporate Debt insured by the FDIC and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of March 31, 2011 was weighted heavily towards the State Local Agency Investment Fund (LAIF) and high quality (AAA rated) Federal Agency securities to maintain the focus on safety and liquidity.



The City's Investment Policy allows for a 5 year time horizon with an emphasis on liquidity. As of March 31, 2011 31 percent of the City's funds were invested in very short-term liquid investments, 27 percent of the funds were invested with maturities between 90 days and 2 years and 42 percent of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



QUARTERLY INVESTMENT REPORT



Conclusion

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City's investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer term maturities (to realize a higher rate of return) is appropriate given the current market conditions. While short term interest rates continued to be low, longer term rates have increased slightly which is a positive economic indicator. The current investment earning projection for FY 2010-11 is \$250K which reflects a \$30K increase over FY 2009-10.

The investment portfolio will continue to be closely monitored to ensure the avoidance of risk and to respond to changes in market conditions.



QUARTERLY INVESTMENT REPORT APPENDIX

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FY 11 Quarter												
2	2nd 3rd												
3	S & P S & P												
4	CUSIP	Description	RATING	RATING	PAR VALUE	PURCHASE DATE	COUPON RATE	MATURITY DATE	ORIGINAL COST	YIELD TO MATURITY	ACCRUED INTEREST	MARKET VALUE	
5	LAIF AND MONEY MARKET												
6	431114701	HIGHMARK GOVT MONEY MARKET FUND	AAA	AAA	66,572				66,572			66,572	
7	N/A	CAMP POOL	AAAm	AAAm	213,155				213,155			213,155	
8		LAIF			20,169,046				20,169,046			20,169,046	
9		TOTAL LAIF AND MONEY MARKET			20,448,773				20,448,773			20,448,773	
10	-												
11	CORPORATE NOTES												
12	949746NW7	WELLS FARGO BANK NOTE	AA-	AA-	250,000	10/23/2007	5.250	10/23/2012	249,718	1.210	5,760	265,006	
13	92976WBK1	WACHOVIA CORP GLOBAL NOTES		AA-	500,000	1/25/2011	2.074	5/1/2013	514,474	0.770	1,671	514,665	
14	06406HBK4	BANK OF NEW YORK NOTE	AA-	AA-	400,000	8/29/2008	5.125	8/27/2013	401,484	5.040	1,936	434,554	
15	742718DM8	PROCTER & GAMBLE CO CORPORATE NOTE	AA-	AA-	250,000	2/6/2009	3.500	2/15/2015	268,128	1.720	1,118	263,062	
16	91159HW4	US BANKCORP NOTE	A+	A+	400,000	6/14/2010	2.000	6/14/2013	399,500	1.110	2,378	406,004	
17	46623EJD2	JP MORGAN CHASE NOTE	A+	A+	400,000	9/30/2010	1.650	9/30/2013	399,952	1.590	18	399,306	
18	36962G4T8	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	640,000	11/9/2010	2.250	11/9/2015	639,520	2.270	5,680	614,827	
19	742718DS5	PROCTER & GAMBLE CO CORPORATE NOTE	AA-	AA-	150,000	11/18/2010	1.800	11/15/2015	148,773	1.970	998	146,501	
20	931142CL5	WAL-MART STORES NOTE	AA	AA	605,000	VARIOUS	4.250	4/15/2013	647,936	1.090	11,856	643,505	
21	459200GR6	IBM CORP NOTE	A+	A+	310,000	1/27/2010	2.100	5/6/2013	312,065	1.120	2,622	316,310	
22	91159HGY0	US BANCORP CALLABLE NOTE	A+	A+	505,000	VARIOUS	1.375	9/13/2013	505,781	1.450	347	504,066	
23	254687AW6	WALT DISNEY CORP NOTE		A	315,000	VARIOUS	4.500	12/15/2013	343,066	1.340	4,174	341,356	
24	717081AR4	PFIZER INC. NOTE	AA	AA	255,000	VARIOUS	4.500	2/15/2014	267,638	1.620	1,466	275,521	
25	166751AH0	CHEVRON TEXACO CORP NOTE	AA	AA	440,000	VARIOUS	3.950	3/3/2014	463,872	1.510	1,352	470,532	
26	24422ERA9	JOHN DEERE CAPITAL CORP NOTES		A	75,000	2/28/2011	1.600	3/3/2014	74,926	1.590	93	75,013	
27	665859AK0	NORTHERN TRUST COMPANY NOTE	AA-	AA-	345,000	VARIOUS	4.625	5/1/2014	374,625	1.940	6,648	372,559	
28	36962G4C5	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	AA+	570,000	VARIOUS	5.900	5/13/2014	614,651	2.420	12,892	629,126	
29	61747YCF0	MORGAN STANLEY NOTE	A	A	440,000	VARIOUS	6.000	5/13/2014	470,563	3.020	10,120	478,654	
30	428236AV5	HEWLETT PACKARD COMPANY NOTE	A-	A-	290,000	VARIOUS	4.750	6/2/2014	314,004	1.900	4,553	315,334	
31	74005PAQ7	PRAXAIR NOTE	A	A	155,000	9/24/2010	5.250	11/15/2014	177,515	1.890	3,074	173,120	
32	09247XAD3	BLACKROCK INC NOTE	A+	A+	305,000	VARIOUS	3.500	12/10/2014	313,432	2.210	3,291	318,901	
33	713448BM9	PEPSICO INC. NOTE	A-	A-	470,000	VARIOUS	3.100	1/15/2015	490,719	2.070	3,076	487,613	
34	46625HHP8	JP MORGAN CHASE NOTE	A+	A+	475,000	3/18/2010	3.700	1/20/2015	483,322	2.900	3,466	488,639	
35	94980VAA6	WELLS FARGO BANK NOTE	AA-	AA-	500,000	3/22/2010	4.750	2/9/2015	524,292	2.980	3,431	532,053	
36	084670AV0	BERKSHIRE HATHAWAY NOTE	AA+	AA+	465,000	VARIOUS	3.200	2/11/2015	466,363	2.400	2,067	478,653	
37	06406JHB4	BANK OF NEW YORK NOTE	A+	A+	435,000	VARIOUS	4.950	3/15/2015	487,713	2.910	957	467,903	
38	74005PAR5	PRAXAIR NOTE	A	A	135,000	6/7/2010	4.625	3/30/2015	147,317	2.450	17	146,101	
39	278642AB9	EBAY INC NOTE	A	A	500,000	10/22/2010	1.625	10/15/2015	499,125	2.690	3,453	477,441	
40		TOTAL CORPORATE NOTES			10,580,000				11,000,471		98,516	11,036,325	



QUARTERLY INVESTMENT REPORT APPENDIX

	A	B	C	D	E	F	G	H	I	J	K	L	M
1			FY 11 Quarter										
2			2nd	3rd									
3			S & P	S & P	PAR	PURCHASE	COUPON	MATURITY	ORIGINAL	YIELD TO	ACCRUED	MARKET	
4	CUSIP	Description	RATING	RATING	VALUE	DATE	RATE	DATE	COST	MATURITY	INTEREST	VALUE	
42	US TREASURY NOTES / BONDS												
43	912828NS5	US TREASURY NOTE	TSY	TSY	1,030,000	3/16/2011	0.063	6/30/2012	1,033,943	0.330	1,618	1,032,657	
44	912828PB0	US TREASURY NOTE	TSY	TSY	640,000	11/9/2010	0.500	10/15/2013	641,100	0.440	1,477	631,250	
45	912828PZ7	US TREASURY NOTE	TSY	TSY	350,000	4/1/2011	1.250	3/15/2014	350,055	1.240	202	349,892	
46	912828MR8	US TREASURY NOTE	TSY	TSY	500,000	3/30/2010	2.375	2/28/2015	495,410	1.100	1,033	512,190	
47	912828MR8	US TREASURY NOTE	TSY	TSY	600,000	3/2/2010	2.375	2/28/2015	601,781	2.310	1,239	614,628	
48	912828PE4	US TREASURY NOTE	TSY	TSY	200,000	11/16/2010	1.250	10/31/2015	199,094	1.340	1,050	192,984	
49	912828PE4	US TREASURY NOTE	TSY	TSY	400,000	11/23/2010	1.250	10/31/2015	394,516	1.540	2,099	385,969	
50	912828PE4	US TREASURY NOTE	TSY	TSY	410,000	11/3/2010	1.250	10/31/2015	411,810	1.160	2,152	395,618	
51	912828PJ3	US TREASURY NOTE	TSY	TSY	200,000	11/30/2010	1.375	11/30/2015	198,555	1.530	922	193,672	
52	912828GQ7	US TREASURY NOTE	TSY	TSY	500,000	5/30/2007	4.500	4/30/2012	492,813	0.350	9,448	522,383	
53	912828GW4	US TREASURY NOTE	TSY	TSY	1,000,000	VARIOUS	4.875	6/30/2012	1,044,619	0.440	12,255	1,055,312	
54	912828HE3	US TREASURY NOTE	TSY	TSY	600,000	VARIOUS	4.250	9/30/2012	621,047	0.560	70	633,047	
55	912828HG8	US TREASURY NOTE	TSY	TSY	900,000	12/6/2007	3.875	10/31/2012	919,020	0.580	14,644	946,723	
56	912828HK9	US TREASURY NOTE	TSY	TSY	1,000,000	12/5/2007	3.375	11/30/2012	1,003,047	0.600	11,312	1,046,016	
57	912828HV5	US TREASURY NOTE	TSY	TSY	750,000	VARIOUS	2.500	3/31/2013	771,922	0.760	51	775,781	
58	TOTAL US TREASURY NOTES / BONDS				9,080,000				9,178,730		59,571	9,288,121	
59													
60	FDIC INSURED CORPORATE NOTES												
61	69351CAC7	PNC FUNDING CORP FDIC GLOBAL NOTE	AAA	AAA	250,000	12/22/2008	2.300	6/22/2012	249,708	2.340	1,581	255,417	
62	949744AC0	WELLS GARGO & CO FDIC GUARANTEED NOTE	AAA	AAA	155,000	VARIOUS	2.125	6/15/2012	155,721	0.530	970	157,961	
63	69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	AAA	225,000	8/31/2009	2.300	6/22/2012	228,503	0.520	1,423	229,875	
64	36967HAV9	GE CAPITAL CORP FDIC GUARANTEED NOTE	AAA	AAA	550,000	6/3/2009	2.125	12/21/2012	550,523	0.740	3,247	562,993	
65	481247AM6	JP MORGAN CHASE FDIC GUARANTEED NOTE	AAA	AAA	700,000	4/22/2009	2.125	12/26/2012	702,170	0.700	3,925	717,189	
66	TOTAL FDIC INSURED CORPORATE NOTES				1,880,000				1,886,624		11,146	1,923,435	



QUARTERLY INVESTMENT REPORT APPENDIX

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FY 11 Quarter												
2	2nd 3rd												
3	S & P S & P												
4	CUSIP	Description	RATING	RATING	PAR VALUE	PURCHASE DATE	COUPON RATE	MATURITY DATE	ORIGINAL COST	YIELD TO MATURITY	ACCRUED INTEREST	MARKET VALUE	
68	AGENCY NOTES / BONDS												
69	3137EACC1	FHLMC NOTE	AAA	AAA	500,000	5/26/2009	1.750	6/15/2012	499,400	1.790	2,576	507,749	
70	3134A4OD9	FHLMC NOTE	AAA	AAA	180,000	9/9/2010	5.125	7/15/2012	194,656	0.690	1,948	190,869	
71	3133XUE41	FHLB NOTE	AAA	AAA	310,000	7/23/2009	1.800	8/22/2012	309,572	1.800	588	315,002	
72	313EACE7	FHLMC NOTE	AAA	AAA	250,000	10/9/2009	2.125	9/21/2012	254,125	1.550	148	255,510	
73	31398A6R8	FNMA NOTES (FLOATING)	AAA	AAA	700,000	11/23/2010	0.330	11/23/2012	699,713	0.430	243	700,809	
74	31398AE24	FNMA NOTE	AAA	AAA	500,000	1/15/2010	1.750	2/22/2013	499,280	0.680	948	508,368	
75	3135GOAK9	FNMA NOTE	AAA	AAA	800,000	2/4/2011	0.750	2/26/2013	799,840	0.760	583	798,931	
76	31359MRG0	FNMA NOTE	AAA	AAA	405,000	4/2/2008	4.375	3/15/2013	423,661	3.360	788	432,617	
77	3137EABM0	FHLMC GLOBAL REFERENCE NOTES	AAA	AAA	470,000	3/3/2011	3.750	6/28/2013	499,925	0.970	4,553	499,473	
78	3133XSAE8	FHLB NOTE	AAA	AAA	420,000	4/9/2009	3.625	10/18/2013	440,018	2.500	6,894	444,919	
79	3137EACR8	FHLMC NOTE		AAA	1,060,000	2/4/2011	1.375	2/25/2014	1,063,095	1.280	3,441	1,060,489	
80	3137EACD9	FHLMC GLOBAL NOTES	AAA	AAA	520,000	8/5/2009	3.000	7/28/2014	521,024	2.960	2,730	543,419	
81	31398A2Y7	FNMA NOTE	AAA	AAA	900,000	8/26/2010	1.500	8/26/2014	900,000	1.500	1,313	886,874	
82	31398AU34	FNMA NOTES	AAA	AAA	385,000	9/7/2010	2.375	7/25/2015	397,420	1.690	1,600	388,982	
83	3137EACM9	FNMA NOTES	AAA	AAA	220,000	10/7/2010	1.750	9/10/2015	222,319	1.530	225	215,935	
84	3136FPLP0	FNMA NOTE	AAA	AAA	280,000	9/30/2010	1.125	9/30/2015	279,384	2.340	9	278,732	
85	3133XFJY3	FHLB NOTE	AAA	AAA	925,000	1/5/2007	5.250	6/10/2011	936,547	0.280	14,973	933,799	
86	31331VJ80	FFCB NOTE	AAA	AAA	2,025,000	VARIOUS	5.375	7/18/2011	2,071,938	0.100	22,071	2,056,734	
87	880591DT6	TENNESSE VALLEY AUTHORITY NOTE	AAA	AAA	685,000	VARIOUS	6.790	5/23/2012	751,277	0.440	16,537	734,597	
88	3133XYWB7	FHLB NOTE	AAA	AAA	650,000	VARIOUS	0.875	8/22/2012	653,185	0.580	616	652,617	
89	31359MPF4	FNMA NOTE	AAA	AAA	240,000	3/6/2008	4.375	9/15/2012	250,034	0.620	467	253,039	
90	3133XUUJ0	FHLB NOTE	AAA	AAA	635,000	12/22/2010	1.625	9/26/2012	645,338	0.640	143	644,277	
91	31398A4T6	FNMA NOTE	AAA	AAA	600,000	12/22/2010	0.500	10/30/2012	597,500	0.680	1,258	598,328	
92	3137EACQ0	FHLMC NOTE	AAA	AAA	400,000	12/22/2010	0.625	12/28/2012	398,998	0.730	826	399,248	
93	31398AKY7	FNMA NOTE	AAA	AAA	550,000	6/4/2008	3.625	2/12/2013	543,256	0.870	2,714	577,909	
94	3137EABM0	FHLMC NOTE	AAA	AAA	150,000	7/2/2008	3.750	6/28/2013	147,091	0.920	1,453	159,406	
95	31398ASD5	FNMA NOTE	AAA	AAA	1,200,000	VARIOUS	3.875	7/12/2013	1,196,216	0.990	10,204	1,277,984	
96	3134A4TZ7	FHLMC NOTE	AAA	AAA	425,000	11/5/2008	4.500	7/15/2013	439,930	0.990	4,038	458,707	
97	880591DW9	TENNESSE VALLEY AUTHORITY NOTE	AAA	AAA	725,000	VARIOUS	4.750	8/1/2013	764,713	1.130	5,740	785,237	
98	3133XR88	FHLB NOTE	AAA	AAA	625,000	11/5/2008	4.000	9/6/2013	626,376	1.210	1,736	666,684	
99	31331KET3	FFCB NOTE		AAA	365,000	3/28/2011	0.980	9/23/2013	363,931	1.170	79	363,317	
100	31398A4A7	FNMA NOTE	AAA	AAA	650,000	9/10/2010	1.200	9/27/2013	650,000	1.390	87	647,046	
101	31331GCS6	FFCB NOTE	AAA	AAA	205,000	9/21/2010	3.875	10/7/2013	223,110	1.150	3,839	218,807	
102	3134G1PP3	FHLMC NOTE	AAA	AAA	345,000	8/18/2010	1.400	11/18/2013	346,432	1.450	577	344,560	
103	31398AUJ9	FNMA NOTE	AAA	AAA	425,000	3/3/2009	2.875	12/11/2013	432,208	1.250	3,734	443,218	
104	3137EABX6	FHLMC NOTE	AAA	AAA	625,000	VARIOUS	2.500	1/7/2014	618,103	1.270	3,646	645,774	
105	31398AVZ2	FNMA NOTE	AAA	AAA	400,000	11/10/2009	2.750	3/13/2014	407,014	1.380	550	415,754	
106	31331GTJ8	FFCB NOTE	AAA	AAA	615,000	10/5/2010	2.625	4/17/2014	649,231	1.390	7,354	637,512	
107	31331JQA4	FFCB NOTE	AAA	AAA	825,000	6/8/2010	1.900	6/2/2014	822,995	1.540	5,181	834,066	
108	3137EACD9	FHLMC NOTE	AAA	AAA	775,000	8/4/2009	3.000	7/28/2014	775,406	1.600	4,069	809,904	
109	31331GL80	FFCB NOTE	AAA	AAA	775,000	VARIOUS	3.000	9/22/2014	792,719	1.660	581	809,915	
110	3136FPEQ6	FNMA NOTE	AAA	AAA	370,000	9/16/2010	1.850	9/9/2015	369,353	2.450	418	360,737	
111	31331J6C2	FFCB NOTE		AAA	370,000	3/28/2011	2.350	12/22/2015	371,339	2.370	2,391	369,717	
112	TOTAL AGENCY NOTES / BONDS				24,480,000.00				24,847,671.88		143,869.35	25,127,569.99	



QUARTERLY INVESTMENT REPORT APPENDIX

	A	B	C	D	E	F	G	H	I	J	K	L	M
1			FY 11 Quarter										
2				2nd	3rd								
3			S & P	S & P	PAR	PURCHASE	COUPON	MATURITY	ORIGINAL	YIELD TO	ACCRUED	MARKET	
4	CUSIP	Description	RATING	RATING	VALUE	DATE	RATE	DATE	COST	MATURITY	INTEREST	VALUE	
114	COMMERCIAL PAPER												
115	892331HWE0	TOYOTA MOTOR CREDIT DISCOUNT		A-1+	600,000	1/27/2011	0.380	9/14/2011	598,543	0.390	-	598,948	
116	TOTAL COMMERCIAL PAPER				600,000.00				598,543		-	598,948	
117													
118	CERTIFICATE OF DEPOSIT												
119	06740MNK5	BARCLAYS BANK PLC NY CERT DEPOS	A-1+	A-1+	500,000	9/7/2010	0.900	9/2/2011	500,000	0.900	2,575	501,105	
120	06417DSG1	BANK OF NOVA SCOTIA HOUSTON YCD	AA-	AA-	500,000	11/9/2010	0.562	11/4/2012	500,000	0.540	398	500,000	
121	TOTAL CERTIFICATE OF DEPOSIT				1,000,000.00				1,000,000		2,973	1,001,105	
122	TOTAL LAIF AND SECURITIES				68,068,772.96				68,960,813.86		316,074.72	69,424,278.08	



QUARTERLY INVESTMENT REPORT APPENDIX

	A	B	C	D	E	F	G	H	I	J	K	L
3			S & P	PAR	PURCHASE	COUPON	MATURITY	ORIGINAL	YIELD TO	ACCRUED	MARKET	DAYS TO
4	CUSIP	Description	RATING	VALUE	DATE	RATE	DATE	COST	MATURITY	INTEREST	VALUE	MATURITY
5	LAIF AND MONEY MARKET											
6	431114701	HIGHMARK GOVT MONEY MARKET FUND	AAA	66,572				66,572			66,572	
7	N/A	CAMP POOL	AAA	213,155				213,155			213,155	
8		LAIF		20,169,046				20,169,046			20,169,046	
9		TOTAL LAIF AND MONEY MARKET		20,448,773				20,448,773			20,448,773	
10				-								
11	3133XFJY3	FHLB NOTE	AAA	925,000	1/5/2007	5.250	6/10/2011	936,547	0.280	14,973	933,799	-71
12	31331VJ80	FFCB NOTE	AAA	2,025,000	VARIOUS	5.375	7/18/2011	2,071,938	0.100	22,071	2,056,734	-109
13	06740MKN5	BARCLAYS BANK PLC NY CERT DEPOS	A-1+	500,000	9/7/2010	0.900	9/2/2011	500,000	0.900	2,575	501,105	-155
14	892331HWE0	TOYOTA MOTOR CREDIT DISCOUNT	A-1+	600,000	1/27/2011	0.380	9/14/2011	598,543	0.390	-	598,948	-167
15	912828GQ7	US TREASURY NOTE	TSY	500,000	5/30/2007	4.500	4/30/2012	492,813	0.350	9,448	522,383	-396
16	880591DT6	TENNESSE VALLEY AUTHORITY NOTE	AAA	685,000	VARIOUS	6.790	5/23/2012	751,277	0.440	16,537	734,597	-419
17	949744AC0	WELLS GARGO & CO FDIC GUARANTEED NOTE	AAA	155,000	VARIOUS	2.125	6/15/2012	155,721	0.530	970	157,961	-442
18	3137EACC1	FHLB NOTE	AAA	500,000	5/26/2009	1.750	6/15/2012	499,400	1.790	2,576	507,749	-442
19	69351CAC7	PNC FUNDING CORP FDIC GLOBAL NOTE	AAA	250,000	12/22/2008	2.300	6/22/2012	249,708	2.340	1,581	255,417	-449
20	69351CAC7	PNC FUNDING CORP FDIC GUARANTEED NOTE	AAA	225,000	8/31/2009	2.300	6/22/2012	228,503	0.520	1,423	229,875	-449
21	912828NS5	US TREASURY NOTE	TSY	1,030,000	3/16/2011	0.063	6/30/2012	1,033,943	0.330	1,618	1,032,657	-457
22	912828GW4	US TREASURY NOTE	TSY	1,000,000	VARIOUS	4.875	6/30/2012	1,044,619	0.440	12,255	1,055,312	-457
23	3134A4OD9	FHLB NOTE	AAA	180,000	9/9/2010	5.125	7/15/2012	194,656	0.690	1,948	190,869	-472
24	3133XUE41	FHLB NOTE	AAA	310,000	7/23/2009	1.800	8/22/2012	309,572	1.800	588	315,002	-510
25	3133XYWB7	FHLB NOTE	AAA	650,000	VARIOUS	0.875	8/22/2012	653,185	0.580	616	652,617	-510
26	31359MPF4	FNMA NOTE	AAA	240,000	3/6/2008	4.375	9/15/2012	250,034	0.620	467	253,039	-534
27	313EACE7	FHLB NOTE	AAA	250,000	10/9/2009	2.125	9/21/2012	254,125	1.550	148	255,510	-540
28	3133XUUJ0	FHLB NOTE	AAA	635,000	12/22/2010	1.625	9/26/2012	645,338	0.640	143	644,277	-545
29	912828HE3	US TREASURY NOTE	TSY	600,000	VARIOUS	4.250	9/30/2012	621,047	0.560	70	633,047	-549
30	949746NWX	WELLS FARGO BANK NOTE	AA-	250,000	10/23/2007	5.250	10/23/2012	249,718	1.210	5,760	265,006	-572
31	31398A4T6	FNMA NOTE	AAA	600,000	12/22/2010	0.500	10/30/2012	597,500	0.680	1,258	598,328	-579
32	912828HG8	US TREASURY NOTE	TSY	900,000	12/6/2007	3.875	10/31/2012	919,020	0.580	14,644	946,723	-580
33	06417DSG1	BANK OF NOVA SCOTIA HOUSTON YCD	AA-	500,000	11/9/2010	0.562	11/4/2012	500,000	0.540	398	500,000	-584
34	31398A6R8	FNMA NOTES (FLOATING)	AAA	700,000	11/23/2010	0.330	11/23/2012	699,713	0.430	243	700,809	-603
35	912828HK9	US TREASURY NOTE	TSY	1,000,000	12/5/2007	3.375	11/30/2012	1,003,047	0.600	11,312	1,046,016	-610
36	36967HAV9	GE CAPITAL CORP FDIC GUARANTEED NOTE	AAA	550,000	6/3/2009	2.125	12/21/2012	550,523	0.740	3,247	562,993	-631
37	481247AM6	JP MORGAN CHASE FDIC GUARANTEED NOTE	AAA	700,000	4/22/2009	2.125	12/26/2012	702,170	0.700	3,925	717,189	-636
38	3137EACQ0	FHLB NOTE	AAA	400,000	12/22/2010	0.625	12/28/2012	398,998	0.730	826	399,248	-638
39	31398AKY7	FNMA NOTE	AAA	550,000	6/4/2008	3.625	2/12/2013	543,256	0.870	2,714	577,909	-684
40	31398AE24	FNMA NOTE	AAA	500,000	1/15/2010	1.750	2/22/2013	499,280	0.680	948	508,368	-694
41	3135GOAK9	FNMA NOTE	AAA	800,000	2/4/2011	0.750	2/26/2013	799,840	0.760	583	798,931	-698
42	31359MRG0	FNMA NOTE	AAA	405,000	4/2/2008	4.375	3/15/2013	423,661	3.360	788	432,617	-715
43	912828HV5	US TREASURY NOTE	TSY	750,000	VARIOUS	2.500	3/31/2013	771,922	0.760	51	775,781	-731
44	931142CL5	WAL-MART STORES NOTE	AA	605,000	VARIOUS	4.250	4/15/2013	647,936	1.090	11,856	643,505	-746
45	92976WBK1	WACHOVIA CORP GLOBAL NOTES	AA-	500,000	1/25/2011	2.074	5/1/2013	514,474	0.770	1,671	514,665	-762
46	459200GR6	IBM CORP NOTE	A+	310,000	1/27/2010	2.100	5/6/2013	312,065	1.120	2,622	316,310	-767
47	91159HGW4	US BANKCORP NOTE	A+	400,000	6/14/2010	2.000	6/14/2013	399,500	1.110	2,378	406,004	-806
48	3137EABM0	FHLB GLOBAL REFERENCE NOTES	AAA	470,000	3/3/2011	3.750	6/28/2013	499,925	0.970	4,553	499,473	-820
49	3137EABM0	FHLB NOTE	AAA	150,000	7/2/2008	3.750	6/28/2013	147,091	0.920	1,453	159,406	-820
50	31398ASD5	FNMA NOTE	AAA	1,200,000	VARIOUS	3.875	7/12/2013	1,196,216	0.990	10,204	1,277,984	-834
51	3134A4TZ7	FHLB NOTE	AAA	425,000	11/5/2008	4.500	7/15/2013	439,930	0.990	4,038	458,707	-837
52	880591DW9	TENNESSE VALLEY AUTHORITY NOTE	AAA	725,000	VARIOUS	4.750	8/1/2013	764,713	1.130	5,740	785,237	-854
53	06406HBK4	BANK OF NEW YORK NOTE	AA-	400,000	8/29/2008	5.125	8/27/2013	401,484	5.040	1,936	434,554	-880
54	3133XRX88	FHLB NOTE	AAA	625,000	17/11/5/2008	4.000	9/6/2013	626,376	1.210	1,736	666,684	-890
55	91159HGY0	US BANCORP CALLABLE NOTE	A+	505,000	VARIOUS	1.375	9/13/2013	505,781	1.450	347	504,066	-897



QUARTERLY INVESTMENT REPORT APPENDIX

	A	B	C	D	E	F	G	H	I	J	K	L
3			S & P	PAR	PURCHASE	COUPON	MATURITY	ORIGINAL	YIELD TO	ACCRUED	MARKET	DAYS TO
4	CUSIP	Description	RATING	VALUE	DATE	RATE	DATE	COST	MATURITY	INTEREST	VALUE	MATURITY
												3/31/2011
56	31331KET3	FFCB NOTE	AAA	365,000	3/28/2011	0.980	9/23/2013	363,931	1.170	79	363,317	-907
57	31398A4A7	FNMA NOTE	AAA	650,000	9/10/2010	1.200	9/27/2013	650,000	1.390	87	647,046	-911
58	46623EJD2	JP MORGAN CHASE NOTE	A+	400,000	9/30/2010	1.650	9/30/2013	399,952	1.590	18	399,306	-914
59	31331GCS6	FFCB NOTE	AAA	205,000	9/21/2010	3.875	10/7/2013	223,110	1.150	3,839	218,807	-921
60	912828PB0	US TREASURY NOTE	TSY	640,000	11/9/2010	0.500	10/15/2013	641,100	0.440	1,477	631,250	-929
61	3133XSAE8	FHLB NOTE	AAA	420,000	4/9/2009	3.625	10/18/2013	440,018	2.500	6,894	444,919	-932
62	3134G1PP3	FHLMC NOTE	AAA	345,000	8/18/2010	1.400	11/18/2013	346,432	1.450	577	344,560	-963
63	31398AUJ9	FNMA NOTE	AAA	425,000	3/3/2009	2.875	12/11/2013	432,208	1.250	3,734	443,218	-986
64	254687AW6	WALT DISNEY CORP NOTE	A	315,000	VARIOUS	4.500	12/15/2013	343,066	1.340	4,174	341,356	-990
65	3137EABX6	FHLMC NOTE	AAA	625,000	VARIOUS	2.500	1/7/2014	618,103	1.270	3,646	645,774	-1013
66	717081AR4	PFIZER INC. NOTE	AA	255,000	VARIOUS	4.500	2/15/2014	267,638	1.620	1,466	275,521	-1052
67	3137EACR8	FHLMC NOTE	AAA	1,060,000	2/4/2011	1.375	2/25/2014	1,063,095	1.280	3,441	1,060,489	-1062
68	166751AH0	CHEVRON TEXACO CORP NOTE	AA	440,000	VARIOUS	3.950	3/3/2014	463,872	1.510	1,352	470,532	-1068
69	24422ERA9	JOHN DEERE CAPITAL CORP NOTES	A	75,000	2/28/2011	1.600	3/3/2014	74,926	1.590	93	75,013	-1068
70	31398AVZ2	FNMA NOTE	AAA	400,000	11/10/2009	2.750	3/13/2014	407,014	1.380	550	415,754	-1078
71	912828PZ7	US TREASURY NOTE	TSY	350,000	4/1/2011	1.250	3/15/2014	350,055	1.240	202	349,892	-1080
72	31331GTJ8	FFCB NOTE	AAA	615,000	10/5/2010	2.625	4/17/2014	649,231	1.390	7,354	637,512	-1113
73	665859AK0	NORTHERN TRUST COMPANY NOTE	AA-	345,000	VARIOUS	4.625	5/1/2014	374,625	1.940	6,648	372,559	-1127
74	36962G4C5	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	570,000	VARIOUS	5.900	5/13/2014	614,651	2.420	12,892	629,126	-1139
75	61747YCF0	MORGAN STANLEY NOTE	A	440,000	VARIOUS	6.000	5/13/2014	470,563	3.020	10,120	478,654	-1139
76	428236AV5	HEWLETT PACKARD COMPANY NOTE	A-	290,000	VARIOUS	4.750	6/2/2014	314,004	1.900	4,553	315,334	-1159
77	31331JQA4	FFCB NOTE	AAA	825,000	6/8/2010	1.900	6/2/2014	822,995	1.540	5,181	834,066	-1159
78	3137EACD9	FHLMC GLOBAL NOTES	AAA	520,000	8/5/2009	3.000	7/28/2014	521,024	2.960	2,730	543,419	-1215
79	3137EACD9	FHLMC NOTE	AAA	775,000	8/4/2009	3.000	7/28/2014	775,406	1.600	4,069	809,904	-1215
80	31398A2Y7	FNMA NOTE	AAA	900,000	8/26/2010	1.500	8/26/2014	900,000	1.500	1,313	886,874	-1244
81	31331GL80	FFCB NOTE	AAA	775,000	VARIOUS	3.000	9/22/2014	792,719	1.660	581	809,915	-1271
82	74005PAQ7	PRAXAIR NOTE	A	155,000	9/24/2010	5.250	11/15/2014	177,515	1.890	3,074	173,120	-1325
83	09247XAD3	BLACKROCK INC NOTE	A-	305,000	VARIOUS	3.500	12/10/2014	313,432	2.210	3,291	318,901	-1350
84	713448BM9	PEPSICO INC. NOTE	A+	470,000	VARIOUS	3.100	1/15/2015	490,719	2.070	3,076	487,613	-1386
85	46625HHP8	JP MORGAN CHASE NOTE	A+	475,000	3/18/2010	3.700	1/20/2015	483,322	2.900	3,466	488,639	-1391
86	94980VAA6	WELLS FARGO BANK NOTE	AA-	500,000	3/22/2010	4.750	2/9/2015	524,292	2.980	3,431	532,053	-1411
87	084670AV0	BERKSHIRE HATHAWAY NOTE	AA+	465,000	VARIOUS	3.200	2/11/2015	466,363	2.400	2,067	478,653	-1413
88	742718DM8	PROCTER & GAMBLE CO CORPORATE NOTE	AA-	250,000	2/6/2009	3.500	2/15/2015	268,128	1.720	1,118	263,062	-1417
89	912828MR8	US TREASURY NOTE	TSY	500,000	3/30/2010	2.375	2/28/2015	495,410	1.100	1,033	512,190	-1430
90	912828MR8	US TREASURY NOTE	TSY	600,000	3/2/2010	2.375	2/28/2015	601,781	2.310	1,239	614,628	-1430
91	06406JHB4	BANK OF NEW YORK NOTE	A+	435,000	VARIOUS	4.950	3/15/2015	487,713	2.910	957	467,903	-1445
92	74005PAR5	PRAXAIR NOTE	A	135,000	6/7/2010	4.625	3/30/2015	147,317	2.450	17	146,101	-1460
93	31398AU34	FNMA NOTES	AAA	385,000	9/7/2010	2.375	7/25/2015	397,420	1.690	1,600	388,982	-1577
94	3136FPQ6	FNMA NOTE	AAA	370,000	9/16/2010	1.850	9/9/2015	369,353	2.450	418	360,737	-1623
95	3137EACM9	FNMA NOTES	AAA	220,000	10/7/2010	1.750	9/10/2015	222,319	1.530	225	215,935	-1624
96	3136FPLO	FNMA NOTE	AAA	280,000	9/30/2010	1.125	9/30/2015	279,384	2.340	9	278,732	-1644
97	278642AB9	EBAY INC NOTE	A	500,000	10/22/2010	1.625	10/15/2015	499,125	2.690	3,453	477,441	-1659
98	912828PE4	US TREASURY NOTE	TSY	200,000	11/16/2010	1.250	10/31/2015	199,094	1.340	1,050	192,984	-1675
99	912828PE4	US TREASURY NOTE	TSY	400,000	11/23/2010	1.250	10/31/2015	394,516	1.540	2,099	385,969	-1675
100	912828PE4	US TREASURY NOTE	TSY	410,000	11/3/2010	1.250	10/31/2015	411,810	1.160	2,152	395,618	-1675
101	36962G4T8	GENERAL ELECTRIC CAPITAL CORP NOTE	AA+	640,000	11/9/2010	2.250	11/9/2015	639,520	2.270	5,680	614,827	-1684
102	742718DS5	PROCTER & GAMBLE CO CORPORATE NOTE	AA-	150,000	11/18/2010	1.800	11/15/2015	148,773	1.970	998	146,501	-1690
103	912828PJ3	US TREASURY NOTE	TSY	200,000	11/30/2010	1.375	11/30/2015	198,555	1.530	922	193,672	-1705
104	31331J6C2	FFCB NOTE	AAA	370,000	3/28/2011	2.350	12/22/2015	371,339	2.370	2,391	369,717	-1727
105				47,620,000				48,512,041		316,075	48,975,505	
106												
107				68,068,773				68,960,814		316,075	69,424,278	



CITY of NAPA

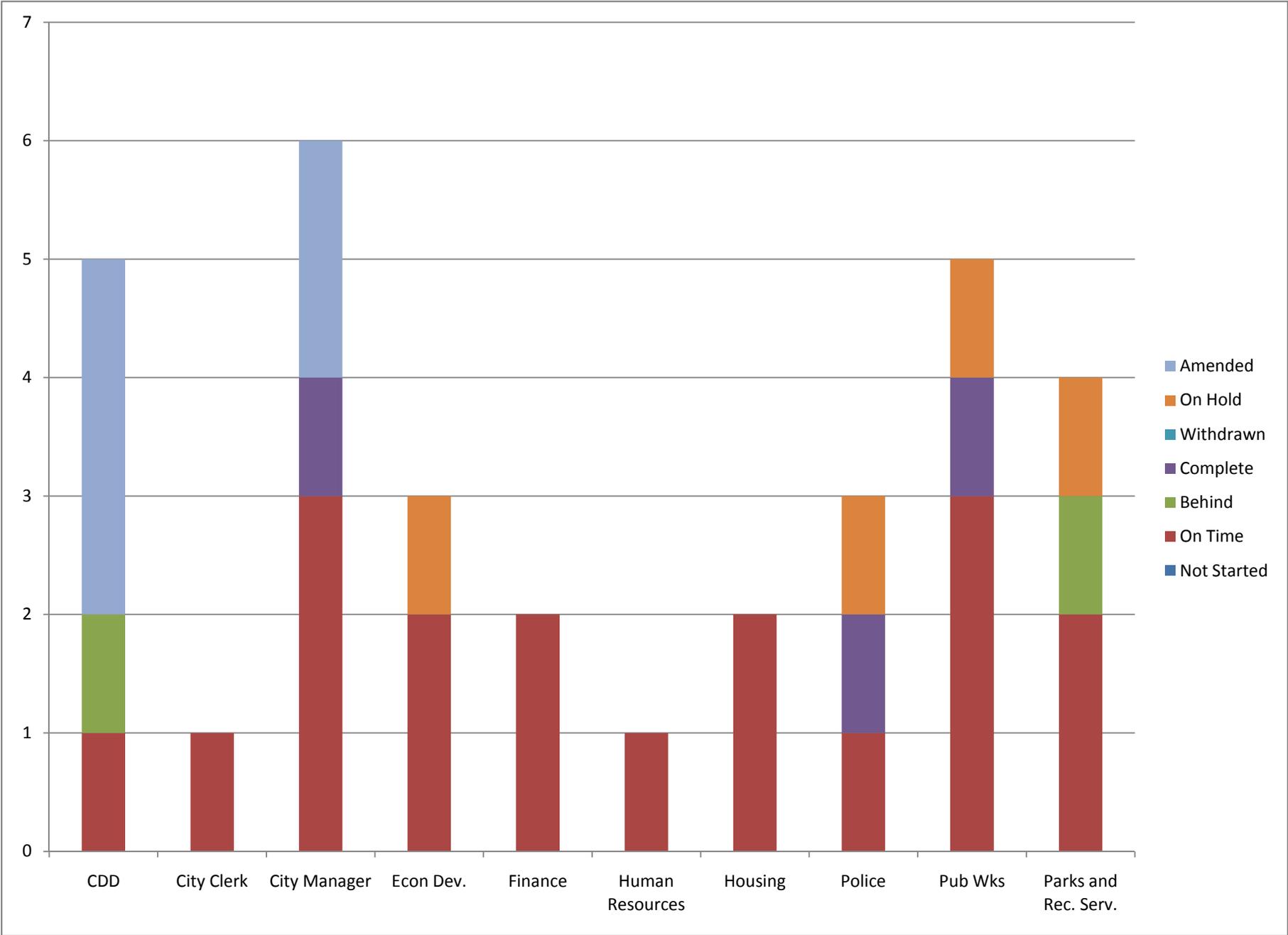
FY 2010-2011

Project Tracking
3rd Quarter

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Project Status by Department





Project Tracking Summary

by Department

CDD, Building

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00442	High Performance Building Ordinance-Phase 3 and 4	4 of 4	Amended	6/30/2011	Cass Walker
Total Projects for CDD, Building: 1					

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00308	Historic Resources Inventory Update	3 of 4	Amended	6/30/2011	Kevin Eberle
CDD-00478	Downtown Specific Plan	3 of 3	On Time	6/30/2011	Julianne Ward
CDD-00479	Medical Marijuana Dispensary Permit	1 of 2	Behind	6/30/2011	Brun/Tooker
CDD-00481	Public Art Master Plan and Guidelines	1 of 2	Amended	6/30/2012	Mike Allen
Total Projects for CDD, Planning: 4					

City Clerk

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

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00439	City Hall/Public Safety Facilities Master Plan	1 of 1	Amended	6/30/2011	Weiss/LaRochelle
CM-00484	City Council Comes to You	1 of 1	Amended	9/30/2011	Barry Martin
CM-00500	Labor Relations Program	1 of 1	On Time	6/30/2011	N. Weiss



Project Tracking Summary

by Department

City Manager

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

Total Projects for City Manager: 6

Economic Development

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

Total Projects for Economic Development: 3

Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00448	Cost Allocation Plan/User Fee Study	1 of 2	On Time	6/30/2011	Bill Zenoni
FIN-00463	Financial System, Payroll and Human Resources	3 of 3	On Time	6/30/2011	Bill Zenoni

Total Projects for Finance, Accounting: 2

Housing

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



Project Tracking Summary

by Department

Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00502	Affordable Housing Development	1 of 1	On Time	6/30/2011	Jan Maurer Watkins
Total Projects for Housing: 2					

Human Resources

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

Police

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

PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00425	Napa Creek Flood Protection Project	1 of 3	On Time	6/30/2011	Mark Tomko
PW-00486	Fire Station No. 1 Seismic Retrofit	1 of 2	On Hold	6/30/2011	Jason Holley
Total Projects for PW, Engineering: 2					



Project Tracking Summary

by Department

PW, Transportation Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00493	Soscol Blvd/Silverado Trail Realignment Project	1 of 4	On Time	6/30/2011	Jason Holley
PW-00498	Saratoga Drive Extension Project	1 of 3	On Time	6/30/2011	Jason Holley
Total Projects for PW, Transportation Engineering: 2					

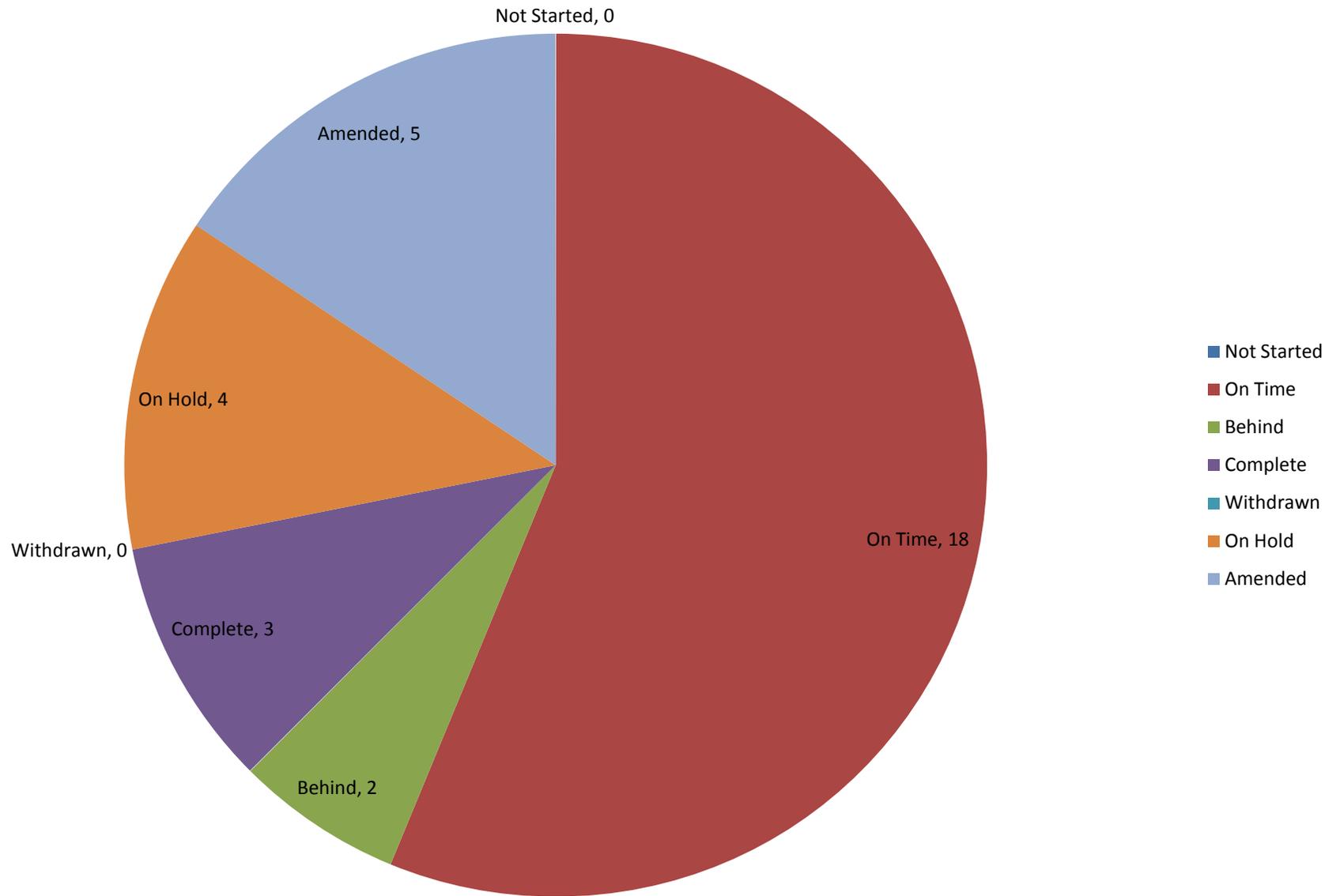
PW, Water

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

Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00466	Development/Expansion of Group Park Picnic Sites	1 of 1	Behind	6/30/2011	Dave Perazzo
REC-00467	O'Brien Park Public Restroom Project	1 of 2	On Time	6/30/2011	Dave Perazzo
REC-00470	Update Facility Rental Fees & Charges	1 of 1	On Hold	6/30/2011	Cindy Bannister
REC-00471	Update existing and new facility use policies	1 of 1	On Time	6/30/2011	Cindy Bannister
Total Projects for Recreation: 4					

Project Summary by Status





Project Tracking Summary

by Project Status

Amended

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00308	Historic Resources Inventory Update	3 of 4	6/30/2011	CDD, Planning	Kevin Eberle
CDD-00442	High Performance Building Ordinance-Phase 3 and 4	4 of 4	6/30/2011	CDD, Building	Cass Walker
CDD-00481	Public Art Master Plan and Guidelines	1 of 2	6/30/2012	CDD, Planning	Mike Allen
CM-00439	City Hall/Public Safety Facilities Master Plan	1 of 1	6/30/2011	City Manager	Weiss/LaRochele
CM-00484	City Council Comes to You	1 of 1	9/30/2011	City Manager	Barry Martin
Total Projects with Amended Status: 5					

Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00479	Medical Marijuana Dispensary Permit	1 of 2	6/30/2011	CDD, Planning	Brun/Tooker
REC-00466	Development/Expansion of Group Park Picnic Sites	1 of 1	6/30/2011	Recreation	Dave Perazzo
Total Projects with Behind Status: 2					

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CM-00505	HR Transition Implementation	1 of 1	6/15/2011	City Manager	Nancy Weiss
PD-00468	Volunteer Program	1 of 1	1/31/2011	Police	Jeff Troendly
PW-00464	PW Capital Improvement 5-Year Master Plan	1 of 1	1/31/2011	PW, Water	Megan Thomas
Total Projects with Complete Status: 3					



Project Tracking Summary

by Project Status

On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
ED-00508	Parkway Plaza Project Area Wind-Down Plan	1 of 1	5/31/2011	Economic Development	J. LaLiberte
PD-00473	Geographic Neighborhood Policing	1 of 1	3/1/2011	Police	Steve Potter
PW-00486	Fire Station No. 1 Seismic Retrofit	1 of 2	6/30/2011	PW, Engineering	Jason Holley
REC-00470	Update Facility Rental Fees & Charges	1 of 1	6/30/2011	Recreation	Cindy Bannister

Total Projects with On Hold 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>
CDD-00478	Downtown Specific Plan	3 of 3	6/30/2011	CDD, Planning	Julianne Ward
CLK-00482	Records Management	1 of 1	6/30/2011	City Clerk	R. Ryan
CM-00500	Labor Relations Program	1 of 1	6/30/2011	City Manager	N. Weiss
CM-00506	Administrative/Personnel Policies & Procedures	2 of 2	6/30/2011	City Manager	N. Weiss
CM-00507	Executive Recruitments	1 of 1	6/30/2011	City Manager	N. Weiss
ED-00509	City Sustainability Plan and EECBG Grant Implemt'n	1 of 1	6/30/2011	Economic Development	LaLiberte
ED-00516	September 11 Memorial Community Project	1 of 1	6/30/2011	Economic Development	Hinkle
FIN-00448	Cost Allocation Plan/User Fee Study	1 of 2	6/30/2011	Finance, Accounting	Bill Zenoni
FIN-00463	Financial System, Payroll and Human Resources	3 of 3	6/30/2011	Finance, Accounting	Bill Zenoni
HR-00474	Financial System, Payroll and Human Resources	3 of 3	6/30/2011	Human Resources	J. Brott/S.Esser
HSG-00320	Inclusionary Zoning Ordinance Update	2 of 2	6/30/2011	Housing	Jan Maurer Watkins
HSG-00502	Affordable Housing Development	1 of 1	6/30/2011	Housing	Jan Maurer Watkins



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>
PD-00469	Police/Fire Admin Consolidation	1 of 1	6/30/2011	Police	Shirley Perkins
PW-00425	Napa Creek Flood Protection Project	1 of 3	6/30/2011	PW, Engineering	Mark Tomko
PW-00493	Soscol Blvd/Silverado Trail Realignment Project	1 of 4	6/30/2011	PW, Transportation En	Jason Holley
PW-00498	Saratoga Drive Extension Project	1 of 3	6/30/2011	PW, Transportation En	Jason Holley
REC-00467	O'Brien Park Public Restroom Project	1 of 2	6/30/2011	Recreation	Dave Perazzo
REC-00471	Update existing and new facility use policies	1 of 1	6/30/2011	Recreation	Cindy Bannister

Total Projects with On Time Status: 18



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

- Phase 1 (FY 08-09): Citywide windshield survey and Citywide Historic Context Statement
- Phase 2 (FY 09-12): Completion of intensive level area surveys for the 33 identified areas. Completion date is contingent upon staff and funding resources.
- Phase 3 (FY 10-11): Transition to State resource rating system, completion of Alta Heights Survey, and begin City Codes update pertaining to historic resources.
- Phase 4 (FY 11-12): Implementation of recommendations set forth in intensive level surveys

Status Update

4/20/2011 - rtooker: The draft Alta Heights Intensive Level Survey and Context Statement is nearly complete and is scheduled for staff review of an administrative draft in May. Preparation for the final public draft in June and adoption of the document in August is on schedule. The "Update to the Ordinance" identified in the tasks in this tracking sheet is separate and distinct from the Historic Resources Inventory Update. It will include revising the City's Historic Preservation Ordinance to include replacing the HRI system (e.g., HRI-1, HRI-2, etc.) to correspond to the State Office of Historic Preservation's rating system and updating the City's Ordinance to reflect current CHC and staff practices relating to certificate of appropriateness review, to provide greater efficiencies, and to implement the recommendations of the approved area surveys. This will be identified as a separate project for FY ' 11-12 and therefore tasks have been withdrawn in the project tracking sheet.

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

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

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

Project Milestones

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

Project Progress: 5% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00442	Project Status	Amended
Project Title	High Performance Building Ordinance-Phase 3 and 4			Phase	4 of 4
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Building	Project Leader	Cass Walker		
Project Budget	\$0				
Funding Sources	Private partnerships, grants, GF				

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

Project Description

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

(Phase 2) A green building task force consisting of 18 persons from various interested parties and civic groups was approved by Council on May 5, 2009. This group met on May 28, 2009 for their first meeting and will be meeting monthly over 6-7 months to work on revisions to a new green building ordinance that will incorporate green building standards for all new buildings constructed within the City. The task force was charged with crafting an expanded green building ordinance that includes new residential buildings and new commercial buildings not currently covered by the existing green building ordinance. The task force used the 2008 State Green Building Standards Code as a basis for the expanded ordinance. The Ordinance for new buildings was passed by the City Council.

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

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

Status Update

4/13/2011 - cwalker: The City received a request from Sustainable Napa Valley in conjunction with the Board of Realtors to look at implementing a "voluntary" program related to additions and remodels. After working to prepare checklists it became apparent at the Task Force meetings that there was a significant community education piece that was needed related to realtors, property owners, contractors, and suppliers

regarding projects, energy efficiency appliances, and funding sources that might be available to cover some of the high performance improvements. The Task Force is recommending that we work with the stakeholder groups to prepare "voluntary" checklists and related materials and develop public outreach/education programs as part of the Sustainability plan. The Task Force felt that this approach would educate the community and achieve buy-in rather than creating a situation where work might be conducted without permits. The intention would be to work out any issues through a voluntary program over the course of 18 months and then move into a mandatory additions/remodels ordinance with that experience behind us once CAL Green is updated to include additions and remodels in January 2013.

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

The Green Building Task Force will meet to discuss including High Performance Building Ordinance provisions for construction of additions, remodeling and alterations to existing residential and non-residential buildings on January 19, 2011.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Green Bld. Task Force Meetings- Phase 3	CDD, Building	Steve Jensen	20 %	1/31/2011	Complete
City Attorney Review Phase 3	City Attorney	Peter Spoerl	20 %	1/31/2011	Complete
Green Bld. Task Force Meetings- Phase 4	CDD, Building	Steve Jensen	20 %	5/31/2011	Complete
Draft Voluntary Checklists	City Attorney	Peter Spoerl	20 %	5/31/2011	On Time
Begin Community Education Process			20 %	6/30/2011	Withdrawn

Project Progress: 60% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CDD-00478	Project Status	On Time
Project Title	Downtown Specific Plan			Phase	3 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Julianne Ward		
Project Budget	\$762,000				
Funding Sources	Redevelopment and General Fund				

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

Project Description

Development of a Downtown Specific Plan to guide future development focusing on land use, infrastructure, parking, economic analysis and design. The process included in Phase 1 preparation of an RFQ/RFP to select a consultant; designating a steering committee to guide the process; public outreach to engage the community in outlining a land use vision and development strategies; and analysis of infrastructure, parking and fiscal needs, which was completed in FY 09-10. Phase 2 includes continued public outreach, completion of the downtown historic context statement and survey, streetscape design, design guidelines and final development of the Specific Plan, as well as preparation of the Environmental Impact Report. Adoption hearings will be completed as part of Phase 3 of the project in the summer.

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

Phase 2 (FY09-10) - Historic analysis, public outreach, plan formation and environmental review

Phase 3 (FY10-11) - Environmental review, public outreach, public hearings/plan adoption

Status Update

4/20/2011 - rtooker: Staff has reviewed administrative draft chapters of the Downtown Specific Plan (e.g., streetscape plan, finance plan, infrastructure plan, circulation plan, draft zoning regulations and design guidelines), which were completed in December-March and extensive comments were submitted to the project consultant. MIG is amending the chapters to address staff's comments and a second administrative draft is being prepared for distribution on April 22nd. Depending on the extent of comments on this second administrative draft, circulation of the Draft Specific Plan to the Steering Committee and for public review, scheduled for May 27th, could be delayed. Preparation of the Draft EIR is also in process, however the Draft EIR will not be released in advance of the Draft Specific Plan as required by CEQA. Therefore, the task of completing the Administrative Draft EIR, originally shown on 1/3/2011, has been correctly "amended" to reflect that release of the Draft EIR will follow release of the Draft Specific Plan. It is anticipated that the Steering Committee and public will have valuable recommendations for amendment to the Draft Specific Plan, which will be inserted into a Final Draft for City Council consideration and from which environmental review will be required. Therefore, release of the Draft EIR is scheduled 60 days from release of the Draft Specific Plan to provide sufficient time to receive

comments, insert them where necessary and complete and circulate the Draft EIR.

2/1/2011 - rtooker: The Steering Committee and staff participated in neighborhood walking tours held in December-January at the edges of the Planning Area to better understand the issues of importance to adjoining neighbors. Also, the Intensive Level Historic Survey and Context Statement for the downtown has been completed. The Historic Survey Design Guidelines, which have also been completed, are being weaved into the general downtown Design Guidelines. The project consultant, MIG, has completed the administrative draft of the Specific Plan's Design Guidelines and the Land Use and Zoning Designations, which are being reviewed by staff. The administrative draft Finance Plan and Infrastructure/Circulation Plans are also undergoing staff review. The next significant step is Steering Committee review of the complete draft plan in April and completion of the final Plan and draft EIR in the summer.

11/18/2010 - rtooker: Two critical items were added to the scope of work for the DSP including the Intensive Level Historic Survey and Context statement and Design Guidelines and the Traffic and Circulation study from Jefferson to California. The Historic Survey Guidelines are. Is a critical part of the preferred plan because it will assist in determining the type of development located adjacent to historic structures and the restoration of historic structures. This addition of the Historic Survey/Guidelines and Circulation Study has delayed the development of the preferred plan which is now scheduled for the spring of 2011. The Developers Roundtable has been withdrawn because of the delay in the preferred plan and Staff believes we can receive similar input from other outreach efforts. The funds allocated for this effort will be needed to fund inclusion of the information from these additional studies into the DSP document and process. Staff will be bringing a project schedule and budget update to the City Council early next year.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete draft historic analysis	CDD, Planning	Ward/LaLiberte	15 %	11/19/2010	Complete
Complete draft streetscape plan	CDD, Planning	Ward	15 %	12/1/2010	Complete
Prepare draft finance plan	CDD, Planning	Ward/LaLiberte	15 %	12/8/2010	Complete
Complete draft infrastructure/circ. Plan	CDD, Planning	Ward/LaLiberte	15 %	12/8/2010	Complete
Complete draft zoning/design guidelines	CDD, Planning	Ward	15 %	12/8/2010	Complete
Complete Admin. Draft EIR	CDD, Planning	Ward	15 %	1/3/2011	Amended
Circulate Draft Specific Plan	CDD, Planning	Ward	5 %	5/27/2011	On Time
Adoption	CDD, Planning	Ward	5 %	6/30/2011	Behind

Project Progress: 75% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00479	Project Status	Behind
Project Title	Medical Marijuana Dispensary Permit			Phase	1 of 2
Project Start Date	8/9/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Brun/Tooker		
Project Budget	\$35,000				
Funding Sources	Application Cost Recovery Fees				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

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

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

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

Status Update

4/20/2011 - rtooker: On February 10, 2010, the Management Reviewers met for a second time with the lead consultant to discuss the relative strengths and weaknesses of all six applications, based solely on the documents submitted in the application packages. During these meetings, a clear consensus emerged among the Management Reviewers, that was also consistent with the comments provided by the consultants, that three applicants were clearly not "best" in comparison to the demonstrated qualifications of the remaining three "best" applicants. Therefore, the Management Reviewers recommended that additional written supplemental materials be obtained from the three applicants and an interview be scheduled before a "Preferred Applicant" is selected by the CDD. The applicants were updated of the City's progress in reviewing the applications in March and letters were sent to the three applicants who will be interviewed in April. The interview date is schedule on June 3rd.

The following represents a revised schedule:

- Interview of three candidates 6/3/2011
- Preliminary Determination made and posted for 10 days 7/15/2011
- Required 30 day review period extends to 8/15/2011

- Management Review Team reviews all comments received and CDD makes the Final Determination 9/15/2011
- Selected candidate files Use Permit application

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

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

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

The steps which are currently in progress are:

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

Project Milestones

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

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	CDD-00481	Project Status	Amended
Project Title	Public Art Master Plan and Guidelines			Phase	1 of 2
Project Start Date	1/10/2011	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date	6/30/2012		
Lead Department	CDD, Planning	Project Leader	Mike Allen		

Project Budget

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

Status Update

4/19/2011 - mallen: Because the revised completion date extends beyond the end of the fiscal year, this project has been separated into two phases as provided below:

Phase I -

Research adopted plans in other communities (4/1/11 - Completed)

Prepare an RFP, select a qualified Art Advisor, complete the scope and contract (6/30/11)

Phase II -

Develop a public outreach process (7/31/11)

Develop an evaluation process (10/31/11)

Identify receiver sites (12/31/11)

Prepare public art program guidelines (1/31/12)

Circulate the draft program for public review and comment (3/31/12)

Complete the final draft (4/30/12)

Adoption by City Council (6/30/12)

3/18/2011 - mallen: Commenced research and compilation of Public Art Master Plans implemented in other municipalities. Beginning preparation of an early Draft Master Plan.

2/1/2011 - rtooker: This project has not started, as there is no available funding dedicated to it. As development occurs, some projects are providing public art onsite (Transit Center) and others are paying the in-lieu fee (Trancas Shell Expansion), Staff is looking at other communities to determine if they have

plans that, with adjustments, would also work in Napa. The public art program is in its inception with \$41,000 currently in the fund, providing time to develop the implementation plan.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Prepare an RFP to solicit qualified firm	Planning/CRA	Rick Tooker	5 %	1/15/2011	Amended
Select Firm	Planning/CRA	Rick Tooker	5 %	2/15/2011	Amended
Develop a public outreach effort	Planning/CRA	Rick Tooker	20 %	3/1/2011	Amended
Circulate Draft Plan	Planning/CRA	Rick Tooker	65 %	5/30/2011	Amended
Adoption	Planning/CRA	Rick Tooker	5 %	6/30/2011	Amended
Project Progress: 0% of 100% Complete					



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

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

Status Update

4/19/2011 - rryan: All permanent agreements have been re-indexed in SIRE and refiled in vault and basement. The Vault File Plan has been updated to reflect the changes.

Over 200 boxes of records have been scanned and/or destroyed.

A new cabinet structure has been identified and an agreement for restructuring the cabinets is now in creation. The draft cabinet structure will be mocked up and shared with key staff across City departments for feedback.

A new policy is being created related to designating SIRE as a "Trusted System", allowing for a better recognition of records needing to be in the system citywide.

1/24/2011 - droberts: Records project in full swing, including updating and adoption of new City Clerk Department records retention schedule, and progress on updating retention schedules for CDD, including Planning Dept and Code Enforcement Divisions. Re-indexing of permanent agreements will be complete by deadline. Over 200 boxes of records were prepped for scanning and/or destruction, and scanning is in process for records such as deeds and easements, encroachment permits, and planning files. After a visit to

the City's off-site storage site ("Profile"), staff (from Clerk and Planning), determined that there are several boxes which could be either scanned or prepared for destruction, and pulled 35 boxes for inspection, many of which were prepared for destruction per retention schedule guidelines.

Project Milestones

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

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

Status Update

5/6/2011 - jlarochelle: On April 26, 2011, a joint meeting between the City of Napa and County of Napa was held to discuss studying the possibility of co-locating administrative functions for both agencies within the City of Napa, City Hall, superblock. Both agencies agreed that a study of the concept of co-locating had merit and that the respective staffs were to bring back to each body a scope of services to be performed by the County's current consultant, Jones, Lang and LaSalle. Staff anticipates that this initial work which includes a refinement of the City's needs, as well as an organizational analysis should be complete by the end of calendar year 2011. Once this work is complete and it appears that co-locating may be feasible, both agencies will once again contemplate moving forward with actual concept planning.

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

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

considered. They include:

1. Seismically retrofit Fire Station 1 and bring it to current code standards. This option may be costly to bring the current station up to current standards and would preclude the City Hall site as a single joint City/County Government Center site.
2. As an interim measure, seismically strengthen Fire Station 1 to prevent a catastrophic failure at a greatly reduced cost and consider a new station location at the CSB location. After the new station is constructed, the existing Fire Station 1 site could be demolished making room for adding onto existing City Hall. This option also precludes the City Hall site as a single joint City/County Government site.
3. Like number 2 above, seismically strengthen Fire Station 1 and construct a Public Safety facility at the CSB site that would house both Fire Station 1 and the Police Department. This option would require a feasibility study be conducted to determine operational considerations and cost implications. This option would allow the existing City Hall site to be considered for a joint City/County Government site.

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

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

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

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

Project Milestones

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

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** CM-00484 **Project Status** Amended

Project Title City Council Comes to You **Phase** 1 of 1

Project Start Date 11/15/2010 **Project Due Date** 1/31/2011

Requested Start Date 5/9/2011 **Requested Due Date** 9/30/2011

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

Project Budget \$0

Funding Sources

- City Manager's Report City Council's Report

Project Description

Series of four Council appearances at locations in the community. Meetings will involved short presentations from selected departments and feedback from citizens.

Status Update

5/11/2011 - bmartin: The reason for the reset to Fall 2011 results from other work demands with deadlines that occurred in the winter 2010-11, postponing the preparation for the meetings; and from the undesirability of holding these meetings during the summer season, when citizens are not as likely to engage and attend.

5/3/2011 - bmartin: After discussion a new time frame for this project has been set for fall 2011.

2/7/2011 - dbrun: This project has not been started due to the unavailability of the project manager. City Manager's office requests that the scheduled due date be adjusted to May 1, 2011.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Secure locations and logistics needs	City Manager	Barry Martin	20 %	12/31/2010	Amended
Coordination of dept. presentations	City Manager	Barry Martin	60 %	1/15/2011	Amended
Publicize event	City Manager	Barry Martin	20 %	1/31/2011	Amended

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00500	Project Status	On Time
Project Title	Labor Relations Program			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$0				

Funding Sources

- City Manager's Report City Council's Report

Project Description

Significant changes in employee health, retiree health and retirement benefits were implemented in FY 9/10 as a result of structural cost savings measures needed to address the City's budget shortfall. In FY 9/10, with the cooperation of all employee groups, the City negotiated changes in MOU side letters and 2 Memoranda of Understanding (MOU's). In FY 10/11, all employee contracts are due to expire and will require changes to long term MOU's, some dating back to 2001, incorporating and refining the concessions negotiated in FY9/10. Negotiations will include development of consolidated MOU's with consistent policy and benefits language as appropriate.

The City will work collaboratively with all groups to find ways to address budget shortfalls and contain labor costs, while maintaining a competitive and sustainable employee compensation program.

Status Update

2/2/2011 - nweiss: The City management team has reviewed and presented a financial update for the current fiscal year and has prepared General Fund budget projections for FY 11-13. Budget briefings with bargaining groups and general employees will commence in February 2011. Council has provided direction regarding a budget balancing approach to address the projected structural budget deficit for the FY 11-13 budget cycle using a combination of one time revenues, reserves, program reductions and employee cost savings measures. Formal discussions with bargaining groups will commence in late February and March of 2011 with the goal of implementing cost savings measures beginning in July 2011.

4/27/2011 - Negotiations with NCFE are underway for a successor MOU. Mid-term discussions with NCEA, AMP, Fire-Mid and Police-Mid were held; agreements on mid-term concessions were not reached, however, informal communications continue. Preparations for MOU negotiations with NCEA, AMP, Fire Mid-Management and Police Mid-Management are underway for successor MOU's to be effective January 2012.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
NPOA HRA sideletter	City Manager	N. Weiss	10 %	12/31/2010	Behind
Prep for NCFA contract negotiations	City Manager	N. Weiss	15 %	1/31/2011	Complete
Council Direction for key initiatives	City Manager	N. Weiss	5 %	2/1/2011	Complete
NCFA negotiations	City Manager	N. Weiss	50 %	6/15/2011	On Time
Negot. Prep for all other contracts	City Manager	N. Weiss	20 %	6/30/2011	On Time

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

Status Update

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

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

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

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

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

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

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

April 2011: The HR Director was appointed effective March 7, 2011; the Civil Service Manager was appointed effective March 28, 2011. The transition of services to HR is under review and work plans for the HR Department staff are being developed through the budget process and other organizational reviews.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Present reorganization concept	City Manager	Mike Parness	15 %	7/1/2010	Complete
Approve Human Resource Director position	City Manager	Nancy Weiss	15 %	9/30/2010	Complete
Approve Civil Service Manager position	City Manager	Nancy Weiss	15 %	11/30/2010	Complete
Approve Ordinance	City Manager	Nancy Weiss	5 %	11/30/2010	Complete
Selection of HR Director	City Manager	Nancy Weiss	15 %	1/15/2011	Complete
Select CSM position	Civil Service Comm.	CSC	15 %	2/1/2011	Complete
Transition service to HR	City Manager	Nancy Weiss	20 %	6/30/2011	Complete

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

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

Status Update

5/3/2011 - dbrun: The project for reviewing and updating the Human Resources policies is being redefined in terms of the scope and strategy. The Human Resources Director and City Attorney will be reviewing the process for reviewing and updating policies.

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

Project Milestones

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

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	CM-00507	Project Status	On Time
Project Title	Executive Recruitments			Phase	1 of 1
Project Start Date	11/2/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	N. Weiss		
Project Budget	\$40,000				
Funding Sources					

City Manager's Report City Council's Report

Project Description

In FY 10/11, the City will need to fill 3 department head level positions and the new Civil Service Manager, including Finance Director, Human Resources Director and Fire Chief. Much of the work will be done by in-house Human Resources staff; however professional recruitment services will be needed for ad placement, screening and statewide outreach in order to attract the best possible candidates. It is anticipated that recruitment for the Human Resources Director will commence in November, and the Finance and Fire Chief recruitments in the Spring of 2011. As part of all recruitments, various stakeholders will be identified and involved in the selection process to obtain the best feedback and input for good decision making.

Status Update

2/7/11 dbrun: Recruitment for the HR Director has been completed and a selection has been made. Interviews were held in late January and a formal offer of employment was made in early February. The new HR Director is scheduled to begin work in mid-March.

Finance Director - The recruitment process to fill this position is underway. The City anticipates the selection process to be completed and a new Finance Director to be on board by mid-May.

Fire Chief - The process for filling the Fire Chief vacancy is pending.

April 2011 - the HR Director was appointed effective March 7, 2011. The recruitment for Finance Director is in progress; interviews are scheduled for late April and early May 2011. The design of the recruitment process for Fire Chief is complete; the recruitment schedule is likely to change based on the Fire Chief's scheduled separation date.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Establish HR Director position	City Manager	N. Weiss	15 %	11/30/2010	Complete
Outreach for HR Director	City Manager	N. Weiss	10 %	1/14/2011	Complete
Select HR Director	City Manager	N Weiss	10 %	1/15/2011	Complete
Finance & Fire Chief process established	City Manager	N Weiss	15 %	2/1/2011	Complete
Finance Director Outreach	City Manager	N Weiss	8 %	4/1/2011	Complete
Fire Chief Outreach	City Manager	N Weiss	7 %	5/31/2011	Not Started
Selection Process Finance Director	City Manager	N Weiss	8 %	6/30/2011	On Time
Selection Process Fire Chief	City Manager	N. Weiss	7 %	6/30/2011	Not Started
Appointment of Fire Chief	City Manager	M.Parness	10 %	6/30/2011	Not Started
Appointment of Finance Director	City Manager	M.Parness	10 %	6/30/2011	Not Started

Project Progress: 58% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

4/11/2011 - jlaberte: The status is still uncertain at the State legislature. Some of the tasks completed include transfer of Agency real property assets to the City; transfer of Agency funds to the City for near-term projects pursuant to a Public Projects Financing Agreement; and preliminary analysis of the Agency's bonding capacity under various scenarios. Staff will resume with the balance of this effort once the fate of redevelopment agencies is better understood and present a plan to the Agency Board of Directors.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop strategy & component timeframes	Economic Development	LaLiberte	75 %	3/31/2011	On Time
Present strategy to Agency	Economic Development	LaLiberte	25 %	5/31/2011	On Hold

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	ED-00509	Project Status	On Time
Project Title	City Sustainability Plan and EECBG Grant Implem't'n			Phase	1 of 1
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Economic Development	Project Leader	LaLiberte		
Project Budget	\$0				
Funding Sources	ARRA -- Energy Efficiency Grant				

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

Project Description

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

Status Update

4/13/2011 - afox: Sustainability Plan development has started, and the first Task Force meeting was April 8, 2011. Content of the Sustainability Plan will be created by Green Teams, which will begin meeting by May 31, 2011. Community outreach related to the Sustainability Plan will begin by June 30, 2011. Approximately \$215,000 of EECBG funds were reallocated in response to the Department of Energy's direction to commit all funds by May 10, 2011. The Energy Incentive project was removed, and three new projects were added: City Lighting Retrofit Phase II, LED Lighting Retrofit Phase II, and the Fluorescent Promotion/Recycling Program. Staff is seeking outside funding sources to help fund homeowner and business energy incentives. The Department of Energy approved the amended EECBG budget on April 12, 2011, and the amended EECBG budget will be on the April 19, 2011 City Council agenda.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete City Sustainability Inventory	Economic Development	LaLiberte	15 %	12/31/2010	Complete
Issue RFP//Award Consultant Contract	Economic Development	LaLiberte	5 %	1/31/2011	Complete
Complete City Lighting Retrofit Phase I	Recreation	Perazzo	5 %	2/28/2011	Complete
Complete LED Lighting Retrofit Phase I	PW, Maintenance	Brun/Folks	5 %	2/28/2011	Complete
Launch Energy Incentive Program	Economic Development	LaLiberte	20 %	3/31/2011	On Hold
Grant Reporting and Administration	Economic Development	LaLiberte	10 %	6/30/2011	On Time
Develop Draft Sustainability Plan	Economic Development	LaLiberte	35 %	6/30/2011	On Time
Fluorescent Promotion/Recycling Program	PW, Materials Diversion	Kevin Miller	5 %	6/30/2011	On Time

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

4/25/2011 - mhinkle: Fundraising activities will be the driver for the 9/11/11 target. Proposed project design to be presented to the Parks & Rec Commission in May followed by Council in May/June.

4/11/2011 - mhinkle: Project remains on-time for 9/11/11 construction target. Artifact steel to be delivered mid-May 2011. Detailed site design and fundraising activities underway, and final design concept will be presented to City Council for approval in May or June. Project fundraising efforts thus far is approximately \$20,000. Major fundraising activities to commence May/June.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Agreement for Steel	Fire	Darren Drake	10 %	2/24/2011	Complete
Site Selection	Economic Development	Hinkle/Project Team	10 %	3/15/2011	Complete
Site Design	Economic Development	Hinkle/Project Team	10 %	5/10/2011	On Time
Steel Delivery	Economic Development	Hinkle/Project Team	10 %	5/20/2011	On Time
Art Design	Economic Development	Hinkle/Project Team	10 %	6/15/2011	On Time
Construction Plans	Economic Development	Hinkle/Project Team	50 %	6/15/2011	Not Started

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	Medium	Project Number	FIN-00448	Project Status	On Time
Project Title	Cost Allocation Plan/User Fee Study			Phase	1 of 2
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Finance, Accounting	Project Leader	Bill Zenoni		
Project Budget	\$50,000				
Funding Sources	General Fund				

City Manager's Report City Council's Report

Project Description

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

Status Update

4/25/2011 - wzenoni: NBS, Local Government Solutions, was selected as the most qualified firm for this project. The consultant began meeting with staff from all departments to gather information for the cost allocation plan in early March. The cost allocation plan model development should be completed by mid-May with a draft report to be issued by May 30, 2011. Data gathering for the user fee analysis also began in March. The cost of service analysis and comparative fee survey will be completed by June 20, 2011 with a draft report scheduled to be issued by July 8, 2011. Implementation of the cost allocation plan/fee study results will be considered in conjunction with the FY 2011/13 midcycle budget review.

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

Project Milestones

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

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority 1 **Project Number** FIN-00463 **Project Status** On Time

Project Title Financial System, Payroll and Human Resources **Phase** 3 of 3

Project Start Date 7/1/2010 **Project Due Date** 6/30/2011

Requested Start Date **Requested Due Date**

Lead Department Finance, Accounting **Project Leader** Bill Zenoni

Project Budget \$487,000

Funding Sources General and Enterprise Funds, NCRA, HACN

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

Project Description

This project phase includes configuration and implementation of the Human Resource, Payroll, Time Card Online, and Employee Online financial software system modules with a scheduled go-live date of January 1, 2011. The project also includes the implementation of the Bid Online and Grants Management modules by July 1, 2011.

Status Update

4/25/2011 - wzenoni: The HR/Payroll system implementation was completed on schedule. Staff is continuing to refine the system with report development and minor system modifications. Implementation of the grants management and bid online modules is scheduled for December 2011. The overall project is proceeding within the approved budget allocation.

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
HY/Rayroll Implementation	Finance, Accounting		90 %	1/1/2011	Complete
Grants Management Module Implementation	Finance, Accounting		5 %	6/30/2011	Behind
Bid Online Module Implementation	Finance, Accounting		5 %	6/30/2011	Behind

Project Progress: 90% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

5/3/2011 - jjohnsto: Because the amended completion date extends beyond the end of the fiscal year, this project has been separated into two phases as provided below:

Phase I -

- Staff & Consultant Kick-Off Meeting (10/4/2010 - completed)
- Review of Ordinance & Requirements (10/15/2010 - completed)
- First Draft of Fee Study (11/30/2010 - completed)
- Completion of Fee Study (5/9/2011 - on time)
- Summary Materials for Public Meetings (6/3/2011 - on time)

Phase II

- Conduct Stakeholder Meetings (7/8/2011)
- Workshops with Staff and Consultant (7/22/2011)
- New Policies & Market Adjustments (8/5/2011)
- Revise Ordinance and/or Development Fee (9/16/2011)
- CC/PC Workshop (10/4/2011)
- Planning Commission Hearing (11/3/2011)
- City Council Hearing (12/6/2011)

4/15/2011 - jwinter: Staff has provided comments and guidance to Consultant regarding final draft.

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

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

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

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

1/28/2010 - jwatkins: Following a decision by the California Supreme Court to not review or depublish the appellate court decision in Palmer/Sixth Street Properties v. City of Los Angeles, cities and counties are currently evaluating their inclusionary housing ordinances with respect to rental properties. The Palmer decision calls into question whether inclusionary housing ordinances which require developers to offer a portion of rental units as low-income units or pay an in-lieu fee may be in violation of California's Costa-Hawkins Act. City staff is evaluating how this will impact our existing ordinance and how to proceed in the development of the new inclusionary program.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Staff & Consultant Kick-Off Meeting	Housing	Jan Maurer Watkins	5 %	10/4/2010	Complete
Review of Ordinance & Requirements	Housing	JMW/Consultant	5 %	10/15/2010	Complete
First Draft of Fee Study	Housing	JMW/Consultant	20 %	11/30/2010	Complete
Workshop with staff and stakeholders	Housing	JMW/CDD/Consultan	10 %	12/3/2010	Amended
Summary Materials for Public Meetings	Housing	JMW/CDD/Consultan	10 %	1/7/2011	Amended
Conduct Public Meetings	Housing	JMW/CDD/Consultan	10 %	2/15/2011	Amended
Modify Alternative Policies	Housing	JMW/Consultant	20 %	2/25/2011	Amended
Prepare written reports	Housing	JMW/Consultant	5 %	3/25/2011	Amended
Revise Ordinance and/or Development Fee	City Attorney	Micael Barrett/Cons	5 %	4/19/2011	Amended
Ordinance Submitted for Consideration	City Attorney	Micael Barrett	5 %	5/3/2011	Amended
Adopt Ordinance	City Attorney	Michael Barrett	5 %	6/7/2011	Amended

Project Progress: 30% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

Status Update

4/15/2011 - jwinter: St. Anton Partners has submitted a revised proposal, and Housing staff are in discussions with them regarding their financing plan. CSG Advisors is preparing a financial analysis of the proposal.

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit NOFA for Council consideration	Housing	Jan Maurer-Watkins	5 %	7/6/2010	Complete
Issue NOFA	Housing	Jan Maurer-Watkins	5 %	7/15/2010	Complete
Review Pre-Applications	Housing	City Review Team	10 %	9/13/2010	Complete
Meet with Napa County to prioritize	Housing	C Walker/ JMW	5 %	9/30/2010	Complete
Request additional data as necessary	Housing	C Walker/ JMW	5 %	10/12/2010	Complete
Responses from Developers	Housing	C Walker/ JMW	5 %	11/1/2010	Complete
Send out notice for full application	Housing	C Walker/ JMW	10 %	12/1/2010	Complete
Receive completed applications	Housing	C Walker/ JMW	5 %	1/14/2011	Complete
Submit for Council consideration	Housing	C Walker/ JMW	25 %	5/17/2011	On Time
Continue to work with Developers	Housing	JMW/CDD	25 %	6/30/2011	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

04/19/2011 - jbrott: Data fields, draft reports and draft procedure established for Evaluation Tracking. HR staff starting to enter current evaluation status data into IFAS. HR/Payroll staff continue to develop and refine reporting in response to user needs. Roll-out of interactive functionality of Employee On-line on schedule.

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

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

Project Milestones

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

Project Progress: 90% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

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

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

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

Status Update

4/14/2011 - sperkins:

Between December 1, 2010, and March 31, 2011, 175 residents expressed interest in Department volunteer opportunities.

All respondents were provided applications, and 114 of them submitted the completed forms.

As of March 31, 2011, 112 applicants participated in interviews, 41 were selected for and completed background investigations; 37 passed background investigations.

Joint Human Resources and Police Department volunteer orientations occurred on April 4 and 7, 2011, and were attended by 27 volunteers; the remaining nine approved volunteers were not available during this week and will be scheduled for orientation in the immediate future.

1/31/2011 - Perkins:

Volunteer Handbook was developed

Developed and implemented an outreach campaign through local news media.

Received responses from 142 residents interested in volunteer opportunities.

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

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

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

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

Project Milestones

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

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

Status Update

4/14/2011 - sperkins:

The consolidation has been completed. We have trained on budget, purchasing and other administrative policies. Cross training and reviewing workflow processes and procedures will be an ongoing practice. We plan to begin the development of Police Records and Administration records SIRE scanning and storage project.

1/31/2011 - sperkins:

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

Project Milestones

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

Project Progress: 20% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

Status Update

4/15/2011 - spotter

We have not begun the neighborhood meetings because we have applied for a federal grant to assist with this project. That federal grant will expand the neighborhood based policing concept and add efficiencies

and cost savings to the project. Notification of grant award is expected in October 2011.

1/31/2011 - sperkins: The map building has been completed. We are in the process of testing and validating the map information for accuracy.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Map building w/private IT company	Police	Steve Potter	40 %	1/1/2011	On Time
Establish a list/link of resources	Police	Steve Potter	30 %	2/1/2011	On Time
Begin neighborhood meetings	Police	Steve Potter	30 %	3/1/2011	On Hold

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00425	Project Status	On Time
Project Title	Napa Creek Flood Protection Project			Phase	1 of 3
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Engineering	Project Leader	Mark Tomko		
Project Budget	\$0				
Funding Sources	Federal Stimulus & Measure A Sales Tax				

City Manager's Report City Council's Report

Project Description

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

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

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

Winter 2011 - Upstream culvert, Clinton and Main Parking Lot

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

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

Status Update

4/20/2011 - mtomko: The contractor, Proven, closed Pearl Street to install the bypass culverts. The closure has been longer than expected due to contaminated soil and inclement weather. Proven is scheduled to close Main Street starting in May for a duration of 30 days. There have been continued issues with the vibration monitoring and Army Corps oversight of the project.

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

box culverts across Pearl and then across Main. Some contamination in the groundwater was discovered.

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

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

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

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submittal Review	PW, Engineering	Mark Tomko	50 %	6/30/2011	On Time
Project Oversight	PW, Engineering	Mark Tomko	50 %	6/30/2011	On Time

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

City Manager's Report City Council's Report

Project Description

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

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

Status Update

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

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

Project Milestones

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

Project Progress: 80% of 80% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** PW-00486 **Project Status** On Hold
Project Title Fire Station No. 1 Seismic Retrofit **Phase** 1 of 2
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department PW, Engineering **Project Leader** Jason Holley
Project Budget \$200,000
Funding Sources Development Land Tax

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

Project Description

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

Status Update

4/20/2011 - jholley: Funding source identified as Development Land Tax funds. Design on hold pending Council adoption of FY11/FY12 budget with project specific appropriation.

2/7/2011 - jholley: Design of an interim retrofit solution on hold pending identification of funding source.

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

7/30/2010 - jholley: Tier 1 seismic evaluation complete.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Tier 1 Evaluation	PW, Engineering	Jason Holley	10 %	7/30/2010	Complete
Tier 2 Evaluation	PW, Engineering	Jason Holley	20 %	1/30/2011	On Hold
Plans, Specs, & Engineering	PW, Engineering	Jason Holley	20 %	4/30/2011	On Hold
Award Construction Contract	PW, Engineering	Jason Holley	50 %	6/30/2011	On Hold

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	PW-00493	Project Status	On Time
Project Title	Soscol Blvd/Silverado Trail Realignment Project			Phase	1 of 4
Project Start Date	7/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	PW, Transportation Engineeri	Project Leader	Jason Holley		
Project Budget	\$12,000,000				
Funding Sources	Developers, SIF, CFD, Caltrans				
<input type="checkbox"/> City Manager's Report		<input checked="" type="checkbox"/> City Council's Report			

Project Description

This multi-year project consists of the realignment of Soscol Blvd/Silverado Trail "Y" intersection as condition of approval of development of the Gasser North property. The project will require coordination with Caltrans, the acquisition of mulitple properties, CEQA/NEPA review, contamination clean-up, utility relocation, and the formation of a new community facilities district and/or other reimbursment mechanism to cover the City's portion of the project's cost above Gasser's "fair share" amount.

Status Update

4/20/2011 - jholley: City recommended NCTPA and MTC include the project in the 2035 Regional Transportation Plan.

4/18/2011 - jholley: Cosultant submitted draft CFD guidelines & policies for City review

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

11/1/2010 - jholley: Consultant has begun preparing CFD guidelines & policies

7/30/2010 - jholley: Submitted project study request to Caltrans

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit project request to Caltrans	PW, Transportation Engine	Jason Holley	50 %	7/30/2010	Complete
Adoption of CFD guideline and policies	Economic Development	Consultant	50 %	6/30/2011	On Time

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

Extension of Saratoga Drive to Silverado Trail as per City's General Plan. The Project will improve connectivity with East Napa neighborhood and the Level of Service at the East Ave/Silverado Trail/Coombsville Road/Third Street five-way intersection. The new road will include two vehicle travel lanes, sidewalks, landscaping strips with street trees, bicycle lanes and street lights. The new Silverado Trail/Saratoga Drive intersection will be located approximately 1,000 feet north of the existing Silverado Trail/Soscol Avenue "Y" intersection and will include a separate southbound left-turn lane from the Silverado Trail onto Saratoga Drive.

Status Update

4/29/2011 - jholley: Property appaisals underway

4/22/2011 - jholley: Received comments from Caltrans on submittal #2.

3/17/2011 - jholley: Right-of-way acquisition map complete.

3/10/2011 - jholley: Design of on-site improvements complete.

3/10/2011 - jholley: Submittal #2 to Caltrans for Encroachment Permit complete

1/21/2011 - jholley: Revised design of on-site improvements to accommodate proposed Alexander Crossings multi-family development

11/1/2010 - jholley: Revising design of Silverado Trail improvements in response to comments for Encroachment Permit Submittal #1.

8/17/2010 - jholley: Submit#1 to Caltrans for Encroachment Permit complete

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Caltrans Submittal #1	PW, Transportation Engine	Jason Holley	20 %	8/30/2010	Complete
On-Site Improvement Design	PW, Transportation Engine	Jason Holley	20 %	3/30/2011	Complete
Caltrans Submittal #2	PW, Transportation Engine	Jason Holley	20 %	3/30/2011	Complete
Caltrans Submittal #3	PW, Transportation Engine	Jason Holley	20 %	5/30/2011	On Time
Property Appraisals	PW, Admin	Jeff Freitas	20 %	6/30/2011	On Time

Project Progress: 60% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00466	Project Status	Behind
Project Title	Development/Expansion of Group Park Picnic Sites			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	4/1/2011		
Requested Start Date		Requested Due Date	6/30/2011		
Lead Department	Recreation	Project Leader	Dave Perazzo		
Project Budget	\$5,000				
Funding Sources	General Fund Operating Budget				

- City Manager's Report City Council's Report

Project Description

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

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

Status Update

4/26/2011 - dperazzo: At this time 4 out of the 8 newly created picnic sites are available for reservations. In addition 3 areas at Kennedy Park have been expanded to accommodate larger use and can be rented as a group for large events. A new standard concrete barbeque amenity has been procured for each reservable picnic area. Accessible picnic tables have also been installed at each location. Shipment of additional picnic tables are in transit for the 4 remaining sites. Delivery is anticipated for the first week of May with installation occurring immediately after. Once installed the City will have 20 reservable picnic sites located throughout our park system.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design new rental picnic sites	Parks Division	Dave Perazzo	15 %	1/5/2011	Complete
Construction of new rental picnic sites	Parks Division	Dave Perazzo	35 %	5/16/2011	Complete
Final phase - new table installation	Parks Division	Dave Perazzo	50 %	6/30/2011	Not Started

Project Progress: 50% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

This project will overlap FY 2010-2011 and FY 2011-2012. It has been determined that funding will be in year one and year two. In FY 2010-2011, it is anticipated that initial design work will be completed and construction in FY 2011-12.

Status Update

4/26/2011 - dperazzo: City has purchased restroom building through CMAS process from Restroom Facilities LTD. Same design and manufacturer as Playground Fantastico public restroom facilities. Manufacturer has supplied plans and Public Works Engineering is incorporating design into park layout and developing connections for sewer and water facilities. Design and bid specification package will be completed in FY2010-11. Project is on track to be ready for bid and construction in the summer of FY 2011-12.

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

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Preliminary Design	Parks Division	Dave Perazzo	25 %	6/30/2011	Complete
Final Design/Spec Development	Public Works	Andrilla	25 %	6/30/2011	On Time

Project Progress: 25% of 50% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00470	Project Status	On Hold
Project Title	Update Facility Rental Fees & Charges			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date	2/1/2011	Requested Due Date	6/30/2011		
Lead Department	Recreation	Project Leader	Cindy Bannister		
Project Budget	\$0				

Funding Sources

City Manager's Report City Council's Report

Project Description

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

Status Update

4/27/2011 - cbannister: This project is on hold pending completion of citywide Cost Allocation Plan that is being managed by Finance. Once Cost Allocation Plan is completed, this project will continue. The Cost Allocation Plan information will be applied in the fee review process for park and recreational facilities. This project is now expected to be completed in Fiscal Year 11/12.

4/18/2011 - cbannister: Staff has met with the consulting firm and reviewed details of the current Parks and Recreation Services fee structure. The citywide cost allocation plan must be completed prior to applying costs to a formula for an updated fee structure. Work by the consultant continues under direction of the Finance Department.

3/15/2011 - cbannister: Have met with consulting firm in first steps of preparing Citywide Cost Allocation Plan and Fee Review. See update on overall project by Finance Department.

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

10/28/2010 - cbannister: project entered

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify Replacement Costs	Recreation	Cindy Bannister	20 %	6/1/2011	Not Started
Identify Current Maint. Costs	Recreation	Cindy Bannister	20 %	6/1/2011	Not Started
Do market rate comparison of fees	Recreation	Cindy Bannister	10 %	6/15/2011	Not Started
Prepare Recommendations for Review by CM	Recreation	Cindy Bannister	10 %	6/30/2011	Not Started
Review by CA Office	City Attorney	Michael Barrett	20 %	6/30/2011	Not Started
Prepare Analysis of Costs vs Current Fee	Recreation	Cindy Bannister	20 %	6/30/2011	Not Started

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority	High	Project Number	REC-00471	Project Status	On Time
Project Title	Update existing and new facility use policies			Phase	1 of 1
Project Start Date	11/1/2010	Project Due Date	6/30/2011		
Requested Start Date		Requested Due Date			
Lead Department	Recreation	Project Leader	Cindy Bannister		
Project Budget	\$0				

Funding Sources

City Manager's Report City Council's Report

Project Description

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

Status Update

4/27/2011 - cbannister: Consistent with Napa Municipal Code 12.36.090 and 12.36.270, the Administrative Regulations are subject to the review and approval as to form by the City Attorney. The draft facility use policies have been distributed to the City Attorney's Office for review. The original estimated of 4/29/2011 for completion of the review will not be met. It is anticipated to be on track to complete before June 30, 2011.

4/18/2011 - cbannister: Draft Facility Rental Packets with updated and consistent information was sent to the City Attorney's Office for review in late February, 2011.

3/15/2011 - cbannister: Draft Facility Rental Packets with updated and consistent information sent to City Attorney's Office for review in late February, 2011.

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

10/28/2010 - cbannister: project entered

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review current packets for inconsistency	Recreation	Cindy Bannister	20 %	12/1/2010	Complete
Review current use policies	Recreation	Cindy Bannister	20 %	2/15/2011	Complete
Prepare New Rental Packet Master	Recreation	Cindy Bannister	20 %	2/28/2011	Complete
Review by CA office	City Attorney	Michael Barrett	20 %	4/29/2011	Not Started
Publish new Packets	Recreation	Cindy Bannister	20 %	6/30/2011	Not Started

Project Progress: 60% of 100% Complete



CITY of NAPA

FY 2010-2011 Capital Improvement Projects 3rd Quarter

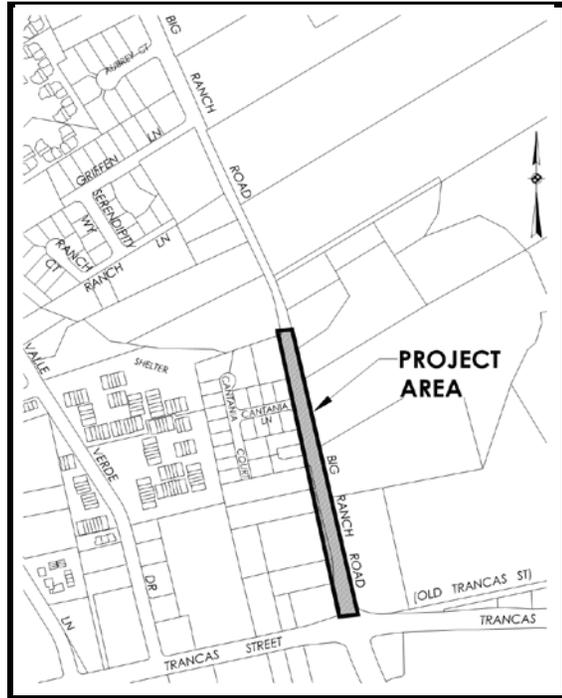
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CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

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

PROJECT STATUS:

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across several parcels. The first phase of a new Capital Improvement Project will involve the appropriation of Big Ranch Road Specific Plan Fee Funds to acquire the necessary right-of-way to construct the project. In January 2011, City Council authorized \$850,000 in appropriations from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way and complete the design. Design is scheduled for completion in the spring of 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									42%			
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: \$850,000

BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design in prior fiscal years, and approximately \$2,000 has been spent preparing right-of-way documents since January 2011.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRST STREET OVERLOOK PROJECT PK06RA03

PROJECT DESCRIPTION:

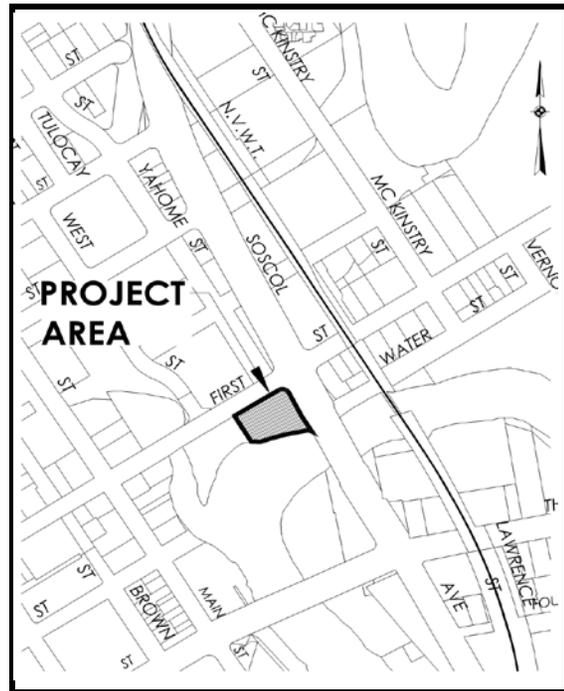
The First Street Overlook Project consists of the development of a park site located at the southwest corner of First Street and Soscol Avenue.

PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Mike Socorro

PROJECT STATUS:

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



PROJECT SCHEDULE:

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

BUDGET STATUS:

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

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

WQ08PW01-57601

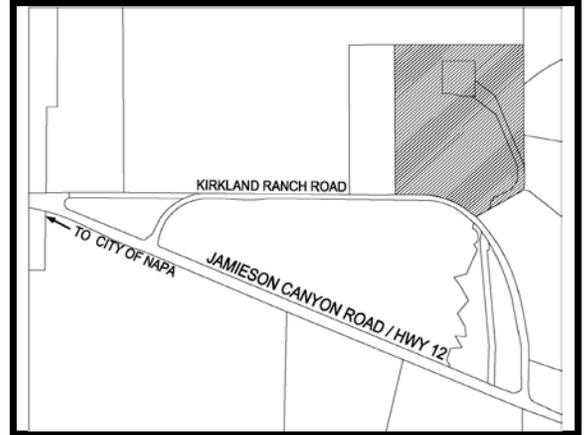
PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Joy Eldredge, General Manager
Public Works - Water Division

PROJECT STATUS:



Design of the project is complete and accomplished within budget. The project has been under construction since January 2008 and is scheduled for contract completion in January 2011. The new pretreatment basins, two filters and the chemical storage facility and associated tanks and pumps are online and have been functioning since September 2009. The washwater recovery tanks/clarifiers, a new technology for the City of Napa was brought online successfully in November 2009. The pretreatment ozone is under construction. Based on new data from neighboring treatment plants that treat the same challenging water pumped through the Barker Slough Pump Station, we have authorized implementation of intermediate ozone in addition to the previously planned pretreatment ozone. This is a significant change order (>\$1M) in design and construction. However, it is prudent and cost effective to implement this work now while the contractor is onsite.

Demolition and reconstruction work inside the operations and maintenance building has been completed. The interior conduit has been installed, electrical pulled and the interior finish work is nearing completion. Staff remain in temporary trailers onsite and plant controls and laboratory analytical monitoring continues operations out of temporary field trailers. Staff is scheduled to move into the building in late November. Renovation of the existing pretreatment basins to house the Ozone generating equipment is expected to be complete by the end of November. The new pretreatment Ozone is scheduled to be brought online in November. The intermediate ozone equipment includes several long lead-time items that will arrive in December, followed by installation, start-up and final testing. The plant continues to operate 24/7. Project completion is on schedule for the late January 2011 contract date.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	End Date	Actual Percentage Complete											
			2010 Q1			2010 Q2			2011 Q3			2011 Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	Jul-04	Oct-07	100%											
Bid & Award	Nov-07	Jan-08	100%											
Construction	Jan-08	Jan-11			95%									

PROJECT BUDGET: \$38,588,000

BUDGET EXPENDED TO DATE: \$35,970,342

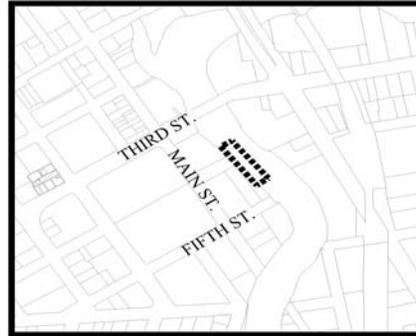
Construction is on track with the contract schedule. The finish date is projected to be several weeks ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 7.6% of the contract amount. It should be noted that 6.3% of those requests are owner-initiated improvements including the substantial change order for addition of the intermediate ozone process.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK (MS07PW01)

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

Schedule Project scheduled for construction in 2012.

Cost / Funding Total project cost is estimated by be up to approximately \$1.8M. Possible grant funding, if awarded, may cover up to \$600,000. Notice of grant award is not expected until November 2011.

Dredging All dredge sampling and analysis has been completed.

Permitting The City is still negotiating with the California Regional Water Quality Control Board on various issues associated with this project. We've made progress on sediment transport modeling requirements, review of downstream impacts to contaminated soils, bank stability analysis, wake impacts analysis, and boat traffic studies.. We are still working to resolve the habitat enhancement plan, boat speed enforcement, and dock use policy. The California Department of Fish & Game has issued a Draft Streambed Alteration Agreement, but is waiting for all mitigation measures to be defined prior to executing this agreement. The Army Corps of Engineers is prepared to issue a permit once the Regional Water Board approves the project. The California State Lands Commission is currently reviewing various project documents prior to issuance of a new lease agreement.

Environmental City Council adopted of the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program on February 1, 2011.

Design The plans and specifications are tentatively on hold pending direction from City Council on how to continue with this project.

PROJECT SCHEDULE

Actual Percentage Complete

Component	Start Date	FY End Date	Actual Percentage Complete											
			2010 Q1			2010 Q2			2011 Q3			2011 Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design/Permitting	Jan-09	Jul-11									95%			
Bid & Award	Feb-12	Jul-12												
Construction	Aug-12	Oct-12												

PROJECT BUDGET: \$100,000

BUDGET EXPENDED TO DATE: \$100,000

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

Napa Creek Flood Project

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

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

PROJECT STATUS:

Proven has begun work on the Project. Pearl Street was closed to accommodate construction of the bypass culvert. The Pearl Street closure has been extended due to contaminated soil and inclement weather. Main Street is expected to be closed for 30 days starting in May. There have been challenges with Proven and the Army Corps oversight of the project. A second Partnering Meeting is scheduled for April 26.

PROJECT SCHEDULE:

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

BUDGET STATUS:

CONTRACT BUDGET: \$15,000,000

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

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA RIVER DREDGING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)

PROJECT DESCRIPTION:

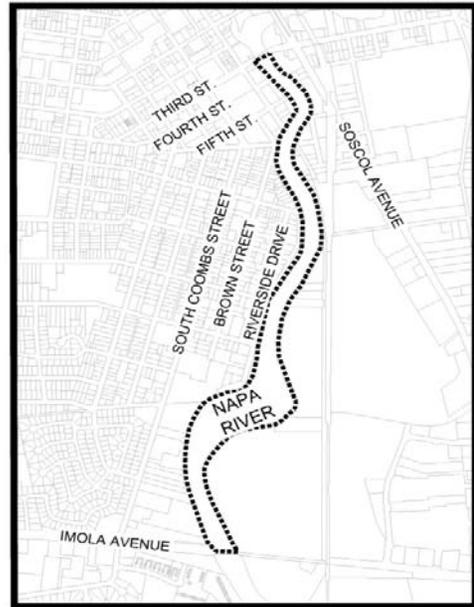
The Napa River Dredging Project is a limited-scope navigational maintenance dredging project of the Napa River by the Army Corps of Engineers from Imola to Third Street.

PROJECT MANAGEMENT:

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

PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has approximately \$700,000 out of a rough estimate of \$2M to perform limited maintenance dredging from Imola to Third Street. The Corps has agreed to provide the City and Napa County Flood Control District with a schedule and refined cost estimate. In addition, the Corps has agreed to start the dredge sampling and analysis process with the Dredged Materials Management Office ('DMMO'). The City has provided the Corps with exhibits of the Napa River hydrographic survey, dredge sampling results for the Main Street Boat Dock project, and contact information to assist in coordination with DMMO. At this time, it is not anticipated that the City will contribute any funds for this Corps' project.



PROJECT AREA

PROJECT SCHEDULE:

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

BUDGET STATUS:

PROJECT BUDGET: None.

BUDGET EXPENDED TO DATE: None

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

RIVERFRONT GREEN PROJECT PK06RA02

PROJECT DESCRIPTION:

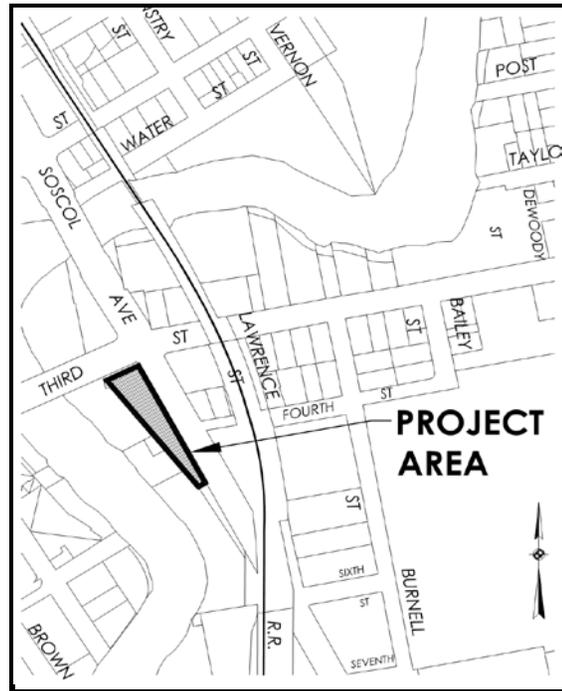
The Riverfront Green Project consists of the development of a park site located at the southwest corner of Third Street and Soscol Avenue.

PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Mike Socorro

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project location being adjacent to the Napa River, the City has had to work closely with the Flood District and the Army Corps of Engineers to incorporate many conditions of approval. 65% plan comments have been provided by the City to GSM. They are currently making revisions and should provide the 90% set for review and approval to the City in April. Construction is anticipated for the summer of 2011.



PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2010						2011					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									85%			
Bid & Award												
Construction												

BUDGET STATUS:

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

BUDGET EXPENDED TO DATE: Approximately \$80,000 has been spent on design (project is funded by the Redevelopment Agency)



CITY of NAPA

Report on Service Center (CRM) activity Q3 FY 2010-11

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

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

A total of 536 service requests were submitted to Public Works and Parks and Recreation via the CRM system in the third quarter of 2010-11. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins. These two departments handle the bulk of external service requests.

The accompanying chart and table shows the total number of service requests made in the 23 available request types during the period Jan-Mar 2011 and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

Notes:

Graffiti: *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.*

Drainage problem: *This category in the CRM needs to be refined. It currently is being used for both short-term, easily-solvable problems, like a clogged storm drain, and for difficult problems like those where the pavement has been disrupted and water ponds instead of*

flowing to the storm drain. Two separate service request categories will be created to better identify the problems. In the third quarter, there were 16 total drainage problems reported and 11 of these were closed in less than one day. Three others took four, seven and eight days, respectively, to be addressed. Two items of the "pavement problem" type were left open for 21 and 36 days respectively, skewing the average time to close.

Pollution report: *There were two items in this category in the third quarter. One was closed in less than one day. The other was investigated two days after being reported, but the item was left open in the CRM for 20 days after that point, causing the anomaly in the average time to close.*

Pothole: *There were 98 items in this category in the third quarter (Jan-Mar.) 34 of these requests were completed within the SLA of two days. The remainder were open in the CRM from three to 18 days. There is not sufficient information in the notes by staff to determine the reason for the items exceeding the SLA.*

Traffic signal malfunction: *There were 11 items in this category in the third quarter. Only one of these was closed within the SLA of one day. Eight of the remaining 10 items were closed within two to three days. Two items remained open for eight and ten days respectively. There is not sufficient information in the notes by staff to determine the reason for the items exceeding the SLA.*

All External Service Request By Quarter

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Department breakdown



Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	2	3	5
City landscaping issue	3	4.74	6
Construction site problems	1	0.46	1
Dead Animal	29	0.39	1
Drainage problem	16	5.09	1
Graffiti	6	2.06	2
Light out	134	2.68	3
Litter or debris	23	2.06	2
Miscellaneous park/public space issue	2	0.71	5
New streetlight	4	0.6	5
Park issue	1	5.75	5
Pollution report	2	10.83	1
Pothole	98	5.49	2
Rough road surface	12	6.76	5
Sign problem	17	2.87	2
Street sweeping	14	2.05	2
Traffic signal malfunction	11	3.97	1
Tree issue	88	3.12	5
Utility pole issue	2	0.9	5
Water leak	0	0	1
Water pressure problem	0	0	1
Water quality issue	0	0	1
Weeds	1	0.88	5