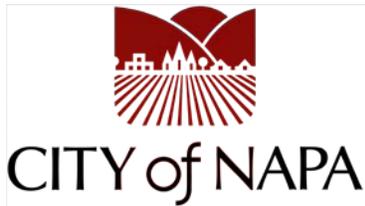


CITY of NAPA

**4th Quarter Report FY 2009-2010
&
1st Quarter Report FY 2010-2011**



CITY MANAGER
955 School Street
Mailing Address:
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Napa, California 94559-0660
(707)- 257-9501
FAX (707) 257-9534

December 7, 2010

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's fiscal year end 4th quarter report for FY2009-10 and the 1st 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.

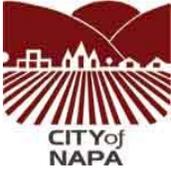
We typically try to present the quarterly reports for Council and public review within six weeks of the close of each quarter, but the 4th quarter report requires significant effort to evaluate year end data, and rather than release information that was incomplete, we have chosen to delay this release and consolidate the year end report with the first quarter statement for the new fiscal year.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness", with a stylized flourish at the end.

Mike Parness
City Manager



FINANCIAL REPORT

Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the fiscal year ended June 30, 2010 and for the first quarter of the 2010-11 fiscal year. Also included in this report are updated financial projections for FY 2010-11 based upon information currently available.

Management's Overview

The City's two year budget for fiscal year 2009-10 and 2010-11 was adopted by the City Council on June 16, 2009. The FY 2009-10 Budget was amended in March 2010 to adjust for a significant reduction in revenues to the General Fund. The City Council, on August 17, 2010 amended the FY 2010-11 Budget based upon the continued negative impact of the economic downturn. At that time, it was agreed that staff would return with updated financial projections based upon current information during the presentation of the next quarterly report. Attachment A provides a comparison of actual FY2009-10 General Fund revenues and expenditures to the projected figures presented August 17, 2010. Current projections for FY 2010-11 General Fund revenues and expenditures are also provided. A discussion of the significant budget items is presented below.

FY 2009-10 Budget

The FY 2009-10 General Fund Budget, as adopted in June 2009, projected that revenues would fall short of expenditures by \$3.4 million and that this shortfall would be funded from operating reserves. As the fiscal year progressed, it became apparent that the impact of the economic downturn to the City's revenue base was greater than originally projected. The City's major sources of General Fund revenue (property tax, sales tax, transient occupancy tax as well as license and permit revenue and interest earnings) were all negatively impacted. The projected revenue shortfall was increased to \$8.1 million. The City Council took action in March 2010 by amending the FY 2009-10 Budget. These mid-year budget adjustments included the elimination of funding for 17 positions, the delay or elimination of capital improvement projects totaling \$0.7 million, departmental re-organizations/consolidation of services, a shift of funding from the General Fund to other funding sources and a number of other departmental cost containment measures which resulted in a total reduction of \$3.1 million to General Fund appropriations. The August 17, 2010 Mid-cycle Budget review included a preliminary projection of FY 2009-10 revenues and expenditures which identified General Fund operating revenues of \$57.0 million and operating expenditures of \$62.1 million with a projected shortfall of \$5.5 million (including non-recurring items) to be funded from operating reserves.

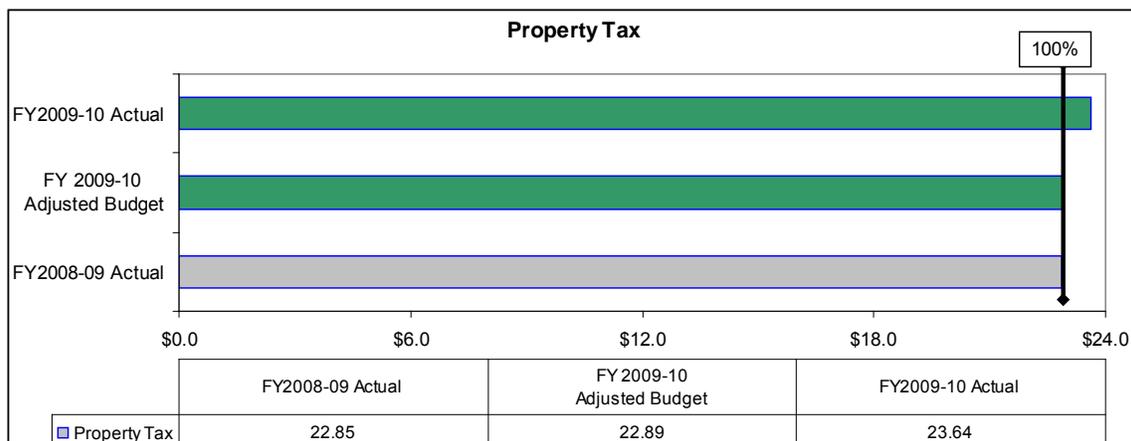


FINANCIAL REPORT

FY 2009-10 General Fund Revenue Analysis:

As of this date, the books for last fiscal year have been closed and all transactions recorded. Although the financial audit is not yet complete, total operating revenues to the General Fund for FY 2009-10 totaled \$58.7 million (excluding non-recurring revenues), or \$1.7 million more than projected in August. This additional revenue was the result of final year end payments for property tax (\$0.5 million), sales tax (\$0.3 million), transient occupancy tax (\$0.4 million), and other revenue including franchise fees and interest earnings (\$0.5 million).

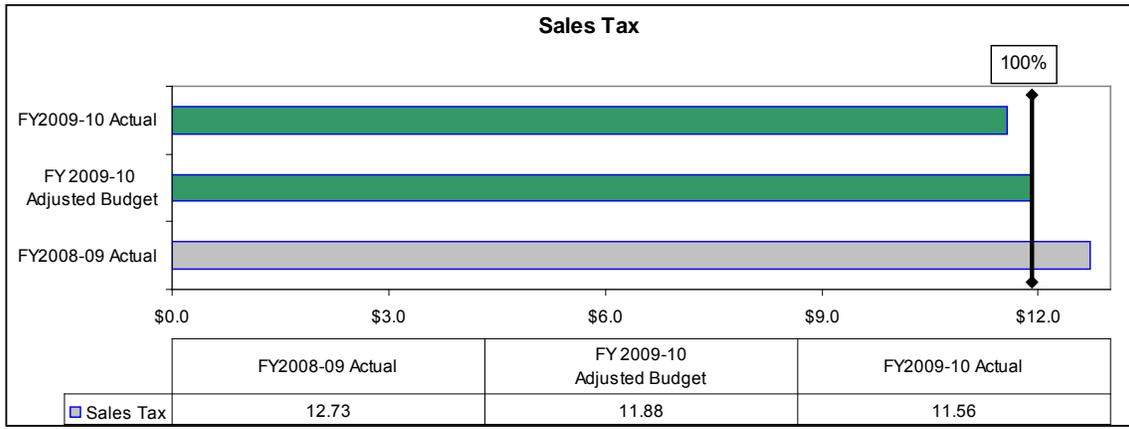
Property Tax – Property taxes are the City’s largest source of operative revenue (40%) and are relatively inelastic in that they should remain constant as the economy changes. By State law (Proposition 13) the County levies property taxes as one percent of full market value at the time of purchase with the City receiving approximately 24% of the 1%. Assessed values can be increased by no more than two percent per year until a property is resold. Actual receipts slightly exceeded the adjusted budget level due to final year end payments, however property values as a whole declined 2.7% from FY 2008-09 levels, as a result of the negative CPI applied by the County Assessor. Property values are projected to remain steady through FY 2010-11.



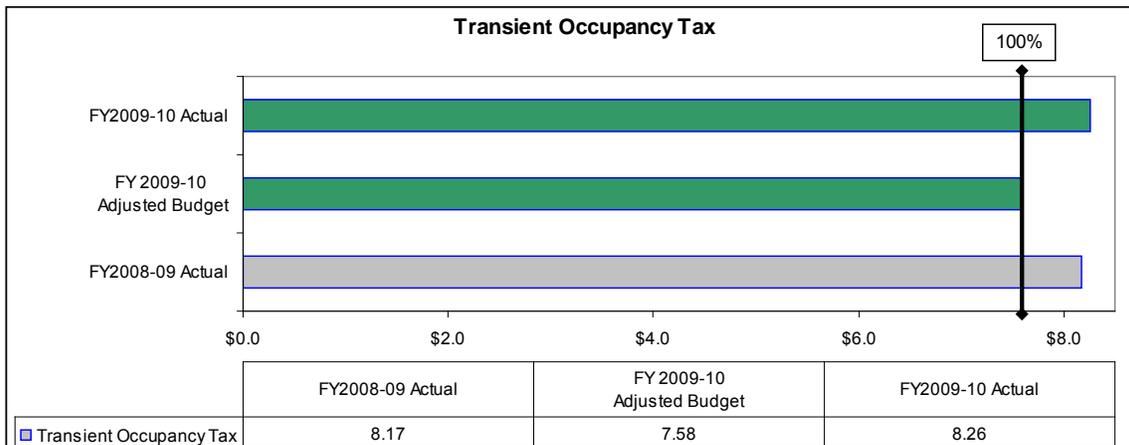
Sales Tax – Sales taxes are the City’s second largest source of revenue (20%) and are elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs. Sales tax activity continued to be slow in FY 2009-10, however FY 2010-11 is anticipated to show slight positive growth in sales tax, as the economy continues toward economic rebound. Although the FY2009-10 actual receipts of \$11.56M were under the adjusted budget level by \$0.3 million, they did exceed the August 17, 2010 projection of \$11.29M by approximately \$0.3 million (as noted above).



FINANCIAL REPORT



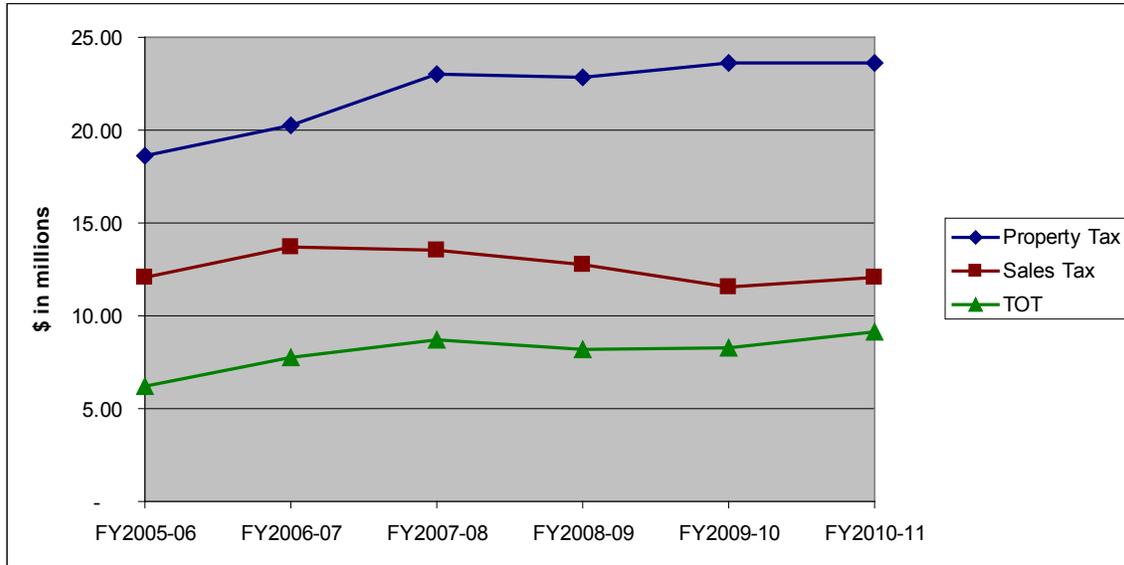
Transient Occupancy Tax (TOT) – Transient occupancy taxes are the City’s third largest source of revenue (14%) and are elastic in nature, varying with changes in the economy. The City of Napa levies the tax on rooms at hotels, motels, bed and breakfasts, and licensed vacation rentals operating within the City. The tax rate is 12%, of which the City receives 100%. The FY 2009-10 TOT projection was significantly reduced in March, 2010 (by over \$2.2 million), however receipts began to rebound in the 4th quarter. FY 2010-11 is projected to continue positive growth (over FY 2009-10 levels) in TOT receipts.





FINANCIAL REPORT

Five Year Trend on Property Tax, Sales Tax, Transient Occupancy Tax –
The graph below provides a snapshot of Property Tax, Sales Tax and Transient Occupancy Tax receipts for Napa over the past five (5) fiscal years, as well as including projections for FY 2010-11.

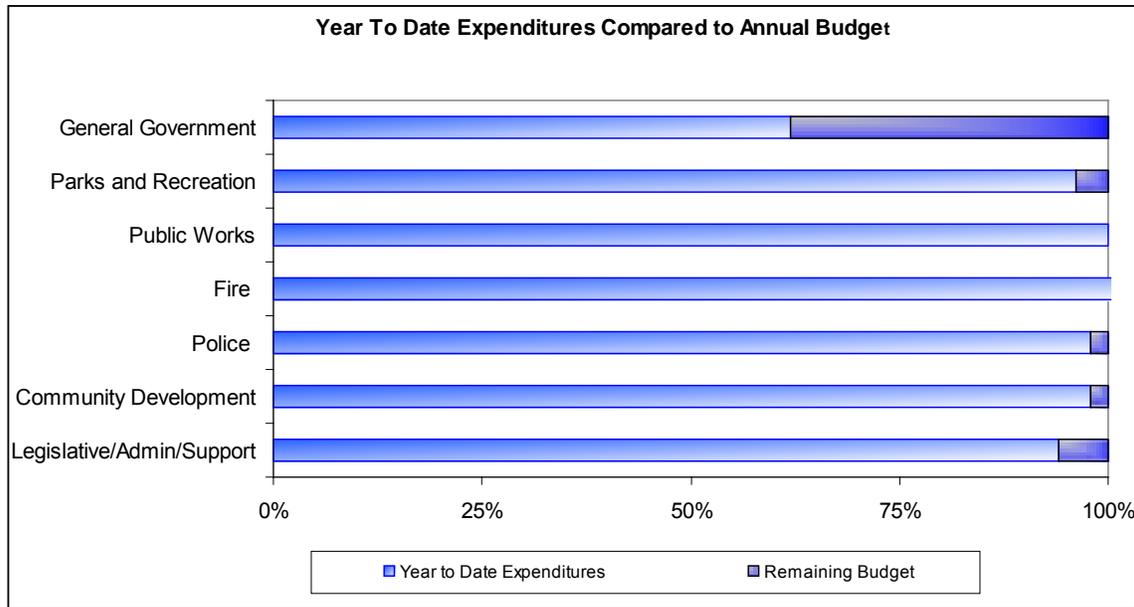


General Fund Expenditure Analysis

Final operating expenditures (excluding non-recurring costs) totaled \$62.1 million which was approximately \$1.8 million below the \$63.9 million adjusted budget allocation. The table below provides a comparison of budget and expenditures by department. The overage in the Fire and Public Works departments are related to the budgeted vacancy factor, not discretionary expenditures, and is more than offset by savings in other departments.



FINANCIAL REPORT



Fiscal Year 2009-10 (in Millions)

| Departmental Expenditures: | Budget | Actual | Variance | % |
|----------------------------|------------------|---------------|---------------|-----------|
| Legislative/Admin/Support | \$ 9.732 | 9.162 | -0.571 | 6% |
| Community Development | 3.793 | 3.710 | -0.083 | 2% |
| Police | 21.131 | 20.682 | -0.449 | 2% |
| Fire | 12.965 | 13.274 | 0.309 | -2% |
| Public Works | 6.836 | 6.840 | 0.004 | 0% |
| Parks and Recreation | 7.321 | 7.043 | -0.278 | 4% |
| General Government | 2.158 | 1.337 | -0.820 | 38% |
| Non Recurring Expenditures | 3.730 | 1.349 | -2.381 | 64% |
| Total departmental | \$ 67.666 | 63.398 | -4.268 | 6% |

FY 2010-11 Budget

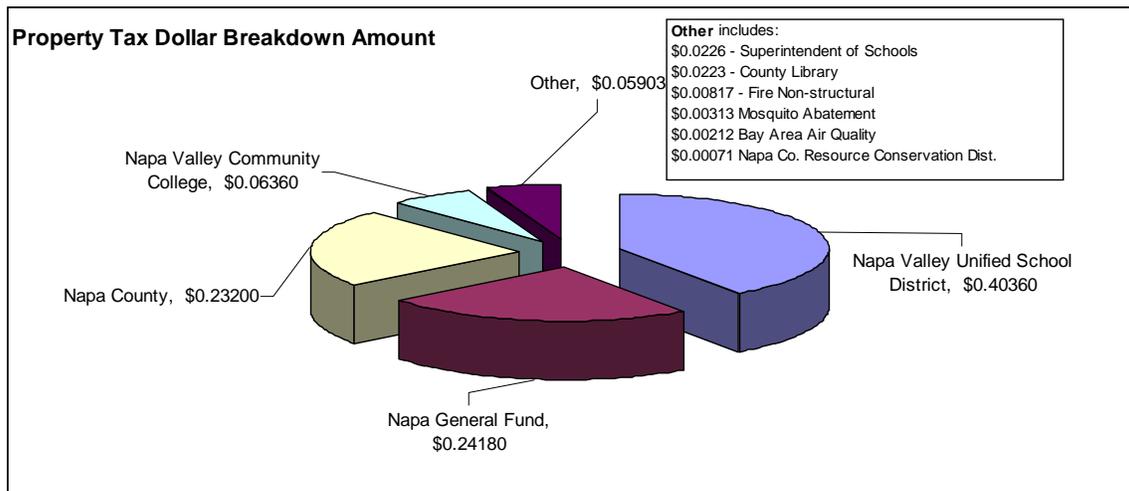
The FY 2010-11 budget as originally adopted provided for revenues of \$65.1 million to fund expenditures of \$68.3 million with the resulting \$3.2 million shortfall to be funded from operating reserves. As the economic climate failed to recover, the projected FY 2010-11 budget deficit increased to \$9.0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

Budget Update

Additional information on the City's major revenue sources has been gathered during the first quarter of this fiscal year. As of this date, operating revenues are projected to slightly exceed the budgeted amount of \$59.3 million by \$0.4 million. The projected variances include:

Property Tax Information received from the County Auditor-Controllers Office indicates that property tax revenue will total \$23.6 million which is \$0.4 million less than the \$24.0 million budgeted. This reflects a one percent reduction in the City's assessed valuation for FY 2010-11 compared to FY 2009-10. The City's major source of property tax revenue to the General Fund is residential property (76.3%), followed by commercial property (12.2%) and industrial property (6.4%).

A breakdown of the property tax dollar is provided in the chart below.



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

- ❖ **Department Stores** (Kohl's, Ross Stores, Target, Walmart)
- ❖ **Building Materials, Hardware, Plumbing & Electrical** (Central Valley Builders Supply, Home Depot, Orchard Supply Hardware, Pace Supply)
- ❖ **New Car Dealerships** (Jenson Buick/Cadillac/Subaru; Jimmy Vasser Toyota & Jimmy Vasser Chevy/Geo/Toyota, Kastner Pontiac/Olds/GMC/Honda; Lithia Ford/Lincoln/Mercury; Napa Nissan)
- ❖ **Service Stations** (Arco AM/PM Mini Marts; Chevron; Exxon; Shell; Tesoro)
- ❖ **Supermarkets, Drug Stores** (CVS/Pharmacy, Safeway Stores, Vallerga's Market)
- ❖ **Light Industrial** (Marathon Distributors)



FINANCIAL REPORT

Transient Occupancy Tax One additional indication of a possible economic recovery is the improvement in the City's tourism business. Revenue from the transient occupancy tax steadily increased during the summer months. We are projecting an increase of 10 percent over FY 2009-10 which will generate an additional \$0.8 million in revenue. There are currently 21 hotels, 22 bed and breakfast establishments and 44 vacation rentals generating transient occupancy tax revenue within the City.

Charges for Service Revenue from Parks and Recreation self sustaining programs is anticipated to be \$0.4 million less than budgeted. A corresponding reduction in expenditures has also been indicated.

As of September 30, 2010 departments were operating within their approved budgets. Although the FY 2010-11 General Fund budget remains in a deficit position with budgeted expenditures exceeding anticipated revenues, the projected shortfall of \$2.2 million is less than the \$2.8 million shortfall anticipated during the August budget review. Staff will continue to closely monitor revenues and expenditures during the next several months as preparation begins for development of the FY 2011-13 Budget.

One of the goals identified in the FY 2009-11 Budget was to ensure that a structurally balanced budget was in place by FY 2011-12. Significant efforts have been made toward achieving that goal although additional work remains to be done. Savings from the recently concluded negotiations with the Napa Police Officers Association are being calculated. A draft actuarial valuation of the City's retiree healthcare obligation (GASB 45) indicates that recently approved changes to employee and retiree health plan cost sharing and the NCFA and NCFO health reimbursement arrangement (HRA) will reduce the City's GASB 45 funding obligation beginning in FY 2011-12. A Senior Staff workshop has been scheduled for early December with the goal of identifying budget strategies and potential additional cost saving measures.

What We Are Watching

Nationally:

As we prepare this report, there continue to be reports that the economic recession may be over and the US economy is beginning a slow recovery. While economists agree the United States is starting to emerge from its worst recession since the 1930s, concerns that stubbornly high unemployment could undermine or significantly slow the recovery .

The National League of Cities released its 2009 City Fiscal Conditions Report in September, 2009. Report co-author, Michael A. Pagano, professor at the University of Illinois at Chicago, cautions: "Cities face the burden of confronting



FINANCIAL REPORT

the effects of the downturn for years after any recession ends. This means that cities will be navigating the implications of the downturn for awhile longer, even if the business climate turns around immediately.”

Cities face significant budget gaps this year due to the decline of 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 remained 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 is no better and the impact to a weakened State government will be severe. All major sources of revenue are in decline. Projected State deficits could reach record proportions in the near term and the dysfunctional nature of the State financial structure and budgetary management/controls will quite possibly result in epic political and programmatic conflict with potential impacts to the fiscal stability of local government.

Local Economic Condition:

The housing market strongest rebound came in the first half of 2010 as home buying increased due to a federal home buyer’s tax credit. The tax credit shifted sales, which normally would have occurred during the summer months, to earlier in the year. During the first seven months of 2010, there were 431 real estate sales within the City of Napa compared to 390 transactions during the same period of 2009. The median sale price of a single family home in Napa from January through July 2010 was \$323,000. This represents a \$25,500 (-7.3%) decrease in median sales price from 2009.

We are beginning to see a rebound in sales tax revenue. Increased restaurant and new car sales activity is a positive indication. Tourism within the City has shown the largest gains, with many hotels recording record months in the first quarter of FY2010-11. Staff will continue to closely monitor these key revenue sources as we enter the final month of the second quarter of the fiscal year and begin preparation for the next two year budget cycle.



FINANCIAL REPORT

Recommendation

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

Financial Update - General Fund

Attachment A

| | FY 09-10 Projection (Aug, 2010) | FY 09-10 Actual (unaudited) | Variance (in \$) | Projection to Actual (%) | FY 10-11 Adjusted Budget (Mid-Cycle) | FY 10-11 YTD (as of 9/30/2010) | FY 10-11 Projection |
|---|---------------------------------------|-----------------------------------|---------------------|--------------------------------|--|-----------------------------------|------------------------|
| Operating Revenues | | | | | | | |
| Property Tax | 23,111,141 | 23,639,516 | 528,375 | 102.3% | 23,984,995 | 2,763,090 | 23,641,951 |
| Sales Tax | 11,286,462 | 11,559,006 | 272,544 | 102.4% | 11,725,056 | 891,550 | 12,062,323 |
| Transient Occupancy Tax | 7,856,999 | 8,260,011 | 403,012 | 105.1% | 8,328,419 | 1,345,273 | 9,161,261 |
| Business License Tax | 2,508,532 | 2,508,457 | (75) | 100.0% | 3,000,000 | 573,679 | 3,000,000 |
| Other Taxes | 1,534,327 | 1,816,433 | 282,106 | 118.4% | 1,844,804 | 55,975 | 1,844,804 |
| Licenses and Permits | 949,099 | 968,305 | 19,206 | 102.0% | 1,007,321 | 253,171 | 1,007,321 |
| Charges for Services | 4,690,305 | 4,717,633 | 27,328 | 100.6% | 4,667,763 | 1,794,160 | 4,249,763 |
| Intergovernmental | 808,467 | 921,599 | 113,132 | 114.0% | 746,932 | 2,044 | 746,932 |
| Investment Earnings | 176,508 | 220,163 | 43,655 | 124.7% | 250,000 | 7,074 | 250,000 |
| Miscellaneous Revenues | 146,777 | 147,221 | 444 | 100.3% | 144,762 | 41,766 | 144,762 |
| Transfers In | 3,940,630 | 3,938,093 | (2,537) | 99.9% | 3,640,405 | 874,074 | 3,640,405 |
| Sub-Total Operating Revenues | 57,009,247 | 58,696,437 | 1,687,190 | 102.96% | 59,340,457 | 8,601,855 | 59,749,522 |
| <i>Non-Recurring Revenues</i> | <i>2,147,373</i> | <i>1,265,531</i> | <i>(881,842)</i> | <i>58.93%</i> | - | | <i>1,984,177</i> |
| TOTAL REVENUES | 59,156,620 | 59,961,967 | 805,347 | 101.36% | 59,340,457 | 8,601,855 | 61,733,698 |
| Operating Expenditures | | | | | | | |
| Sub-Total Operating Expenditures | 62,111,711 | 62,048,530 | (63,181) | 99.90% | 61,955,530 | 14,774,806 | 62,271,777 |
| <i>Non-Recurring Expenditures</i> | <i>2,513,624</i> | <i>1,349,302</i> | <i>(1,164,322)</i> | <i>53.68%</i> | <i>165,000</i> | | <i>3,449,370</i> |
| TOTAL EXPENDITURES | 64,625,335 | 63,397,832 | (1,227,503) | 98.10% | 62,120,530 | 14,774,806 | 65,721,147 |
| Net Impact to Fund Balance | (5,468,715) | (3,435,865) | (2,032,850) | | (2,780,073) | | (3,987,449) |



INVESTMENT REPORT

Introduction

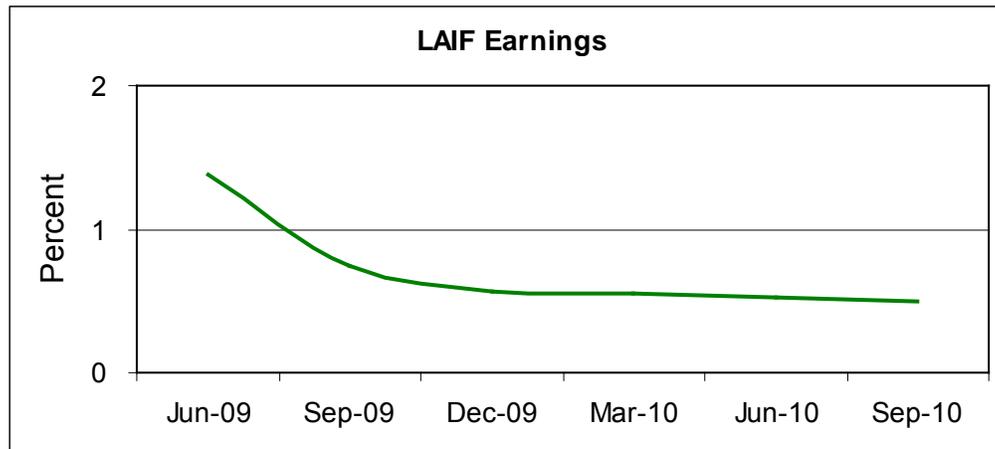
This report presents the City's investment portfolio as of June 30, 2010 and September 30, 2010. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

Investment Approach

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

Current Market Conditions

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



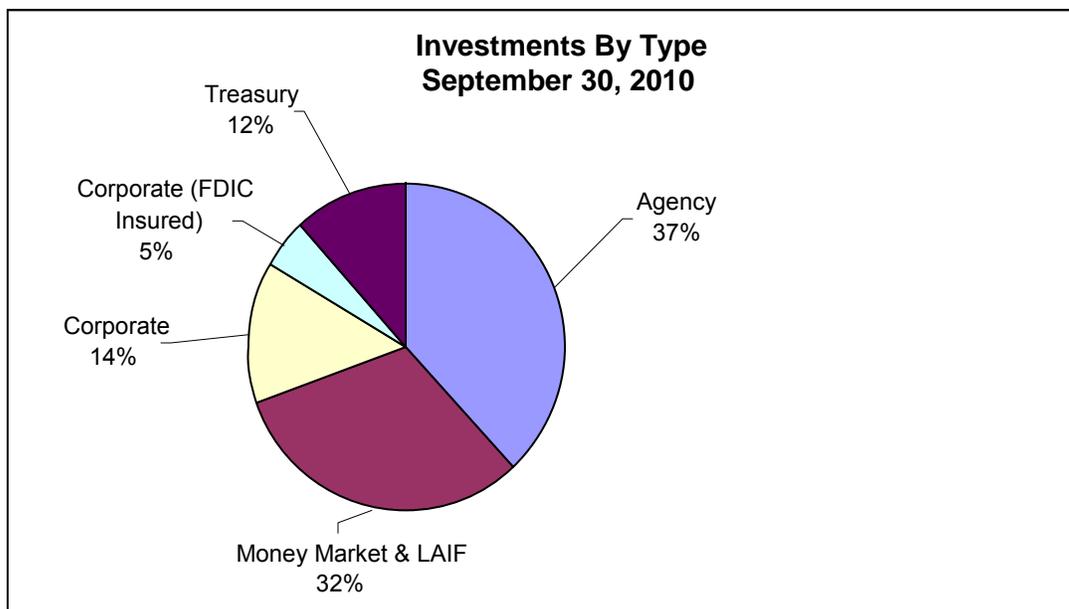


INVESTMENT REPORT

Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of June 30, 2010, the City's investments (excluding bond proceeds) totaled \$78,490,731. As of September 30, 2010, invested funds totaled \$69,212,013. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste and Recycling Funds.

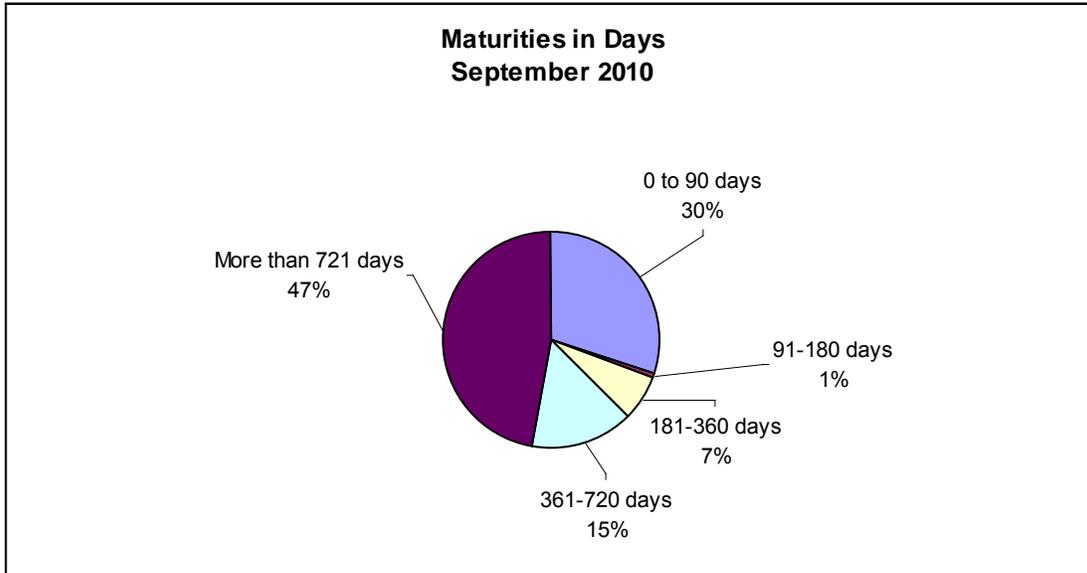
The current City portfolio consists of five types of investments; US Treasuries, Federal Agencies, Corporate Debt, Corporate Debt insured by the FDIC and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of September 30, 2010 was weighted heavily towards the State Local Agency Investment Fund (LAIF) and high quality (AAA rated) Federal Agency securities to maintain the focus on safety and liquidity,



The City's Investment Policy allows for a 5 year time horizon with an emphasis on liquidity. As of September 30, 2010, 30 percent of the City's funds were invested in very short-term liquid investments, 23 percent of the funds were invested with maturities between 90 days and 2 years and 47 percent of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



INVESTMENT REPORT



Conclusion

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

City of Napa Investment Report
June 30, 2010

| CUSIP | Description | S & P RATING | PAR VALUE | PURCHASE DATE | COUPON RATE | MATURITY DATE | ORIGINAL COST | YIELD TO MATURITY | ACCRUED INTEREST | MARKET VALUE |
|------------------------------|------------------------------------|--------------|-------------------|---------------|-------------|---------------|-------------------|-------------------|------------------|-------------------|
| LAIF AND MONEY MARKET | | | | | | | | | | |
| 431114701 | HIGHMARK GOVT MONEY MARKET FUND | AAA | 519,668 | | | | 519,668 | | | 519,668 |
| N/A | CAMP POOL | AAAm | 1,180,014 | | | | 1,180,014 | | | 1,180,014 |
| | LAIF | | 30,091,236 | | | | 30,091,236 | | | 30,091,236 |
| | TOTAL LAIF AND MONEY MARKET | | 31,790,918 | | | | 31,790,918 | | | 31,790,918 |
| CORPORATE NOTES | | | | | | | | | | |
| 369550AL2 | GENERAL DYNAMICS CORP NOTE | A | 300,000 | 4/7/2008 | 4.500 | 8/15/2010 | 307,755 | 1.160 | 5,100 | 301,245 |
| 949746NJ6 | WELLS FARGO BANK NOTE | AA- | 400,000 | 9/7/2006 | 5.300 | 8/26/2011 | 400,652 | 1.900 | 7,361 | 415,464 |
| 929903CF7 | WACHOVIA CORP SR NOTES | AA- | 500,000 | 10/23/2006 | 5.300 | 10/15/2011 | 499,185 | 1.630 | 5,594 | 523,319 |
| 36962G3K8 | GENERAL ELEC CAP | AA+ | 540,000 | 6/11/2008 | 5.250 | 10/19/2012 | 552,139 | 2.170 | 5,670 | 577,201 |
| 949746NW7 | WELLS FARGO BANK NOTE | AA- | 250,000 | 10/23/2007 | 5.250 | 10/23/2012 | 249,718 | 2.130 | 2,479 | 267,541 |
| 36962GZ49 | GENERAL ELECTRIC CAPITAL CORP NOTE | AA+ | 110,000 | 4/13/2010 | 0.474 | 11/1/2012 | 107,978 | 1.600 | 86 | 107,175 |
| 931142CL5 | WAL-MART STORES NOTE | AA | 385,000 | 5/7/2010 | 4.250 | 4/15/2013 | 412,335 | 1.470 | 3,454 | 414,168 |
| 46625HHB9 | JP MORGAN CHASE NOTE | A+ | 350,000 | 1/25/2010 | 4.750 | 5/1/2013 | 375,350 | 2.300 | 2,771 | 373,382 |
| 459200GR6 | IBM CORP NOTE | A+ | 310,000 | 1/27/2010 | 2.400 | 5/6/2013 | 312,065 | 1.410 | 995 | 315,909 |
| 91159HGW4 | US BANKCORP NOTE | A+ | 400,000 | 6/14/2010 | 2.000 | 6/14/2013 | 399,500 | 1.670 | 378 | 403,816 |
| 06406HBK4 | BANK OF NEW YORK NOTE | AA- | 400,000 | 8/29/2008 | 5.125 | 8/27/2013 | 401,484 | 1.770 | 7,061 | 441,035 |
| 717081AR4 | PFIZER INC. NOTE | AA | 255,000 | VARIOUS | 4.500 | 2/15/2014 | 267,638 | 1.930 | 4,335 | 277,789 |
| 166751AH0 | CHEVRON TEXACO CORP NOTE | AA | 440,000 | VARIOUS | 3.950 | 3/3/2014 | 463,872 | 1.910 | 5,697 | 471,634 |
| 665859AK0 | NORTHERN TRUST COMPANY NOTE | AA- | 290,000 | 2/1/2010 | 4.625 | 5/1/2014 | 313,429 | 2.090 | 2,235 | 316,998 |
| 36962G4C5 | GENERAL ELECTRIC CAPITAL CORP NOTE | AA+ | 430,000 | 8/7/2009 | 5.900 | 5/13/2014 | 456,107 | 3.030 | 3,383 | 474,641 |
| 61747YCF0 | MORGAN STANLEY NOTE | A | 305,000 | 6/23/2010 | 6.000 | 5/13/2014 | 322,004 | 4.310 | 2,440 | 323,174 |
| 06406HBL2 | BANK OF NEW YORK NOTE | AA- | 420,000 | VARIOUS | 4.300 | 5/15/2014 | 442,093 | 2.290 | 2,308 | 451,094 |
| 428236AV5 | HEWLETT PACKARD COMPANY NOTE | A | 290,000 | VARIOUS | 4.750 | 6/2/2014 | 314,004 | 1.880 | 1,110 | 321,316 |
| 079860AG7 | BELLSOUTH CORP NOTE | A | 285,000 | 1/22/2010 | 5.200 | 9/15/2014 | 310,405 | 2.400 | 4,364 | 316,692 |
| 09247XAD3 | BLACKROCK INC NOTE | A+ | 305,000 | VARIOUS | 3.500 | 12/10/2014 | 313,432 | 2.610 | 623 | 316,317 |
| 713448BM9 | PEPSICO INC. NOTE | A- | 310,000 | VARIOUS | 3.100 | 1/15/2015 | 318,915 | 2.140 | 4,458 | 322,769 |
| 46625HHP8 | JP MORGAN CHASE NOTE | A+ | 310,000 | 3/18/2010 | 3.700 | 1/20/2015 | 313,473 | 3.160 | 5,130 | 317,082 |
| 94980VAA6 | WELLS FARGO BANK NOTE | AA- | 300,000 | 3/22/2010 | 4.750 | 2/9/2015 | 312,144 | 3.640 | 5,621 | 313,982 |
| 084670AV0 | BERKSHIRE HATHAWAY NOTE | AA+ | 465,000 | VARIOUS | 3.200 | 2/11/2015 | 466,363 | 2.510 | 5,787 | 478,862 |
| 74005PAR5 | PRAXAIR NOTE | A | 125,000 | 6/7/2010 | 4.625 | 3/30/2015 | 136,166 | 2.460 | 1,461 | 137,048 |
| | TOTAL CORPORATE NOTES | | 8,475,000 | | | | 8,768,206 | | 89,901 | 8,979,653 |

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|--|-------------------------------------|---|-----|------------------|------------|-------|------------|------------------|-------|---------------|------------------|
| | | | | | | | | | | | |
| | US TREASURY NOTES / BONDS | | | | | | | | | | |
| | 912828KK5 | US TREASURY NOTE | TSY | 1,400,000 | 5/7/2009 | 1.375 | 4/15/2012 | 1,399,891 | 0.530 | 4,050 | 1,421,055 |
| | 912828GQ7 | US TREASURY NOTE | TSY | 500,000 | 5/30/2007 | 4.500 | 4/30/2012 | 492,813 | 0.530 | 3,791 | 536,192 |
| | 912828GW4 | US TREASURY NOTE | TSY | 1,000,000 | VARIOUS | 4.875 | 6/30/2012 | 1,044,619 | 0.550 | 132 | 1,085,859 |
| | 912828HE3 | US TREASURY NOTE | TSY | 600,000 | VARIOUS | 4.250 | 9/30/2012 | 621,047 | 0.610 | 6,410 | 648,750 |
| | 912828HG8 | US TREASURY NOTE | TSY | 900,000 | 12/6/2007 | 3.875 | 10/31/2012 | 919,020 | 0.670 | 5,876 | 966,727 |
| | 912828HK9 | US TREASURY NOTE | TSY | 1,000,000 | 12/5/2007 | 3.375 | 11/30/2012 | 1,003,047 | 0.710 | 2,859 | 1,063,750 |
| | 912828HV5 | US TREASURY NOTE | TSY | 750,000 | VARIOUS | 2.500 | 3/31/2013 | 771,922 | 0.830 | 4,712 | 783,984 |
| | 912828MR8 | US TREASURY NOTE | TSY | 500,000 | 3/30/2010 | 2.375 | 2/28/2015 | 495,410 | 1.690 | 3,969 | 515,315 |
| | 912828MR8 | US TREASURY NOTE | TSY | 600,000 | 3/2/2010 | 2.375 | 2/28/2015 | 601,781 | 1.690 | 4,763 | 618,378 |
| | | TOTAL US TREASURY NOTES / BONDS | | 5,850,000 | | | | 7,349,550 | | 36,562 | 7,640,010 |
| | FDIC INSURED CORPORATE NOTES | | | | | | | | | | |
| | 86801BAB1 | SUNTRUST BANK FDIC GUARANTEED NOTE | AAA | 500,000 | 12/16/2008 | 3.000 | 11/16/2011 | 498,485 | 0.690 | 1,875 | 515,786 |
| | 7591EAAAB9 | REGIONS BANK FDIC GUARANTEED NOTE | AAA | 500,000 | 12/11/2008 | 3.250 | 12/9/2011 | 499,535 | 0.710 | 993 | 518,199 |
| | 4042EPAA5 | HSBC USA INC FDIC GUARANTEED NOTE | AAA | 400,000 | 7/28/2009 | 3.125 | 12/16/2011 | 414,404 | 0.660 | 521 | 414,312 |
| | 38146FAA9 | GOLDMAN SACHS FDIC GUARANTEED NOTE | AAA | 225,000 | VARIOUS | 3.250 | 6/15/2012 | 228,843 | 0.820 | 325 | 235,604 |
| | 949744AC0 | WELLS GARGO & CO FDIC GUARANTEED NOTE | AAA | 610,000 | VARIOUS | 2.125 | 6/15/2012 | 612,838 | 0.740 | 576 | 626,388 |
| | 06050BAA9 | BANK OF AMERICA FDIC GUARANTEED NOTE | AAA | 380,000 | VARIOUS | 3.125 | 6/15/2012 | 394,066 | 0.840 | 528 | 396,845 |
| | 69351CAC7 | PNC FUNDING CORP FDIC GUARANTEED NOTE | AAA | 385,000 | 8/31/2009 | 2.300 | 6/22/2012 | 390,994 | 0.790 | 221 | 396,410 |
| | 69351CAC7 | PNC FUNDING CORP FDIC GUARANTEED NOTE | AAA | 250,000 | 12/22/2008 | 2.300 | 6/22/2012 | 249,708 | 0.790 | 144 | 257,409 |
| | 36967HAV9 | GE CAPITAL CORP FDIC GUARANTEED NOTE | AAA | 930,000 | 6/3/2009 | 2.125 | 12/21/2012 | 930,884 | 0.970 | 549 | 956,122 |
| | 481247AM6 | JP MORGAN CHASE FDIC GUARANTEED NOTE | AAA | 700,000 | 4/22/2009 | 2.125 | 12/26/2012 | 702,170 | 0.970 | 207 | 719,902 |
| | | TOTAL FDIC INSURED CORPORATE NOTES | | 4,880,000 | | | | 4,921,927 | | 5,939 | 5,036,977 |
| | AGENCY NOTES / BONDS | | | | | | | | | | |
| | 3134A4VB7 | FHLMC NOTE | AAA | 400,000 | 6/7/2006 | 4.125 | 7/12/2010 | 382,873 | 0.370 | 7,746 | 400,500 |
| | 313XCQZ9 | FHLB NOTE | AAA | 565,000 | 10/6/2006 | 4.375 | 9/17/2010 | 554,435 | 0.280 | 7,141 | 569,944 |
| | 3134A4VJ0 | FHLMC NOTE | AAA | 475,000 | 12/5/2006 | 4.750 | 1/18/2011 | 477,133 | 0.370 | 10,216 | 486,430 |
| | 31331VSK3 | FFCB NOTE | AAA | 175,000 | 4/3/2008 | 4.875 | 2/18/2011 | 185,367 | 0.420 | 3,152 | 179,922 |
| | 880591DT6 | TENNESSE VALLEY AUTHORITY NOTE | AAA | 960,000 | VARIOUS | 6.790 | 5/23/2011 | 1,052,884 | 0.840 | 6,881 | 1,067,278 |
| | 3133XFJY3 | FHLB NOTE | AAA | 925,000 | 1/5/2007 | 5.250 | 6/10/2011 | 936,547 | 0.630 | 2,833 | 965,180 |
| | 31331VJ80 | FFCB NOTE | AAA | 2,025,000 | VARIOUS | 5.375 | 7/18/2011 | 2,071,938 | 0.480 | 49,282 | 2,128,781 |
| | 31398AC91 | FNMA NOTE | AAA | 500,000 | 1/20/2010 | 1.500 | 1/20/2012 | 500,469 | 1.480 | 3,354 | 500,156 |
| | 3128X9D80 | FHLMC NOTE | AAA | 1,340,000 | 2/22/2010 | 1.125 | 4/25/2012 | 1,337,562 | 0.690 | 2,764 | 1,350,439 |
| | 31398AS37 | FNMA NOTE | AAA | 190,000 | 5/25/2010 | 1.300 | 5/25/2012 | 190,152 | 1.000 | 247 | 191,069 |

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| | | | | | | | | | | |
|-----------|-----------------------------------|-----|----------------------|------------|-------|------------|----------------------|-------|-------------------|----------------------|
| 3137EACC1 | FHLMC NOTE | AAA | 500,000 | 5/26/2009 | 1.750 | 6/15/2012 | 499,400 | 0.740 | 389 | 509,844 |
| 31398AP71 | FNMA NOTE | AAA | 1,130,000 | 5/6/2010 | 1.250 | 6/22/2012 | 1,131,831 | 0.770 | 353 | 1,140,594 |
| 31398AP71 | FNMA NOTE | AAA | 1,200,000 | 4/19/2010 | 1.250 | 6/22/2012 | 1,198,644 | 0.770 | 375 | 1,211,250 |
| 3128X96S4 | FHLMC NOTE | AAA | 200,000 | 5/4/2010 | 1.500 | 7/30/2012 | 200,000 | 1.460 | 508 | 200,164 |
| 3133XUE41 | FHLB NOTE | AAA | 510,000 | 7/23/2009 | 1.750 | 8/22/2012 | 509,296 | 0.840 | 3,198 | 519,881 |
| 31359MPF4 | FNMA NOTE | AAA | 1,000,000 | 3/6/2008 | 4.375 | 9/15/2012 | 1041809 | 0.850 | 12,882 | 1,076,875 |
| 313EACE7 | FHLMC NOTE | AAA | 250,000 | 10/9/2009 | 2.125 | 9/21/2012 | 254,125 | 0.850 | 1,476 | 257,031 |
| 31331X3S9 | FFCB NOTE | AAA | 400,000 | VARIOUS | 4.500 | 10/17/2012 | 410,511 | 0.900 | 3,700 | 432,625 |
| 31398AKY7 | FNMA NOTE | AAA | 550,000 | 6/4/2008 | 3.625 | 2/12/2013 | 543,256 | 0.990 | 7,698 | 587,297 |
| 31398AE24 | FNMA NOTE | AAA | 500,000 | 1/15/2010 | 1.750 | 2/22/2013 | 499,280 | 1.010 | 3,135 | 509,688 |
| 31359MRG0 | FNMA NOTE | AAA | 405,000 | 4/2/2008 | 4.375 | 3/15/2013 | 423,661 | 1.010 | 5,217 | 441,323 |
| 3137EABM0 | FHLMC NOTE | AAA | 150,000 | 7/2/2008 | 3.750 | 6/28/2013 | 147,091 | 1.080 | 47 | 161,768 |
| 31398ASD5 | FNMA NOTE | AAA | 1,200,000 | VARIOUS | 3.875 | 7/12/2013 | 1,196,216 | 1.070 | 21,829 | 1,300,126 |
| 3134A4TZ7 | FHLMC NOTE | AAA | 425,000 | 11/5/2008 | 4.500 | 7/15/2013 | 439,930 | 1.150 | 8,819 | 467,500 |
| 880591DW9 | TENNESSE VALLEY AUTHORITY NOTE | AAA | 725,000 | VARIOUS | 4.750 | 8/1/2013 | 764,713 | 1.450 | 14,349 | 796,841 |
| 3133XR88 | FHLB NOTE | AAA | 625,000 | 11/5/2008 | 4.000 | 9/6/2013 | 626,376 | 1.360 | 7,986 | 676,172 |
| 3133XSAE8 | FHLB NOTE | AAA | 420,000 | 4/9/2009 | 3.625 | 10/18/2013 | 440,018 | 1.410 | 3,087 | 449,925 |
| 31398AUJ9 | FNMA NOTE | AAA | 425,000 | 3/3/2009 | 2.875 | 12/11/2013 | 432,208 | 1.390 | 679 | 446,117 |
| 3137EABX6 | FHLMC NOTE | AAA | 1,075,000 | VARIOUS | 2.500 | 1/7/2014 | 1,063,137 | 1.420 | 12,990 | 1,114,637 |
| 31398AVZ2 | FNMA NOTE | AAA | 400,000 | 11/10/2009 | 2.750 | 3/13/2014 | 407,014 | 1.560 | 3,300 | 417,125 |
| 31398AXJ6 | FNMA NOTE | AAA | 625,000 | 10/9/2009 | 2.500 | 5/15/2014 | 627,002 | 1.640 | 1,997 | 645,118 |
| 31331JQA4 | FFCB NOTE | AAA | 825,000 | 6/8/2010 | 1.900 | 6/2/2014 | 822,995 | 1.590 | 1,263 | 834,539 |
| 3133X7FK5 | FHLB NOTE | AAA | 275,000 | 1/8/20/10 | 2.570 | 6/18/2014 | 305,723 | 1.600 | 521 | 313,414 |
| 3137EACD9 | FHLMC NOTE | AAA | 775,000 | 8/4/2009 | 2.990 | 7/28/2014 | 775,406 | 1.660 | 9,881 | 815,930 |
| 3137EACD9 | FHLMC NOTE | AAA | 520,000 | 8/5/2009 | 3.000 | 7/28/2014 | 521,024 | 1.660 | 6,630 | 547,463 |
| 31331GL80 | FFCB NOTE | AAA | 775,000 | VARIOUS | 2.490 | 9/22/2014 | 792,719 | 1.770 | 6,394 | 813,508 |
| 31398AZV7 | FNMA NOTE | AAA | 500,000 | VARIOUS | 2.500 | 11/20/2014 | 502,658 | 1.830 | 1,495 | 516,719 |
| | TOTAL AGENCY NOTES / BONDS | | 23,940,000.00 | | | | 24,265,402.75 | | 233,814.00 | 25,043,173.00 |
| | TOTAL LAIF AND SECURITIES | | 74,935,918.12 | | | | 77,096,003.87 | | 366,216.00 | 78,490,731.12 |

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| CUSIP | Description | S & P RATING | PAR VALUE | PURCHASE DATE | COUPON RATE | MATURITY DATE | ORIGINAL COST | YIELD TO MATURITY | ACCRUED INTEREST | MARKET VALUE |
|------------------------------|------------------------------------|--------------|-------------------|---------------|-------------|---------------|-------------------|-------------------|------------------|-------------------|
| LAIF AND MONEY MARKET | | | | | | | | | | |
| 431114701 | HIGHMARK GOVT MONEY MARKET FUND | AAA | 32,816 | | | | 32,816 | | | 32,816 |
| N/A | CAMP POOL | AAAm | 174,616 | | | | 174,616 | | | 174,616 |
| | LAIF | | 20,136,528 | | | | 20,136,528 | | | 20,136,528 |
| | TOTAL LAIF AND MONEY MARKET | | 20,343,960 | | | | 20,343,960 | | | 20,343,960 |
| CORPORATE NOTES | | | | | | | | | | |
| 949746NJ6 | WELLS FARGO BANK NOTE | AA- | 400,000 | 9/7/2006 | 5.300 | 8/26/2011 | 400,652 | 0.490 | 2,061 | 417,351 |
| 929903CF7 | WACHOVIA CORP SR NOTES | AA- | 500,000 | 10/23/2006 | 5.300 | 10/15/2011 | 499,185 | 0.760 | 12,219 | 523,480 |
| 949746NW7 | WELLS FARGO BANK NOTE | AA- | 250,000 | 10/23/2007 | 5.250 | 10/23/2012 | 249,718 | 1.210 | 5,760 | 270,544 |
| 931142CL5 | WAL-MART STORES NOTE | AA | 385,000 | 5/7/2010 | 4.250 | 4/15/2013 | 412,335 | 1.470 | 7,545 | 417,737 |
| 459200GR6 | IBM CORP NOTE | A+ | 310,000 | 1/27/2010 | 2.100 | 5/6/2013 | 312,065 | 1.410 | 2,622 | 319,877 |
| 91159HW4 | US BANKCORP NOTE | A+ | 400,000 | 6/14/2010 | 2.000 | 6/14/2013 | 399,500 | 1.110 | 2,378 | 409,460 |
| 06406HBK4 | BANK OF NEW YORK NOTE | AA- | 400,000 | 8/29/2008 | 5.125 | 8/27/2013 | 401,484 | 1.160 | 1,936 | 445,234 |
| 91159HGY0 | US BANCORP CALLABLE NOTE | A+ | 505,000 | VARIOUS | 1.375 | 9/13/2013 | 505,781 | 1.210 | 347 | 507,320 |
| 36962G4Q4 | GENERAL ELECTRIC CAPITAL CORP NOTE | AA+ | 650,000 | 9/16/2010 | 1.875 | 9/16/2013 | 649,019 | 1.770 | 508 | 651,955 |
| 46623EJD2 | JP MORGAN CHASE NOTE | A+ | 400,000 | 9/30/2010 | 1.650 | 9/30/2013 | 399,952 | 1.590 | 18 | 400,695 |
| 717081AR4 | PFIZER INC. NOTE | AA | 255,000 | VARIOUS | 4.500 | 2/15/2014 | 267,638 | 1.390 | 1,466 | 281,026 |
| 166751AH0 | CHEVRON TEXACO CORP NOTE | AA | 440,000 | VARIOUS | 3.950 | 3/3/2014 | 463,872 | 1.160 | 1,352 | 481,143 |
| 665859AK0 | NORTHERN TRUST COMPANY NOTE | AA- | 290,000 | 2/1/2010 | 4.625 | 5/1/2014 | 313,429 | 1.490 | 5,589 | 321,576 |
| 36962G4C5 | GENERAL ELECTRIC CAPITAL CORP NOTE | AA+ | 570,000 | VARIOUS | 5.900 | 5/13/2014 | 614,651 | 2.080 | 12,892 | 645,584 |
| 61747YCF0 | MORGAN STANLEY NOTE | A | 305,000 | 6/23/2010 | 6.000 | 5/13/2014 | 322,004 | 3.120 | 7,015 | 334,844 |
| 06406HBL2 | BANK OF NEW YORK NOTE | AA- | 220,000 | VARIOUS | 4.300 | 5/15/2014 | 231,573 | 1.510 | 3,574 | 241,553 |
| 428236AV5 | HEWLETT PACKARD COMPANY NOTE | A | 290,000 | VARIOUS | 4.750 | 6/2/2014 | 314,004 | 1.360 | 4,553 | 325,062 |
| 079860AG7 | BELLSOUTH CORP NOTE | A | 285,000 | 1/22/2010 | 5.200 | 9/15/2014 | 310,405 | 1.920 | 659 | 320,495 |
| 74005PAQ7 | PRAXAIR NOTE | A | 155,000 | 9/24/2010 | 5.250 | 11/15/2014 | 177,515 | 1.570 | 3,074 | 177,670 |
| 09247XAD3 | BLACKROCK INC NOTE | A+ | 305,000 | VARIOUS | 3.500 | 12/10/2014 | 313,432 | 1.970 | 3,291 | 323,643 |
| 713448BM9 | PEPSICO INC. NOTE | A- | 310,000 | VARIOUS | 3.100 | 1/15/2015 | 318,915 | 1.510 | 2,029 | 330,340 |
| 46625HHP8 | JP MORGAN CHASE NOTE | A+ | 310,000 | 3/18/2010 | 3.700 | 1/20/2015 | 313,473 | 2.320 | 2,262 | 327,462 |
| 94980VAA6 | WELLS FARGO BANK NOTE | AA- | 300,000 | 3/22/2010 | 4.750 | 2/9/2015 | 312,144 | 3.000 | 2,058 | 321,290 |
| 084670AV0 | BERKSHIRE HATHAWAY NOTE | AA+ | 465,000 | VARIOUS | 3.200 | 2/11/2015 | 466,363 | 1.750 | 2,067 | 493,142 |
| 06406JHB4 | BANK OF NEW YORK NOTE | A+ | 205,000 | 8/11/2010 | 4.950 | 3/15/2015 | 228,600 | 2.180 | 451 | 229,002 |
| 74005PAR5 | PRAXAIR NOTE | A | 135,000 | 6/7/2010 | 4.625 | 3/30/2015 | 147,317 | 1.790 | 17 | 151,490 |
| | TOTAL CORPORATE NOTES | | 9,040,000 | | | | 9,345,025 | | 87,743 | 9,668,976 |

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| US TREASURY NOTES / BONDS | | | | | | | | | | | |
|---|---------------------------------------|-----|------------------|------------|-------|------------|------------------|-------|---------------|------------------|--|
| 912828KK5 | US TREASURY NOTE | TSY | 1,400,000 | 5/4/2009 | 1.375 | 4/15/2012 | 1,399,891 | 0.330 | 8,889 | 1,422,368 | |
| 912828GQ7 | US TREASURY NOTE | TSY | 500,000 | 5/30/2007 | 4.500 | 4/30/2012 | 492,813 | 0.330 | 9,416 | 532,891 | |
| 912828GW4 | US TREASURY NOTE | TSY | 1,000,000 | VARIOUS | 4.875 | 6/30/2012 | 1,044,619 | 0.350 | 12,320 | 1,078,828 | |
| 912828HE3 | US TREASURY NOTE | TSY | 600,000 | VARIOUS | 4.250 | 9/30/2012 | 621,047 | 0.410 | 70 | 645,797 | |
| 912828HG8 | US TREASURY NOTE | TSY | 900,000 | 12/6/2007 | 3.875 | 10/31/2012 | 919,020 | 0.400 | 14,594 | 964,828 | |
| 912828HK9 | US TREASURY NOTE | TSY | 1,000,000 | 12/5/2007 | 3.375 | 11/30/2012 | 1,003,047 | 0.420 | 11,342 | 1,063,672 | |
| 912828HV5 | US TREASURY NOTE | TSY | 750,000 | VARIOUS | 2.500 | 3/31/2013 | 771,922 | 0.490 | 52 | 787,325 | |
| 912828NH9 | US TREASURY NOTE | TSY | 500,000 | 7/20/2010 | 1.125 | 6/15/2013 | 500,625 | 0.590 | 1,660 | 507,110 | |
| 912828MR8 | US TREASURY NOTE | TSY | 500,000 | 3/25/2010 | 2.375 | 2/28/2015 | 495,410 | 1.100 | 1,017 | 527,420 | |
| 912828MR8 | US TREASURY NOTE | TSY | 600,000 | 3/1/2010 | 2.375 | 2/28/2015 | 601,781 | 1.100 | 1,220 | 632,904 | |
| TOTAL US TREASURY NOTES / BONDS | | | 6,350,000 | | | | 7,850,175 | | 60,580 | 8,163,142 | |
| FDIC INSURED CORPORATE NOTES | | | | | | | | | | | |
| 38146FAA9 | GOLDMAN SACHS FDIC GUARANTEED NOTE | AAA | 225,000 | VARIOUS | 3.250 | 6/15/2012 | 228,843 | 0.570 | 2,153 | 235,234 | |
| 949744AC0 | WELLS GARGO & CO FDIC GUARANTEED NOTE | AAA | 610,000 | VARIOUS | 2.125 | 6/15/2012 | 612,838 | 0.490 | 3,817 | 626,921 | |
| 06050BAA9 | BANK OF AMERICA FDIC GUARANTEED NOTE | AAA | 240,000 | VARIOUS | 3.125 | 6/15/2012 | 248,884 | 0.650 | 2,208 | 250,079 | |
| 69351CAC7 | PNC FUNDING CORP FDIC GUARANTEED NOTE | AAA | 385,000 | 8/31/2009 | 2.300 | 6/22/2012 | 390,994 | 0.550 | 2,435 | 396,597 | |
| 69351CAC7 | PNC FUNDING CORP FDIC GUARANTEED NOTE | AAA | 250,000 | 12/22/2008 | 2.300 | 6/22/2012 | 249,708 | 0.550 | 1,581 | 257,531 | |
| 36967HAV9 | GE CAPITAL CORP FDIC GUARANTEED NOTE | AAA | 775,000 | 6/3/2009 | 2.125 | 12/21/2012 | 775,736 | 0.680 | 4,575 | 799,677 | |
| 481247AM6 | JP MORGAN CHASE FDIC GUARANTEED NOTE | AAA | 700,000 | 4/22/2009 | 2.125 | 12/26/2012 | 702,170 | 0.650 | 3,925 | 722,870 | |
| TOTAL FDIC INSURED CORPORATE NOTES | | | 3,185,000 | | | | 3,209,173 | | 20,695 | 3,288,908 | |
| AGENCY NOTES / BONDS | | | | | | | | | | | |
| 3134A4VJ0 | FHLMC NOTE | AAA | 475,000 | 12/5/2006 | 4.750 | 1/18/2011 | 477,133 | 0.260 | 4,575 | 481,383 | |
| 31331VSK3 | FFCB NOTE | AAA | 175,000 | 4/3/2008 | 4.875 | 2/18/2011 | 185,367 | 0.220 | 1,019 | 178,117 | |
| 3133XFJY3 | FHLB NOTE | AAA | 925,000 | 1/5/2007 | 5.250 | 6/10/2011 | 936,547 | 0.510 | 14,973 | 955,352 | |
| 31331VJ80 | FFCB NOTE | AAA | 2,025,000 | VARIOUS | 5.375 | 7/18/2011 | 2,071,938 | 0.320 | 22,071 | 2,106,634 | |
| 3128X9D80 | FHLMC NOTE | AAA | 1,060,000 | 2/22/2010 | 1.210 | 4/25/2012 | 1,058,071 | 0.450 | 5,168 | 1,071,094 | |
| 880591DT6 | TENNESSE VALLEY AUTHORITY NOTE | AAA | 685,000 | VARIOUS | 6.790 | 5/23/2012 | 751,277 | 0.580 | 16,537 | 754,591 | |
| 31398AS37 | FNMA NOTE | AAA | 190,000 | 5/25/2010 | 1.260 | 5/25/2012 | 190,152 | 1.050 | 865 | 190,773 | |
| 3137EACC1 | FHLMC NOTE | AAA | 500,000 | 5/26/2009 | 1.790 | 6/15/2012 | 499,400 | 0.480 | 2,576 | 510,758 | |
| 31398AP71 | FNMA NOTE | AAA | 320,000 | 5/6/2010 | 1.170 | 6/22/2012 | 320,518 | 0.500 | 1,100 | 324,116 | |
| 31398AP71 | FNMA NOTE | AAA | 1,200,000 | 4/19/2010 | 1.300 | 6/22/2012 | 1,198,644 | 0.500 | 4,125 | 1,215,436 | |
| 3134A4OD9 | FHLMC NOTE | AAA | 180,000 | 9/9/2010 | 5.125 | 7/15/2012 | 194,656 | 0.530 | 1,948 | 194,711 | |

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| | | | | | | | | | | | |
|--|-----------------------------------|------------------------------------|-----|---------------|------------|-------|------------|---------------|-------|------------|---------------|
| | 3133XUE41 | FHLB NOTE | AAA | 310,000 | 7/23/2009 | 1.800 | 8/22/2012 | 309,572 | 0.540 | 588 | 317,068 |
| | 31359MPF4 | FNMA NOTE | AAA | 540,000 | 3/6/2008 | 4.375 | 9/15/2012 | 562,577 | 0.550 | 1,050 | 580,163 |
| | 313EACE7 | FHLMC NOTE | AAA | 250,000 | 10/9/2009 | 2.125 | 9/21/2012 | 254,125 | 0.540 | 148 | 257,786 |
| | 31398AKY7 | FNMA NOTE | AAA | 550,000 | 6/4/2008 | 3.625 | 2/12/2013 | 543,256 | 0.670 | 2,714 | 588,156 |
| | 31398AE24 | FNMA NOTE | AAA | 500,000 | 1/15/2010 | 1.750 | 2/22/2013 | 499,280 | 0.680 | 948 | 512,724 |
| | 31359MRG0 | FNMA NOTE | AAA | 405,000 | 4/2/2008 | 4.375 | 3/15/2013 | 423,661 | 0.730 | 788 | 440,913 |
| | 3137EABM0 | FHLMC NOTE | AAA | 150,000 | 7/2/2008 | 3.750 | 6/28/2013 | 147,091 | 0.710 | 1,453 | 162,388 |
| | 31398ASD5 | FNMA NOTE | AAA | 1,200,000 | VARIOUS | 3.875 | 7/12/2013 | 1,196,216 | 0.760 | 10,204 | 1,302,750 |
| | 3134A4TZ7 | FHLMC NOTE | AAA | 425,000 | 11/5/2008 | 4.500 | 7/15/2013 | 439,930 | 0.760 | 4,038 | 468,828 |
| | 880591DW9 | TENNESSE VALLEY AUTHORITY NOTE | AAA | 725,000 | VARIOUS | 4.750 | 8/1/2013 | 764,713 | 0.910 | 5,740 | 802,859 |
| | 3133XR88 | FHLB NOTE | AAA | 625,000 | 11/5/2008 | 4.000 | 9/6/2013 | 626,376 | 0.850 | 1,736 | 681,836 |
| | 31331JJ38 | FFCB NOTE | AAA | 330,000 | 9/13/2010 | 1.100 | 9/23/2013 | 330,000 | 0.640 | 81 | 330,722 |
| | 31398A4A7 | FNMA NOTE | AAA | 650,000 | 9/10/2010 | 1.200 | 9/27/2013 | 650,000 | 0.950 | 87 | 651,625 |
| | 31331GCS6 | FFCB NOTE | AAA | 205,000 | 9/21/2010 | 3.875 | 10/7/2013 | 223,110 | 0.830 | 3,839 | 223,578 |
| | 3133XSAE8 | FHLB NOTE | AAA | 420,000 | 4/9/2009 | 3.625 | 10/18/2013 | 440,018 | 0.790 | 6,894 | 455,779 |
| | 3134G1PP3 | FHLMC NOTE | AAA | 345,000 | 8/18/2010 | 1.400 | 11/18/2013 | 346,432 | 0.700 | 577 | 347,123 |
| | 31398AUJ9 | FNMA NOTE | AAA | 425,000 | 3/3/2009 | 2.875 | 12/11/2013 | 432,208 | 0.910 | 3,734 | 451,297 |
| | 3137EABX6 | FHLMC NOTE | AAA | 1,075,000 | VARIOUS | 2.500 | 1/7/2014 | 1,063,137 | 0.960 | 6,271 | 1,128,185 |
| | 31398AZ88 | FANNIE MAE GLOBAL NOTES | AAA | 800,000 | 8/4/2010 | 1.500 | 2/4/2014 | 799,600 | 1.390 | 1,900 | 802,817 |
| | 31398AVZ2 | FNMA NOTE | AAA | 400,000 | 11/10/2009 | 2.750 | 3/13/2014 | 407,014 | 1.010 | 550 | 423,625 |
| | 31398AXJ6 | FNMA NOTE | AAA | 625,000 | 10/9/2009 | 2.500 | 5/15/2014 | 627,003 | 1.110 | 5,903 | 655,859 |
| | 31331JQA4 | FFCB NOTE | AAA | 825,000 | 6/8/2010 | 1.900 | 6/2/2014 | 822,995 | 1.120 | 5,181 | 848,203 |
| | 3133X7FK5 | FHLB NOTE | AAA | 275,000 | 1/8/2010 | 5.250 | 6/18/2014 | 305,723 | 1.060 | 4,131 | 316,852 |
| | 3137EACD9 | FHLMC NOTE | AAA | 775,000 | 8/4/2009 | 3.000 | 7/28/2014 | 775,406 | 1.130 | 4,069 | 829,008 |
| | 3137EACD9 | FHLMC NOTE | AAA | 520,000 | 8/5/2009 | 3.000 | 7/28/2014 | 521,024 | 1.140 | 2,730 | 556,157 |
| | 31398A2Y7 | FNMA NOTE | AAA | 900,000 | 8/26/2010 | 1.500 | 8/26/2014 | 900,000 | 1.380 | 1,313 | 904,133 |
| | 31331GL80 | FFCB NOTE | AAA | 775,000 | VARIOUS | 3.000 | 9/22/2014 | 792,719 | 1.150 | 581 | 830,703 |
| | 31398AZV7 | FNMA NOTE | AAA | 500,000 | VARIOUS | 2.625 | 11/20/2014 | 502,658 | 1.270 | 4,776 | 527,188 |
| | 31398AU34 | FNMA NOTE | AAA | 785,000 | 8/27/2010 | 2.375 | 7/28/2015 | 808,660 | 1.530 | 3,263 | 815,664 |
| | 31398AU34 | FNMA NOTE | AAA | 385,000 | 9/7/2010 | 2.375 | 7/28/2015 | 397,420 | 1.530 | 1,600 | 400,015 |
| | 3136FPEQ6 | FNMA NOTE | AAA | 370,000 | 9/16/2010 | 1.850 | 9/9/2015 | 369,353 | 1.870 | 418 | 369,653 |
| | 3136FPLP0 | FNMA NOTE | AAA | 280,000 | 9/30/2010 | 1.125 | 9/30/2015 | 279,384 | 2.260 | 9 | 280,418 |
| | TOTAL AGENCY NOTES / BONDS | | | 25,080,000.00 | | | | 25,444,362.98 | | 162,267.30 | 26,247,040.35 |
| | COMMERCIAL PAPER | | | | | | | | | | |
| | 83365SK44 | SOCIETE GENERALE N AMER COMM PAPER | A-1 | 500,000.00 | 7/2/2010 | - | 10/4/2010 | 499,164 | 0.210 | - | 499,989 |

City of Napa Investment Report
September 30, 2010

| | | | | | | | | | | |
|-----------|----------------------------------|------|---------------|-----------|---|-----------|---------------|-------|------------|---------------|
| | | | | | | | | | | |
| 22532CPG3 | CREDIT AGRICOLE NA COMM PAPER | A-1+ | 500,000.00 | 8/23/2010 | - | 2/16/2011 | 498,734 | 0.310 | - | 499,411 |
| | TOTAL COMMERCIAL PAPER | | 1,000,000.00 | | | | 997,898 | | - | 999,400 |
| | CERTIFICATE OF DEPOSIT | | | | | | | | | |
| 06740MNK5 | BARCLAYS BANK PLC NY CERT DEPOS | A-1+ | 500,000.00 | 9/7/2010 | - | 9/2/2011 | 500,000 | 0.770 | 300.00 | 500,587 |
| | TOTAL COMMERCIAL PAPER | | 500,000.00 | | | | 500,000 | | 300.00 | 500,587 |
| | TOTAL LAIF AND SECURITIES | | 65,498,960.46 | | | | 67,690,595.32 | | 331,584.98 | 69,212,013.07 |

RESOLUTION R2010 83

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE CITY'S STATEMENT OF INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST FUNDS IN ACCORDANCE WITH THE STATEMENT OF INVESTMENT POLICY

WHEREAS, consistent with California Government Code Section 53646, the City Treasurer annually renders to the City Council a statement of investment policy; and

WHEREAS, consistent with Government Code Section 53607, the City Council annually delegates authority to the City Treasurer to make investments on behalf of the City; and

WHEREAS, the Council appointed the Interim Finance Director to serve as the City Treasurer on March 2, 2010; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.

2. The City Council of the City of Napa, State of California hereby approves the City's Statement of Investment Policy for the 2010-11 fiscal year attached hereby as Exhibit "A".

3. The City Council hereby delegates authority to the City Treasurer to invest funds in accordance with the Statement of Investment Policy.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 15th day

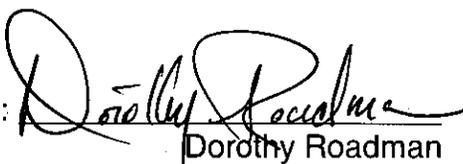
of June, 2010, by the following vote:

AYES: Techel, Mott, van Gorder, Inman

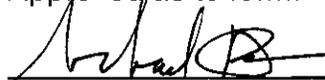
NOES: None

ABSENT: Krider

ABSTAIN: None

ATTEST: 
Dorothy Roadman
City Clerk

Approved as to form:



Michael W. Barrett
City Attorney

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

1. Policy

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

2. Scope

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

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

3. Prudence

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

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

4. Objective

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

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

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

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

5. Delegation of Authority

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

6. Ethics and Conflicts of Interest

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

7. Authorized Money Managers, Financial Dealers and Institutions

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

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

All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the City with the following: audited financial statements,

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

proof of National Association of Security Dealers certification when applicable, trading resolution, proof of State of California registration when applicable, completed questionnaire and certification of having read the City of Napa's investment policy and depository contracts.

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

8. Authorized Investments

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

9. Collateralization

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

10. Safekeeping and Custody

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

11. Diversification

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

12. Maximum Maturities

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

13. Internal Control

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

14. Performance Standards

The investment portfolio shall be designed to attain a market average rate of return through budgetary and economic cycles, taking into account the investment risk constraints and cash flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market Benchmark

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

Index. The current Benchmark Index for the portfolio is the Merrill Lynch U.S. Treasuries/ Agencies 1-5 Year Index.

15. Reporting

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

Type of investment

Issuer

Maturity date

Par and dollar amount invested on all securities

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

16. Investment Policy Adoption

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

A. INVESTMENTS

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

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

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

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

California Government Code Section 53601 Requirement: No limit specified:

City of Napa Limitation:

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

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

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

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

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

They include:

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum par value total size - no limitation

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

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

California Government Code Section 53601 Requirement:

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

City of Napa Limitation:

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

4. Certificate of Deposit

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

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

4B. Negotiable Certificate of Deposits are issued by large American banks or savings and loan associations and are traditionally trade in lots of at least \$1,000,000.

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

City of Napa Limitation:

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

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

California Government Code Section 53601 Requirement:

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

City of Napa Limitation:

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

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

California Government Code Section 53601 Requirement:

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

City of Napa Limitation:

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

City of Napa Limitation: None

LAIF Limitations:

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

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

California Government Code Section 53601 Requirement:

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

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

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

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

- 1) The institutions shall have the highest rating provided by not less than two nationally recognized rating services.
- 2) The institutions' investment advisors shall be registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

excess of five hundred million dollars (\$500,000,000). The purchase price of shares of beneficial interest purchased shall not include any commission that these companies may charge.

City of Napa Limitation:

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

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

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

B. ADDITIONAL GUIDELINES

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



CITY of NAPA

FY 2009-2010

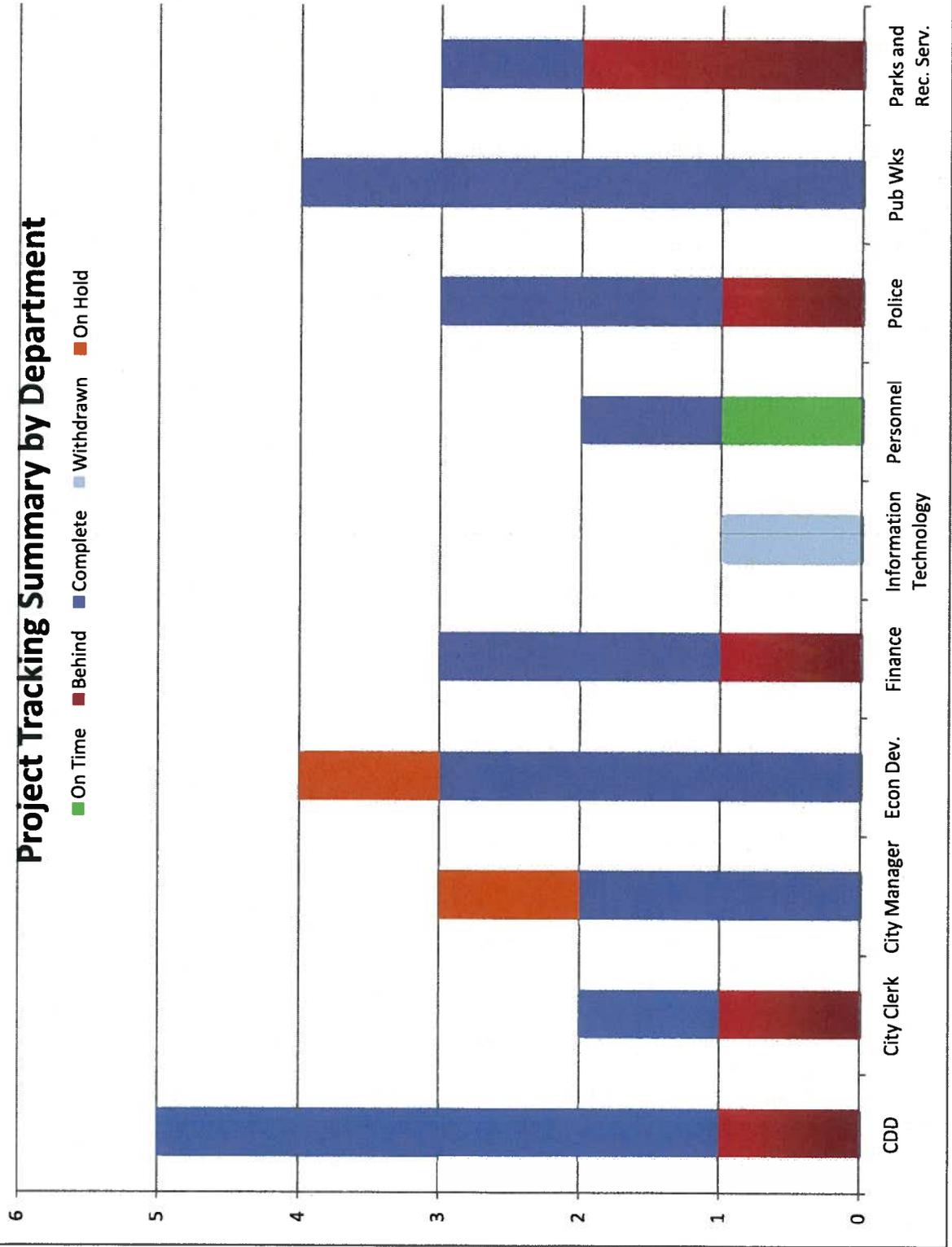
Project Tracking
4th Quarter

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Project Tracking Summary by Department

■ On Time
 ■ Behind
 ■ Complete
 ■ Withdrawn
 ■ On Hold





CITY OF NAPA

Project Tracking Summary

by Department

CDD, Building

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

Total Projects for CDD, Building: 2

CDD, Planning

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|------------------|-------------------------------------|--------------|---------------|-----------------|-----------------------|
| CDD-00391 | Downtown Specific Plan | 2 of 3 | Behind | 12/31/2010 | Julianne Ward |
| CDD-00504 | Historic Resources Inventory Update | 2 of 5 | Complete | 6/30/2010 | Kevin Eberle |

Total Projects for CDD, Planning: 2

City Clerk

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|------------------|--|--------------|---------------|-----------------|-----------------------|
| CLK-00300 | Agenda Management Project | 1 of 1 | Complete | 6/30/2010 | D.Roadman/R.Ryan |
| CLK-00375 | Public access enhancements to City's records | 1 of 1 | Behind | 6/30/2011 | R.Ryan/C Banayat/IT |

Total Projects for City Clerk: 2

City Manager

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

11/18/2010



CITY OF NAPA

Project Tracking Summary

by Department

City Manager

Project # Project Title

Total Projects for City Manager: 3

Phase Status Due Date Project Leader

Economic Development

Project # Project Title

ED-00344 Comprehensive Economic Development Strategy (CEDDS)

ED-00350 Downtown Retail Strategy

ED-00351 Soscol Gateway Historic Survey

ED-00352 Napa Art Walk

Total Projects for Economic Development: 4

Phase Status Due Date Project Leader

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

1 of 3 Complete 6/30/2010 J. LaLiberte

1 of 1 Complete 3/31/2010 J. LaLiberte

1 of 1 Complete 6/30/2010 Walker/LaLiberte

Finance, Accounting

Project # Project Title

FIN-00411 Financial System, Payroll and Human Resources

FIN-00436 GASB 45 Actuarial Study & CalPERS Trust Contract

Total Projects for Finance, Accounting: 2

Phase Status Due Date Project Leader

2 of 3 Complete 6/30/2010 Bill Zenoni

2 of 2 Complete 6/30/2010 Bill Zenoni

Finance, Collections

Project # Project Title

FIN-00332 Translet Occupancy and Business License Tax Audits

Total Projects for Finance, Collections: 1

Phase Status Due Date Project Leader

1 of 1 Behind 12/1/2010 Bill Zenoni



CITY of NAPA

Project Tracking Summary

by Department

Housing

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|-------------------------------|--------------------------------|--------------|---------------|-----------------|-----------------------|
| HSG-00318 | Affordable Housing Development | 2 of 3 | Complete | 7/15/2010 | Jan Maurer Watkins |
| Total Projects for Housing: 1 | | | | | |

Information Technology

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

Personnel

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|---------------------------------|---------------------------------------|--------------|---------------|-----------------|-----------------------|
| PER-00328 | Best Practices/Possible Rule Changes | 1 of 1 | Complete | 6/30/2010 | C.Kasten |
| PER-00329 | Transition of Benefits Administration | 1 of 1 | On Time | 1/1/2011 | C.Kasten |
| Total Projects for Personnel: 2 | | | | | |

Police

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|------------------------------|--------------------------------|--------------|---------------|-----------------|-----------------------|
| PD-00229 | E911 Wireless Implementation | 3 of 3 | Complete | 4/1/2010 | Peacock, LT. |
| PD-00323 | Red Light Camera Expansion | 1 of 1 | Complete | 2/1/2010 | Andy Lewis |
| PD-00343 | Special Enforcement Unit (SEU) | 1 of 1 | Behind | 11/15/2010 | Jeff Troendly |
| Total Projects for Police: 3 | | | | | |



Project Tracking Summary

by Department

PW, Engineering

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|------------------|-------------------------------------|--------------|---------------|-----------------|-----------------------|
| PW-00413 | Railroad Relocation Project | 1 of 2 | Complete | 6/30/2010 | Mark Tomko |
| PW-00425 | Napa Creek Flood Protection Project | 1 of 3 | Complete | 6/30/2010 | Mark Tomko |

Total Projects for PW, Engineering: 2

PW, Maintenance

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

Total Projects for PW, Maintenance: 1

PW, Materials Diversion

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

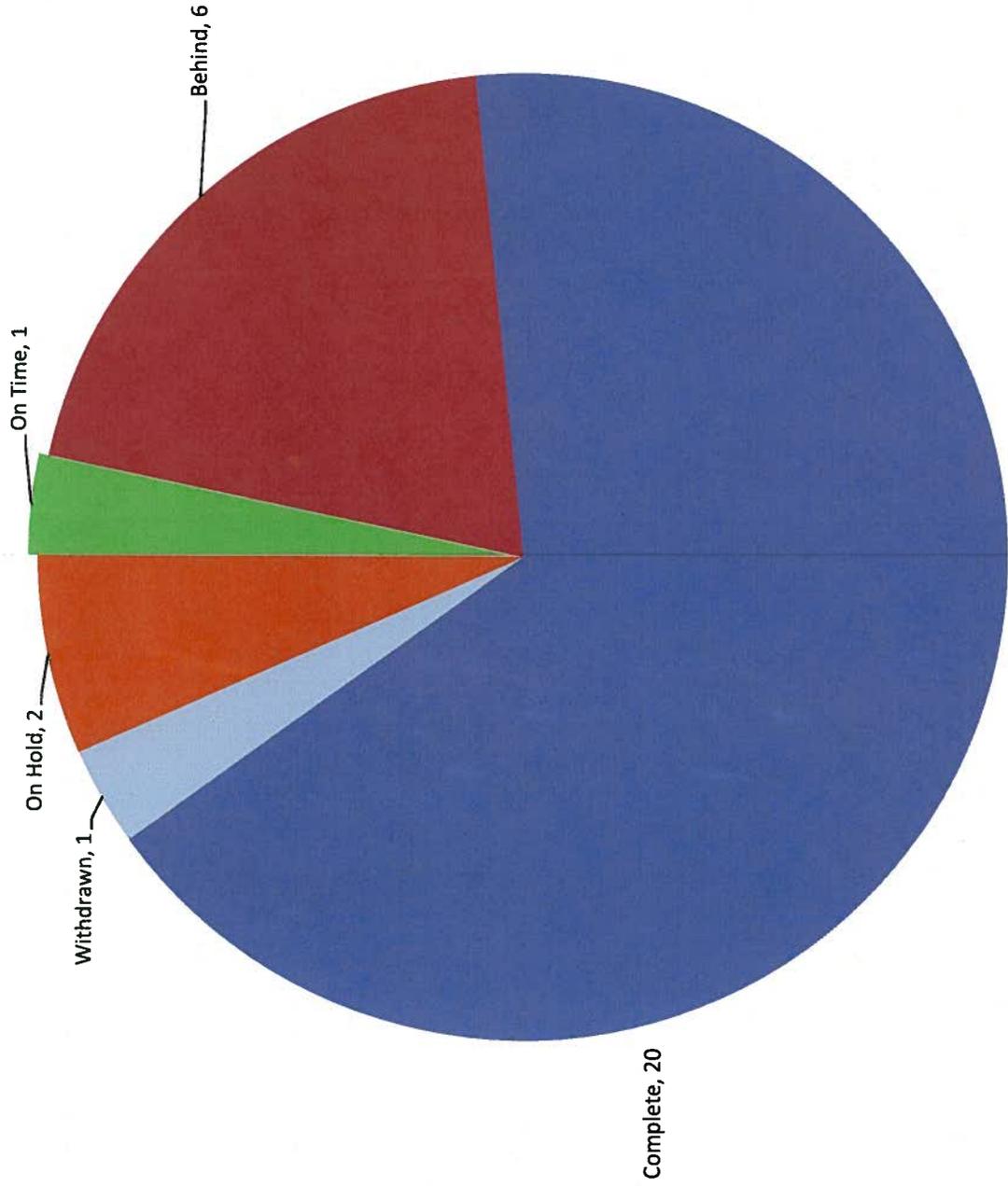
Total Projects for PW, Materials Diversion: 1

Recreation

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|------------------|---|--------------|---------------|-----------------|-----------------------|
| REC-00358 | 4th Street Boat Dock Operations Procedures Manual | 1 of 1 | Behind | 6/30/2011 | Dave Perazzo |
| REC-00438 | Quadrant Fund Consolidation | 2 of 2 | Behind | 2/28/2011 | Cindy Bannister |
| REC-00440 | Trancas Crossing Park | 1 of 2 | Complete | 6/1/2010 | Larry Mazzuca |

Total Projects for Recreation: 3

Project Tracking Summary By Status





CITY of NAPA

Project Tracking Summary

by Project Status

Behind

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|---|--------------|-----------------|------------------------|-----------------------|
| CDD-00391 | Downtown Specific Plan | 2 of 3 | 12/31/2010 | CDD, Planning | Julianne Ward |
| CLK-00375 | Public access enhancements to City's records | 1 of 1 | 6/30/2011 | City Clerk | R.Ryan/C Banayat/IT |
| FIN-00332 | Transient Occupancy and Business License Tax Audits | 1 of 1 | 12/1/2010 | Finance, Collections | Bill Zenoni |
| PD-00343 | Special Enforcement Unit (SEU) | 1 of 1 | 11/15/2010 | Police | Jeff Troendly |
| REC-00358 | 4th Street Boat Dock Operations Procedures Manual | 1 of 1 | 6/30/2011 | Recreation | Dave Perazzo |
| REC-00438 | Quadrant Fund Consolidation | 2 of 2 | 2/28/2011 | Recreation | Cindy Bannister |

Total Projects with Behind Status: 6

42

Complete

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|--|--------------|-----------------|------------------------|-----------------------|
| CDD-00305 | Climate Change Initiative | 2 of 2 | 6/30/2010 | CDD, Building | Steve Jensen |
| CDD-00306 | Green Building Ordinance | 3 of 3 | 6/30/2010 | CDD, Building | Steve Jensen |
| CDD-00504 | Historic Resources Inventory Update | 2 of 5 | 6/30/2010 | CDD, Planning | Kevin Eberle |
| CLK-00300 | Agenda Management Project | 1 of 1 | 6/30/2010 | City Clerk | D.Roadman/R.Ryan |
| CM-00403 | Budget Realities Workshop/Cost Containment Project | 1 of 1 | 6/30/2010 | City Manager | N. Weiss |
| CM-00412 | Medical Marijuana Ordinance | 1 of 1 | 6/1/2010 | City Manager | Desiree Brun |
| ED-00350 | Downtown Retail Strategy | 1 of 3 | 6/30/2010 | Economic Developmen | J. LaLiberte |
| ED-00351 | Soscol Gateway Historic Survey | 1 of 1 | 3/31/2010 | Economic Developmen | J. LaLiberte |
| ED-00352 | Napa Art Walk | 1 of 1 | 6/30/2010 | Economic Developmen | Walker/LaLiberte |
| FIN-00411 | Financial System, Payroll and Human Resources | 2 of 3 | 6/30/2010 | Finance, Accounting | Bill Zenoni |

11/18/2010



CITY of NAPA

Project Tracking Summary

by Project Status

Complete

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|--|--------------|-----------------|------------------------|-----------------------|
| FIN-00436 | GASB 45 Actuarial Study & CalPERS Trust Contract | 2 of 2 | 6/30/2010 | Finance, Accounting | Bill Zenoni |
| HSG-00318 | Affordable Housing Development | 2 of 3 | 7/15/2010 | Housing | Jan Maurer Watkins |
| PD-00229 | E911 Wireless Implementation | 3 of 3 | 4/1/2010 | Police | Peacock, LT. |
| PD-00323 | Red Light Camera Expansion | 1 of 1 | 2/1/2010 | Police | Andy Lewis |
| PER-00328 | Best Practices/Possible Rule Changes | 1 of 1 | 6/30/2010 | Personnel | C.Kasten |
| PW-00360 | Street Resurfacing Program | 1 of 1 | 6/30/2010 | PW, Maintenance | Jeff Folks |
| PW-00413 | Railroad Relocation Project | 1 of 2 | 6/30/2010 | PW, Engineering | Mark Tomko |
| PW-00425 | Napa Creek Flood Protection Project | 1 of 3 | 6/30/2010 | PW, Engineering | Mark Tomko |
| PW-00435 | Construction and Demolition (C&D) Debris Ordinance | 2 of 3 | 6/30/2010 | PW, Materials Diversio | Kevin Miller |
| REC-00440 | Trancas Crossing Park | 1 of 2 | 6/1/2010 | Recreation | Larry Mazzuca |

Total Projects with Complete Status: 20

On Hold

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|---|--------------|-----------------|------------------------|-----------------------|
| CM-00408 | 'Council Comes To You' Neighborhood Meetings | 1 of 1 | 5/15/2010 | City Manager | Barry Martin |
| ED-00344 | Comprehensive Economic Development Strategy (CED) | 1 of 3 | 6/30/2011 | Economic Developmen | C.Walker/R. Klingbei |

Total Projects with On Hold Status: 2

On Time

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|---------------------------------------|--------------|-----------------|------------------------|-----------------------|
| PER-00329 | Transition of Benefits Administration | 1 of 1 | 1/1/2011 | Personnel | C.Kasten |

11/18/2010



CITY of NAPA

Project Tracking Summary

by Project Status

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



Project Tracking Report

| | | | | | |
|-----------------------------|--------------------------------|--------------------------|---------------|-----------------------|--------|
| Project Priority | High | Project Number | CDD-00391 | Project Status | Behind |
| Project Title | Downtown Specific Plan | | | Phase | 2 of 3 |
| Project Start Date | 7/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Adjusted Due Date | 12/31/2010 | | |
| 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. Plan will focus on land use, infrastructure, parking, economic analysis, and design. Process will include a RFQ/RFP Process to select a consultant, identification of a steering committee to guide the process; public outreach to engage the community in outlining a land use vision and development strategies; analysis of the vision in terms of infrastructure, parking, and fiscal needs; and final development of a specific plan. Process will also include environmental evaluation. Staff anticipates a 24 month schedule to complete the work.

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

Phase 2 (FY09-10) - Public Outreach, plan formation, technical studies, and environmental review

Phase 3 (FY10-11) - Environmental Review, Public Outreach, public hearings/plan adoption

Status Update

10/4/2010 - jward: This summer, 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 is 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. 8 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.

5/5/2010 - jward: City Council and Planning Commission held a joint meeting in February to conceptually review the work of the Steering Committee; 2 Subcommittees of the Steering Committee were formed - one to provide input on Design and Zoning; one to provide input on Financing and Infrastructure. The Design/Zoning Subcommittee has met twice. The Financing/Infrastructure Committee will begin meeting this summer. An online Visual Preference Survey is being prepared and will be released later this month. The Notice of Preparation for the Specific Plan EIR was posted April 12 and work on the EIR has begun. There are 3 remaining Steering Committee meetings, the next of which is on June 2.

1/29/2010 - jward: Steering Committee has held 5 meetings; there have been 2 Community Workshops, as well as youth and hispanic outreach; and a neighborhood meeting on traffic circulation for the area between Jefferson and Hwy 29. A joint City Council/Planning Commission meeting is scheduled for 2/2/10. From that meeting, the project description will be written and the EIR started. The Steering Committee subcommittees will be meeting from March through August to address issues related to Design Guidelines/Zoning and Finance/Infrastructure. There are 3 remaining Steering Committee meetings.

8/31/09 - jhasser: Overall timeline remains on schedule. Steering Committee was appointed in May; a first Community Workshop was held in June; and the Committee has met twice as scheduled to develop a draft Vision and draft Strategy Map. At the next meeting the Committee will consider the Vision statement, refine the Draft Strategy Map, and discuss concepts for 3 Focus Areas: the Town Center, the Cinedome site and the Copia site.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|-------------------|-----------------|---------------------|----------------|---------------|
| Committee land use & circ. Concepts | CDD, Planning | J. Hasser | 10% | 9/30/2009 | Complete |
| Community Workshop 2 to review concepts | CDD, Planning | J. Hasser | 10% | 10/24/2009 | Complete |
| Refine concepts and alternatives | CDD, Planning | J. Hasser | 15% | 11/18/2009 | Complete |
| City Council/PC Workshop to discuss Plan | CDD, Planning | Julianne Ward | 15% | 1/26/2010 | Complete |
| Preferred concepts w/financing, standard | CDD, Planning | Julianne Ward | 25% | 3/24/2010 | Behind |
| Begin Environmental Impact Report | CDD, Planning | Julianne Ward | 10% | 3/24/2010 | Complete |
| Refine preferred plan | CDD, Planning | Julianne Ward | 10% | 6/30/2010 | Behind |
| Developer Round Table | CDD, Planning | Julianne Ward | 5% | 6/30/2010 | Withdrawn |

Project Progress: 60% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

11/18/2010 - rtooker:

9/30/2010 - Napa Countywide Climate Action Community Framework presented and adopted by NCTPA board. Project complete.

5/5/2010 - sjensen: NCTPA is coordinating with city staff regarding scheduling an update presentation before the Council on the Napa Countywide Climate Action Community Framework. Staff is concurrently working on other strategies to coordinate all recent and proposed sustainability efforts within the city including; hiring a sustainability coordinator; request for proposals for a citywide sustainability plan; implementation of the energy efficiency grant funds, AB 811 energy incentives coordinated with county and state efforts, and high performance building ordinance development and adoption.

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

10/9/2009 - sjensen: Comments were submitted by Napa City and County staff to the countywide climate action framework compiled by the consultant. The cost/benefits of the actions identified in the draft

countywide framework are being compiled in a preliminary countywide community action plan. We will provide a preliminary briefing to the City Council in November 2009 regarding the draft plan. The final plan is expected to be completed and presented to the NCTPA - TAC committee on November 5, 2009. By the end of 2009, upon final approval of the report by NCPTA, the final report will then be presented by NCTPA and Napa staff to the City Council. This will complete this project.

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

9/3/2009 - sjensen: A countywide community action plan framework spreadsheet was developed with the help of cities and county staff input. City staff is reviewing the framework and will be forwarding the comments to the consultant coordinating this project. Next steps include recommending emission reduction targets.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--------------------------------------|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Develop Climate Action Framework | CDD, Building | Steve Jensen | 50 % | 12/31/2009 | Complete |
| Present to City Council | CDD, Building | Steve Jensen | 0 % | 3/31/2010 | Withdrawn |
| Recommend Emission Reduction Targets | CDD, Building | Steve Jensen | 0 % | 6/30/2010 | Withdrawn |
| Monitor Consultant Progress | CDD, Building | Steve Jensen | 50 % | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

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

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

Project Description

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

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

Status Update

11/2/2010 - sjensen: Ordinance was passed by the City Council on June 15, 2010 completing phase 3.

5/5/2010 - sjensen: The Ordinance has been reviewed by the Green Building Task Force and City Attorney and is currently moving forward through the adoption and outreach process. The ordinance name was changed from "Green Building" ordinance by the task force to "High Performance Building" ordinance to more reflect the ordinance intent. A public hearing before the Planning Commission is set for May 6, 2010.

The first reading of the ordinance is to be scheduled before the City Council on June 15, 2010. Three (3) public outreach workshops are continuing for general public, and trade and industry introduction of the proposed High performance building ordinance. Further outreach to local architects and engineers was made on May 4, 2010. It is anticipated that if the ordinance is approved by council in June that the ordinance will be in effect by early August 2010.

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

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

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

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

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|-------------------|-----------------|---------------------|----------------|---------------|
| City Attorney Review & Ordinance Process | City Attorney | Peter Spoerl | 25 % | 1/1/2010 | Complete |
| Hold Task Force Meetings | CDD, Building | Steve Jensen | 35 % | 2/1/2010 | Complete |
| Planning Commission Review | CDD, Building | Steve Jensen | 10 % | 3/31/2010 | Complete |
| Outreach | CDD, Building | Steve Jensen | 25 % | 3/31/2010 | Complete |
| City Council Review | CDD, Building | Steve Jensen | 5 % | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

| | | | | | |
|-----------------------------|-------------------------------------|---------------------------|--------------|-----------------------|----------|
| Project Priority | Medium | Project Number | CDD-00504 | Project Status | Complete |
| Project Title | Historic Resources Inventory Update | | | Phase | 2 of 5 |
| Project Start Date | 9/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | CDD, Planning | Project Leader | Kevin Eberle | | |
| Project Budget | \$105,000 | | | | |
| Funding Sources | General Fund, State CLG Grants | | | | |

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

Project Description

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

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

Status Update

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.

9/7/2010 - mdemery: A public workshop for the West Napa and Spencer's Addition Context Statements and Surveys was held on Saturday August 21, 2010 with over 60 individuals in attendance. The documents were well received. The final statements are scheduled to be reviewed and approved by the Napa City Council on September 21, 2010.

Last updated 11/12/2010

5/10/2010 - mdemery: Draft Historic Context Statements received for West Napa and Spencer's Additions. Public draft to be made available as soon as State OHP authorizes. We are on track for approval of these documents. Staff has submitted 2 applications for 2011 Certified Local Government Grant Program. We should know shortly if the Alta Heights Historic Context Statement Project will be approved so that we can continue to make progress on the HRI update.

1/25/2010 - mdemery: We are on schedule with this project. This is the second year in a 5 year process to update the entire HRI using new standards adopted by the State Office of Historic Preservation. A project kick-off meeting will be held in February with the area property owners. Individual properties within these areas will be evaluated over the next 12 months using the field guide developed last year using standardized criteria to evaluate the buildings.

8/31/2010 - mdemery: New Project Input; work to begin next month

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|---------------------------------------|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Produce RFP for consultant surveys | CDD, Planning | Marlene Demery | 15 % | 10/1/2009 | Complete |
| Hire consultant & execute contract | CDD, Planning | Marlene Demery | 5 % | 12/1/2009 | Complete |
| City Public Kick-Off Meeting | CDD, Planning | Marlene Demery | 5 % | 12/15/2009 | Complete |
| Draft Report | CDD, Planning | Marlene Demery | 60 % | 3/15/2010 | Complete |
| Public meeting/Finalize report | CDD, Planning | Marlene Demery | 15 % | 6/30/2010 | Complete |
| Council and State approval of surveys | CDD, Planning | Kevin Eberle | 0 % | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

| | | | | | |
|-----------------------------|--------------------------------------|--------------------------|--------------------|-----------------------|----------|
| Project Priority | High | Project Number | HSG-00318 | Project Status | Complete |
| Project Title | Affordable Housing Development | | | Phase | 2 of 3 |
| Project Start Date | 9/9/2009 | Project Due Date | 2/16/2010 | | |
| Requested Start Date | | Adjusted Due Date | 7/15/2010 | | |
| 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

The first phase project (2009-2010) consists of developing an RFP/RFQ and underwriting guidelines for affordable housing development. LeSar Development Company has been retained to produce an RFP/RFQ for the purpose of developing new affordable multi-family housing. LeSar will also produce underwriting guidelines that can be used to evaluate both development proposals and developers. Many policy decisions are expressed in these documents, so it will be necessary to define exactly what the City wants built.

The second phase of the project (2010-11) consists of issuance of the NOFA, reviewing the pre-applications, 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.

The third phase of the project (2011-2013) is the construction phase of the project when all financing is in place.

Status Update

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 set for 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 December or January. A new tracking sheet will be set-up for this project for FY 10-11 (Phase 3).

5/7/2010 - jwatkins: Consultant making final changes to documents based on feedback from non-profit housing development stakeholders. The timeline of issuing the Notice of Funding Availability (NOFA) is still on schedule for mid-July. No forward momentum to date on RHNA negotiations with County related to County contributions on affordable housing development but expect movement forward by the end of May.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|---------------------------------------|-------------------|--------------------|---------------------|----------------|---------------|
| Obtain approval of RFP/RFQ | Housing | Jan Maurer Watkins | 5 % | 7/15/2009 | Complete |
| Adopt Housing Strategic Plan | Housing | Kayne Doumani | 5 % | 9/8/2009 | Complete |
| Enter into contract with consultant | Housing | Kayne Doumani | 5 % | 10/15/2009 | Complete |
| 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 |

Project Progress: 25% of 25% Complete



Project Tracking Report

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|---|--------------------------------------|---------------------------|--------------|-----------------------|----------|
| Project Priority | High | Project Number | ED-00350 | Project Status | Complete |
| Project Title | Downtown Retail Strategy | | | Phase | 1 of 3 |
| Project Start Date | 7/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | Economic Development | Project Leader | J. LaLiberte | | |
| Project Budget | \$98,850 | | | | |
| Funding Sources | Parkway Plaza property tax increment | | | | |
| <input checked="" type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report | | | | | |

Project Description

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

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

The Trade Area Analysis, along with Phase 2, Marketing and Leasing Plan are complete. Phase 3, Retail Strategy implementation is underway and ongoing.

Status Update

8/31/2010 - jlaliberte: Discussions with retail representatives are underway. Retail broker tours are scheduled for early September. Staff is working closely with property owner representatives to obtain letters of intent for key retailers.

5/7/2010 - jlaliberte: Marketing materials, a list of targeted retailers, and a strategic targeted retail mix have been developed and will be revised as needed. Implementation of the retail strategy is underway and ongoing.

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

Project Milestones

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

Project Progress: 100% of 100% Complete



Project Tracking Report

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

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

Project Description

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

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

Status Update

8/31/2010 - jlablberte: Funding won't be available for 2-3 years because the federal Economic Development Administration has more project applications than they can fund. Even if we had a shovel ready project, it would be "hurry up and wait." Given current work loads and priorities, this has been placed on hold.

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

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

Project Milestones

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

Project Progress: 0% of 100% Complete



Project Tracking Report

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|-----------------------------|---------------------------------------|---------------------------|--------------|-----------------------|----------|
| Project Priority | High | Project Number | ED-00351 | Project Status | Complete |
| Project Title | Soscol Gateway Historic Survey | | | Phase | 1 of 1 |
| Project Start Date | 7/1/2009 | Project Due Date | 3/31/2010 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | Economic Development | Project Leader | J. LaLiberte | | |
| Project Budget | \$50,000 | | | | |
| Funding Sources | Soscol Gateway property tax increment | | | | |

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

Project Description

NCRA retained Page & Turnbull, architectural historians, to develop an historic context statement of the Soscol Gateway/East Napa area and conduct an intensive-level historic survey of 75 properties in the Soscol Gateway redevelopment project area. This effort determined that the East Napa residential neighborhood appears eligible for local historic district status. Staff is working with property owners to determine the level of support for forming a district, and will move forward with formation in summer 2010. Page & Turnbull also has developed proposed "interim measures" for structures that are identified as historic resources but are not currently on the City's historic resources inventory (HRI), a methodology for updating the current HRI to comply with today's historic rating standards imposed by the National Park Service and State Office of Historic Preservation, as well as a template for all future survey work the City undertakes in the future.

Status Update

8/31/2010 - jlabliberte: Implementation will be coordinated with City Planning and other historic survey implementation steps (e.g., forming a local landmark district, adding properties to the HRI, etc.)

1/6/2010 - jlabliberte: The draft Historic Context Statement and survey forms (A, B & D forms) have been made available to the public for comment and are posted on the City's website under the Heritage Napa link. Staff is preparing a newsletter to send out to the property owners and residents in the area, and will hold a workshop to discuss the possible formation of a Local Landmark District in the East Napa neighborhood. We will report to the Agency Board the outcome and recommend adoption of the final Historic Context Statement in early 2010.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|---|----------------------|-----------------|---------------------|----------------|---------------|
| Historic Context Statement -- Draft | Economic Development | J. LaLiberte | 20 % | 9/30/2009 | Complete |
| District A & B Survey Forms | Economic Development | J. LaLiberte | 40 % | 10/15/2009 | Complete |
| Interim Measures &HRI Update Methodology | Economic Development | J. LaLiberte | 15 % | 10/31/2009 | Complete |
| Survey Template | Economic Development | J. LaLiberte | 5 % | 1/31/2010 | Complete |
| Property Owner Outreach | Economic Development | J. LaLiberte | 10 % | 1/31/2010 | Complete |
| Historic Context Statement -- Final | Economic Development | J. LaLiberte | 10 % | 3/31/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

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

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

Project Description

The City Council approved the Napa Art Walk concept last March and adopted the program policies in October 2009. The Napa Art Walk will include an initial 10 locations downtown where rotating outdoor sculptures will be displayed. The Agency will be responsible for preparing these locations for art which would include a concrete pedestal and attachment mechanisms. A "Call for Artists" will occur each spring to invite artists to submit art pieces for a juried selection. The jury panel will be selected by the City Manager and include a variety of art professionals, facilitated by city staff. A new sculpture exhibit will be installed each spring according to an established theme. The program will include a community event to launch each year's exhibition, and may include tours, artist's talks, etc. The City may enter into a contract with the Arts Council Napa Valley or other art organizations or consultants to assist with the implementation of the program.

Status Update

8/31/2010 - jlliberte: The 2010 inaugural program is complete. Current efforts include public relations and advertising, fund raising and planning for the 2011 Napa ARTwalk.

5/7/2010 - jlliberte: Work is progressing according to schedule. Concrete pedestals will be installed in late May or early June, with the art pieces installed later in June. The targeted date for the opening is June 30th.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|----------------------|------------------|---------------------|----------------|---------------|
| Adopt Resolution Approving Program | Economic Development | Walker/LaLiberte | 5 % | 10/30/2009 | Complete |
| Contract for Consultant Assistance | Economic Development | Walker/LaLiberte | 10 % | 11/30/2009 | Complete |
| Call for Artists, jury and art selection | Economic Development | Walker/LaLiberte | 40 % | 3/31/2010 | Complete |
| Install concrete pedestals | PW, Maintenance | Brun/Folks | 20 % | 5/30/2010 | Complete |
| Prepare brochure, install art pieces | Economic Development | Walker/LaLiberte | 20 % | 5/31/2010 | Complete |
| Napa Art Walk opening | Economic Development | Walker/LaLiberte | 5 % | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

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|-----------------------------|--------------------------------|---------------------------|------------|-----------------------|----------|
| Project Priority | High | Project Number | PW-00360 | Project Status | Complete |
| Project Title | Street Resurfacing Program | | | Phase | 1 of 1 |
| Project Start Date | 7/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | 7/1/2009 | Requested Due Date | 6/30/2010 | | |
| Lead Department | PW, Maintenance | Project Leader | Jeff Folks | | |
| Project Budget | \$2,220,000 | | | | |
| Funding Sources | Gas Tax 1,470,000; MDF 750,000 | | | | |

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

Project Description

To resurface ten miles of residential streets with city maintenance personnel and apply preventative sealing treatments to other residential streets.

Status Update

10/1/2010 - pbrun: Celebrated the completion of 10-miles by City Crews on June 29, 2010. Rejuvenating and crack sealing project started in June 2010 and completed in September 2010.

5/7/2010 - pbrun: Remaining 3.5 miles of street resurfacing (asphalt overlay) scheduled for May/June. Rejuvenating and crack sealing project for 7 miles of residential streets is out to bid and scheduled to start in June.

1/7/2010 - jfolks: To-date, we have paved approximately 6.5 miles of residential streets and still on track to have ten miles by 6/30/10.

9/15/2009 - jfolks: to date city forces have paved 5.25 miles of residential streets.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|---|-------------------|-----------------|---------------------|----------------|---------------|
| Apply sealing treatments to residential | PW. Maintenance | Jeff Folks | 10% | 6/30/2010 | Complete |
| Resurfacing residential streets | PW, Maintenance | Jeff Folks | 90% | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

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|-----------------------------|--------------------------------------|---------------------------|-----------------------|----------|
| Project Priority | Project Number | PW-00413 | Project Status | Complete |
| Project Title | Railroad Relocation Project | | Phase | 1 of 2 |
| Project Start Date | 7/1/2009 | Project Due Date | 6/30/2010 | |
| Requested Start Date | | Requested Due Date | | |
| Lead Department | PW, Engineering | Project Leader | Mark Tomko | |
| Project Budget | \$0 | | | |
| Funding Sources | Fed Stimulus, Measure A, Gas Tax, GF | | | |

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

Project Description

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

Status Update

10/5/2010 - mtomko: The Third Street work is scheduled to be completed and reopened in December. The bridge work obtained extensions and will be completed in Spring 2011 and the project completed in July 2011. The project is on schedule.

5/11/2010 - mtomko:

The tracks were successfully raised on Soscol in February and on First Street in March. Through a strong partnering effort the project has been running fairly smoothly with few complaints.

The utility work scheduled for the closure of First Street is ahead of schedule. First Street is scheduled to be reopened in August prior to the Fair but it may be earlier. The concrete retaining walls along First Street are currently being installed and the curb, gutter, and sidewalk work will start in a few weeks. The contractor will start doing some preliminary work on Third Street to shorten the duration of the Third Street closure. The City is working to install a permanent signal on Soscol and 8th Street prior to the Third Street closure.

City staff continues to work with the Contractor to coordinate utility work. Major sanitary sewer work is scheduled to start on June 14. The work will include lane closures on Soscol for 7 to 10 days and a full road closure for two days.

2/8/2010 - jjohnsto:

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

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

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Inst. Perm. Signal at Soscol and McKinst | PW, Engineering | Mark Tomko | 25 % | 3/15/2010 | Complete |
| Ongoing Project Coordination | PW, Engineering | Mark Tomko | 75 % | 10/5/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

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|-----------------------------|--|---------------------------|------------|-----------------------|----------|
| Project Priority | High | Project Number | PW-00425 | Project Status | Complete |
| Project Title | Napa Creek Flood Protection Project | | | Phase | 1 of 3 |
| Project Start Date | 1/1/2010 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | PW, Engineering | Project Leader | 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

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> |
|------------------------------|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Ongoing Project Coordination | PW, Engineering | Mark Tomko | 100 % | 3/30/2011 | Complete |

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

Status Update

9/29/2010 - kmiller: Stakeholder outreach and coordination with High Performance (aka "Green") Building Ordinance (HPBO) accomplished with 3 public outreach meeting conducted in late April/May (2 for building construction professional and 1 for general public). HPBO went to City Council on June 15, 2010 and became effective in August 2010 and includes specific language referring to upcoming Construction and Demolition Debris (C&DD) Ordinance. Since July 1st, the C&DD Recycling Ordinance has been fully vetted internally and reviewed by the Napa City Attorney's office. The first reading of the C&DD Recycling Ordinance is set for City Council meeting on October 5, 2010 and is set to become effective January 1, 2011 to correspond with requirement of new statewide "CalGreen" building code requirements.

5/6/2010 - kmiller: Survey of 19 jurisdictions + State Model Ordinance Completed. 50% draft of ordinance completed. Summary and feedback from Senior Staff and impacted departments scheduled. Fully integrated and complimentary to Materials Conservation & Resource Efficiency component of

Last updated 11/2/2010

proposed City High Performance (aka "Green") Building Ordinance. Task Force and proposed ordinance refer to C&D Recycling Ordinance as higher standard than state code (which will mandate 50% diversion by Jan 2011). Ordinance outlined in public outreach workshops for Green Building Ordinance and will help City become compliant with Climate Action Plan and AB 32/SB 375 in addition to AB 939.

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

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

Project Milestones

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

Project Progress: 100% of 100% Complete



Project Tracking Report

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|-----------------------------|--------------------------------------|---------------------------|---------------|-----------------------|----------|
| Project Priority | High | Project Number | REC-00440 | Project Status | Complete |
| Project Title | Trancas Crossing Park | | | Phase | 1 of 2 |
| Project Start Date | 1/1/2010 | Project Due Date | 6/1/2010 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | Recreation | Project Leader | Larry Mazzuca | | |
| Project Budget | \$3,600,000 | | | | |
| Funding Sources | State Grants: Propositions 40 and 50 | | | | |

City Manager's Report City Council's Report

Project Description

The Trancas Crossing Park Project started in FY 2005 when grant funds were approved by the State of California and property was acquired from the Napa Land Trust. This project was not originally part of the Project Tracking System as its planning, design and construction timeline overlapped multiple years. Now that the property has been annexed from Napa County into the City of Napa, the project has now been entered into the Project Tracking System.

Trancas Crossing Park is a 33 acre passive open space park. It is located on the boundary of the City of Napa near the intersection of Old Trancas Street and Old Soscol Avenue. It is bounded by the Napa River and to the east, and Salvador Creek to the west. The park will include pedestrian and bicycle trails and will have vehicular access into the parks parking lot. Those with disabilities will have access deeper into a park over a paved road to a turnaround area. The parking lot shall serve as a staging area to the park. Off-leash dogs, smoking and open fire will not be permitted in the park. The staging area will include kiosk and restrooms and will be connected with ADA compliant paths.

Phase I: Will include a budget of \$2.8 million that will primarily be funded through State Grants Proposition 40 & 50. Phase one will include about 95% of the park; including paved parking/staging area, restrooms, ADA compliant paths, access to paved turnaround/drop off area and a interconnecting trail system system throughout the park boundaries.

Phase II: Will include a path connecting the affected territory through a portion of the adjacent southern property leading under the Trancas Street Bridge to the existing Napa River Trail. The second phase is budgeted at \$800,000.

PROJECT SCHEDULED COMPLETION DATE: State Grants Propositions 40 & 50 require that Phase I must be completed by May 2011. Property annexation, design, bids and specifications are noted in FY 2009/2010 Task section. Project construction, completion and acceptance will occur in FY 2010/2011. The Project Tracker task section limits information to the current fiscal year. Project related detail occurring in FY 2010/2011 will be noted in the DueDate section of that fiscal year.

Status Update

10/8/2010 - Imazzuca: Public Works bid project in summer 2010. The successful low bid came in at \$1.55M or approximately \$200,000 under engineers estimate of \$1.74M. Project for Phase I (In The Water Work on Salvador Creek) broke ground late September 2010. Work is to be completed by mid October. Phase II (Remainder of Park Project) will commence Spring 2011, but must be completed per State Grant deadline by May 1, 2011. Public Works is currently managing the construction project with support from Parks and Recreation Services.

5/11/2010 - Imazzuca: Project design is now at 100%. We have experienced a number of Public Records Requests on the project; at least one every several weeks for many months. Many State and Federal agencies have contacted the department informing us that an individual has contacted them making ADA and environmental claims against the project. We have yet to find a valid claim, but each one requires time to research and respond. Right now the project design is 100% complete. We anticipate the Public Works Department to begin the project bidding process by late spring/early summer.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|-----------------------------------|-------------------|-----------------|---------------------|----------------|---------------|
| Property Annexation | Recreation | L. Mazzuca | 10% | 2/2/2010 | Complete |
| Project Phase I Design Completion | Recreation | Perazzo | 50% | 4/1/2010 | Complete |
| Project Bid Award | PW, Admin | Andrilla | 10% | 6/1/2010 | Complete |
| Project Bids and Specifications | PW, Admin | Andrilla | 30% | 6/1/2010 | Complete |

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

| | | | | | |
|-----------------------------|---|---------------------------|--------------|-----------------------|--------|
| Project Priority | High | Project Number | REC-00358 | Project Status | Behind |
| Project Title | 4th Street Boat Dock Operations Procedures Manual | | | Phase | 1 of 1 |
| Project Start Date | 11/1/2009 | Project Due Date | 6/22/2010 | | |
| Requested Start Date | | Requested Due Date | 6/30/2011 | | |
| Lead Department | Recreation | Project Leader | Dave Perazzo | | |
| Project Budget | \$0 | | | | |

Funding Sources

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

Project Description

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

Status Update

10/1/2010 - dperazzo: The construction of the boat dock was delayed until the next fiscal cycle due to further regulatory review. This delay will allow additional time for development of Operations Procedures manual. Presentation will be made to the Parks and Recreation Commission on the results of the boat dock use survey at November 10, 2010 meeting. A procedural guide has been developed for safety of the boat dock related to flood events. Results of the boat dock use survey will be compiled and incorporated into draft operations manual and presented to the commission.

5/12/2010 - Imazzuca: Boat Dock presentation will be made to the Parks and Recreation Commission on May 12, 2010. Additional public meetings will be scheduled to collect public information regarding dock operations policy. Recommendations will be presented to the Parks and Recreation Commission in summer 2010 and to the City Council by September 2010. Project is slightly delayed as staff has added a public dock use survey and added additional public meetings in an effort to collect more public input. Additional delay is not noted in the TASK schedule as it is based upon a fiscal, not calendar year.

5/7/2010 - dperazzo: Presentation will be made at PRC meeting set for 5/12/10

4/28/2010 - dperazzo: Public Information Meeting held on April 28th. Presentation given on use related to approved design. Written and web based surveys created and web page created on City website with info on public boat docks and use.

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

Last updated 11/2/2010

will begin process for public stakeholder meetings.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|---------------------------------------|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Create public/private interest letter | Recreation | Dave Perazzo | 5 % | 11/23/2009 | Complete |
| Public Stakeholder Meeting | Recreation | Dave Perazzo | 10 % | 1/29/2010 | Complete |
| Final PRC Draft Review | Recreation | Dave Perazzo | 20 % | 5/12/2010 | Behind |
| City Council Draft Review | Recreation | Dave Perazzo | 25 % | 5/25/2010 | Behind |
| City Council Adoption | Recreation | Dave Perazzo | 15 % | 6/22/2010 | Behind |
| Draft Report - CM & PRC Review | Recreation | Dave Perazzo | 25 % | 11/10/2010 | Behind |

Project Progress: 15% of 100% Complete



Project Tracking Report

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|-----------------------------|-----------------------------|---------------------------|-----------------|-----------------------|--------|
| Project Priority | High | Project Number | REC-00438 | Project Status | Behind |
| Project Title | Quadrant Fund Consolidation | | | Phase | 2 of 2 |
| Project Start Date | 7/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Requested Due Date | 2/28/2011 | | |
| Lead Department | Recreation | Project Leader | Cindy Bannister | | |
| Project Budget | \$10,000 | | | | |
| Funding Sources | Quadrant Funds | | | | |

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

Project Description

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

Status Update

10/1/2010 - cbannister: ASR is on the December 7, 2010 agenda. Anticipated submission to City Attorney for review is October 6, 2010. Need preliminary 6/30/2010 ending fund balances from Finance for final report. These were requested 10/1/2010. Delay is due to heavy workload and reduced staffing in administrative positions. This project will continue to be tracked though a new tracking sheet for FY 10-11.

5/12/2010 - lmazzuca: Draft ASR is currently under development. Once draft completed, it will need to be review by the Department Head, City Attorney, Finance Director and City Manager. Staff anticipates ASR to be scheduled for City Council review by the end of summer 2010. Project completion delay is the result of additional and significant investigation and review of quadrant fund history and consolidation efforts.

5/5/2010 - cbannister: Contractor (MIG) has completed report and submitted to PRS for review. Staff is developing a draft ASR, incorporating the MIG report. Once ASR is completed, it will be forwarded to CA for review before scheduling for Council approval.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|---------------------|-----------------|---------------------|----------------|---------------|
| Research Gen. Plan for Impacts | Recreation | Cindy Bannister | 10 % | 7/1/2009 | Complete |
| Research Quad Fund History | Recreation | Cindy Bannister | 35 % | 7/1/2009 | Complete |
| Dev. Draft Proposal for Finance Review | Finance, Accounting | Bill Zenoni | 10 % | 4/30/2010 | Behind |
| Dev. Draft Proposal for CA Review | City Attorney | Michael Barrett | 10 % | 4/30/2010 | Behind |
| CM Review | City Manager | Mike Parness | 10 % | 6/18/2010 | Behind |
| Draft ASR Prepared for Council Review | Recreation | Cindy Bannister | 25 % | 6/30/2010 | Behind |

Project Progress: 45% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

911 Phone System Replacement- E911 Wireless Implementation
Phone System-

Replace/upgrade e911 phone and radio interface in dispatch center. Current system implemented in 2000. Normal replacement/upgrade is every 5-7 years.

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

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

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

Wireless e911:

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

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

There are two major hurdles to resolve:

Last updated 11/17/2010

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

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

Status Update

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

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

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

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

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

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

1/27/2009 - gulloth: Selected AT&T and the Positron Viper 911 system. Met with AT&T to establish final system specs and cost. AT&T subsequently laid off all personnel involved in our project. Since early

January have been working with new AT&T project staff to finalize documentation to submit to Department of General Services.

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

Project Milestones

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

Project Progress: 100% of 100% Complete



Project Tracking Report

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

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

Project Description

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

- SR29 @ SR 121
- Trancas @ California
- Soscol @ Imola

Status Update

5/6/2010 - porourke: Intersection located at Soscol and Imola is now fully functional and citations are being issued. Intersection located 121/29 is now fully functional and citations are being issued with an average of about 60 violations per day (mostly right turn violations). Intersection at Trancas/California - Napa Crossing project construction has started. Once that is completed we will address the situation again.

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

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

Project Milestones

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

Project Progress: 100% of 100% Complete



Project Tracking Report

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|-----------------------------|--------------------------------|--------------------------|---------------|-----------------------|--------|
| Project Priority | High | Project Number | PD-00343 | Project Status | Behind |
| Project Title | Special Enforcement Unit (SEU) | | | Phase | 1 of 1 |
| Project Start Date | 9/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Adjusted Due Date | 11/15/2010 | | |
| Lead Department | Police | Project Leader | Jeff Troendly | | |
| Project Budget | \$0 | | | | |

Funding Sources

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

Project Description

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

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

Status Update

11/5/2010 - cshoop: A meeting is being held on 11/5/2010 to decide on the formation of the county-wide gang task force. This meeting will determine whether the task force will be created and how this project will move forward.

10/5/2010 - porourke: The gang study and the creation of the county-wide gang task force was not complete and the project was not completed prior to June 30. A new project will be developed for FY 10/11 that will finalize the gang study and establish the creation of the county-wide gang task force.

5/6/2010 - porourke: Draft for gang study has been received and currently going through a review process.

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

a broad range of resources to a problem.

Project Milestones

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

Project Progress: 85% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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

Project Milestones

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

Project Progress: 0% of 0% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

Status Update

10/1/2010 - dbrun:

The first reading of the Ordinance occurred at the June 1, 2010 City Council Meeting. There were about 50+ members of the public attending, of which 18 provided public comment. Second reading occurred on July 20, 2010 and Council received public comment from several persons. The Ordinance was adopted and became effective August 5, 2010.

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 will end 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

Last updated 10/29/2010

Council meetings and public workshops.

Prospective applicants were encouraged to submit application-related questions to the City's Project Manager by October 1st. Answers to the questions will be posted on the City's website under FAQs for all applicants to review prior to the application deadline of October 18th.

The next steps in this process will be:

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.

5/6/2010 - dbrun: On February 9, 2010, a workshop was held for the purpose of providing City staff input and direction on the principles, policies and completion schedule of ordinances related to Medical Marijuana Dispensaries, pursuant to a work program directed by the City Council on September 1, 2009. At the workshop Council received comments from 40+ members of the public regarding various principles and elements to be included in the ordinance.

On March 16, 2010, the Draft Ordinance, which incorporated comments and direction received from Council at the February 9th workshop, was brought before Council for review. Approximately 50 members of the public provided comments on the Draft Ordinance.

At their April 15, 2010 meeting, the Planning Commission heard a proposal to amend the City of Napa Municipal Code to add Section 17.52.550, providing for definitions, criteria, process and enforcement for the cultivation and dispensing of Medical Marijuana.

On June 1, 2010, Council will conduct the first reading of the ordinance. If there are no additional Council directed revisions the second reading will occur on July 20, 2010

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

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

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|-------------------|-----------------|---------------------|----------------|---------------|
| Research & eval of pertinent issues | City Manager | Project Team | 0 % | 10/30/2009 | Complete |
| Key structural elements framed | City Manager | Project Team | 0 % | 11/15/2009 | Complete |
| Public meeting materials prepared | City Manager | Project Team | 10 % | 11/30/2009 | Complete |
| Public Meeting #1- Public input | City Manager | Project Team | 10 % | 12/15/2009 | Complete |
| Public Meeting #2 - Council direction | City Manager | Project Team | 15 % | 2/9/2010 | Complete |
| Draft Ordinance to Council - 1st reading | City Manager | Project Team | 25 % | 3/2/2010 | Complete |
| Draft Ordinance to Council - 2nd reading | City Manager | Project Team | 20 % | 3/16/2010 | Complete |
| Final Ordinance Adopted | City Manager | Project Team | 20 % | 6/1/2010 | Complete |

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Funding Sources

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

Project Description

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

Status Update

10/5/2010 - nweiss: Negotiations with all bargaining groups regarding budget concessions were completed in June 2010. NPOA contract negotiations were completed and a Tentative Agreement ratified in Septemeber 2010. All groups agreed to capping medical costs and freezes on cost of living increases through December 2011. The agreements resulted in \$2.5 Million savings in FY 9/10 for COLA freezes and medical caps and \$\$3.3Million in FY 10/11. These savings played a critical role in helping the City address budget shortfalls in both fiscal years and containing future benefit costs.

5/11/2010 - cshoop: Negotiations regarding the budget situation and associated labor and benefit costs have been occuring with the different City bargaining groups. An additional round of employee meetings to provide an update to City employees was held in late April.

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

meetings with bargaining groups to begin in February 2010.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Finalize Workshop Approach/Plan | City Manager | C. Shoop | 10 % | 10/30/2009 | Complete |
| Send Workshop Announcement/Invitations | City Manager | C. Shoop | 2 % | 12/11/2009 | Complete |
| Finalize Presentation and Materials | City Manager | C. Shoop | 20 % | 12/31/2009 | Complete |
| Hold Workshop # 1 | City Manager | C. Shoop | 15 % | 1/14/2010 | Complete |
| Distribute Summary of Workshop # 1 | City Manager | C. Shoop | 2 % | 1/20/2010 | Complete |
| Hold Workshop # 2 | City Manager | C. Shoop | 15 % | 1/28/2010 | Complete |
| Distribute Summary of Workshop # 2 | City Manager | C. Shoop | 2 % | 2/3/2010 | Complete |
| Finalize Bargaining Strategy | City Manager | N. Weiss | 14 % | 2/19/2010 | Complete |
| Begin Bargaining | City Manager | N. Weiss | 5 % | 3/1/2010 | Complete |
| Implement Cost Containment Solutions | City Manager | N. Weiss | 15 % | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

5/6/2010 - bmartin: Project on hold due to time constraints.

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

Project was not achievable prior to the start of political campaigning and was kept on hold until after the new Council is seated. To be further pursued spring 2011.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--------------------------------|-------------------|-----------------|---------------------|----------------|---------------|
| Develop plan for meetings | City Manager | Barry Martin | 20 % | 2/19/2010 | On Hold |
| Schedule and organize meetings | City Manager | Barry Martin | 20 % | 2/24/2010 | On Hold |
| Publicize meetings | City Manager | Barry Martin | 10 % | 3/1/2010 | On Hold |
| Produce meetings | City Manager | Barry Martin | 40 % | 4/30/2010 | On Hold |
| Provide summary and follow ups | City Manager | Barry Martin | 10 % | 5/15/2010 | On Hold |

Project Progress: 0% of 100% Complete



Project Tracking Report

| | | | | | |
|-----------------------------|---|--------------------------|-------------|-----------------------|--------|
| Project Priority | Medium | Project Number | FIN-00332 | Project Status | Behind |
| Project Title | Transient Occupancy and Business License Tax Audits | | | Phase | 1 of 1 |
| Project Start Date | 8/1/2009 | Project Due Date | 6/30/2010 | | |
| Requested Start Date | | Adjusted Due Date | 12/1/2010 | | |
| Lead Department | Finance, Collections | Project Leader | Bill Zenoni | | |
| Project Budget | \$30,000 | | | | |
| Funding Sources | General Fund | | | | |

- City Manager's Report City Council's Report

Project Description

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

Status Update

11/2/2010 - wzenoni: Consultant has completed analysis of potential unlicensed businesses. Letters have been issued requesting payment of business license tax. Payments are being received. Review of business license ordinance will occur in January 2011. Database of historical TOT data has been created by consultant. Analysis and report will be issued by December 1, 2010.

5/12/2010 - wzenoni: Staff has worked with MuniServices to review business license data base. Notification letters have been developed and reviewed. Initial letters will be issued during month of may.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|----------------------|-----------------|---------------------|----------------|---------------|
| Develop and issue RFP for audit services | Finance, Collections | Pam Edwards | 10% | 10/15/2009 | Complete |
| Select consultant | Finance, Collections | Pam Edwards | 10% | 12/1/2009 | Complete |
| Coordinate audit | Finance, Accounting | Pam Edwards | 70% | 5/31/2010 | Complete |
| Prepare report | Finance, Accounting | Bill Zenoni | 10% | 6/30/2010 | Behind |

Project Progress: 90% of 100% Complete



Project Tracking Report

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

Project Description

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

Status Update

10/5/2010 - wzenoni: HR/Payroll system implementation is on schedule with planned "go-live" date of January 1, 2011. Employee orientation sessions were conducted in July. Additional employee outreach/training will occur during months of October and November.

5/5/2010 - wzenoni: Financial system is working well. A significant amount of time has been devoted to refining system, staff training and report development. HR/Payroll system conversion is on schedule for January 1, 2011 implementation. Employee workshops are scheduled for June and July 2010.

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

Project Milestones

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

Project Progress: 100% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

May 2010: Documents to establish trust with CalPERS will be presented to City Council for approval on May 18, 2010

Status Update

10/5/2010 - wzenoni: Trust agreement with Cal PERS was authorized by City Council. Funds were transferred to CalPERS Trust on June 30, 2010. Actuarial valuation update is underway. Draft report will be presented to City management on October 22, 2010.

5/5/2010 - wzenoni: Authorization to establish trust agreement with CalPERS is scheduled for City Council approval on May 18, 2010.

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

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

delay the review and implementation of a trust contract.

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

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

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

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

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

1/2/08 - Project on track.

11/30/07 - No change.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|---------------------|-----------------|---------------------|----------------|---------------|
| Finalize Actuarial Study | Finance, Accounting | Bill Zenoni | 30 % | 7/1/2009 | Complete |
| Review Actuarial Data with CalPERS | Finance, Accounting | Bill Zenoni | 20 % | 7/1/2009 | Complete |
| Review CalPERS Contract with City Attorn | Finance, Accounting | Bill Zenoni | 20 % | 12/31/2009 | Complete |
| Finalize Trust Contract with CalPERS | Finance, Accounting | Bill Zenoni | 20 % | 5/18/2010 | Complete |
| Contract to City Council | Finance, Accounting | Bill Zenoni | 10 % | 5/18/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

| | | | | | |
|-----------------------------|---------------------------|--------------------------|------------------|-----------------------|----------|
| Project Priority | High | Project Number | CLK-00300 | Project Status | Complete |
| Project Title | Agenda Management Project | | | Phase | 1 of 1 |
| Project Start Date | 7/1/2008 | Project Due Date | 4/1/2010 | | |
| Requested Start Date | | Adjusted Due Date | 6/30/2010 | | |
| Lead Department | City Clerk | Project Leader | D.Roadman/R.Ryan | | |
| Project Budget | \$30,000 | | | | |
| Funding Sources | City Clerk 41143 | | | | |

- City Manager's Report
 City Council's Report

Project Description

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

Status Update

9/30/2010 - droadman: Agenda Management System successfully implemented. We are continuing ongoing training; we have had over twenty either individual or joint training sessions. Staff continues to learn system. This system assures security of documents and provides for a logical workflow of agenda documents and related resolutions and ordinances. Staff time is reduced significantly, and the end product is continuing to improve. Successful implementation.

5/6/2010 - droadman: First phase of roll out to begin week of May 10th; formal training to all staff that are involved in City Council Agenda Staff Reports will begin week of May 17th. Clerk staff has provided a comprehensive training material booklet for staff, updated and revised. Will begin the workflow process for the Council packet for June 1, 2010.

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

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|---------------------------------|-------------------|------------------|---------------------|----------------|---------------|
| Choose company/software/program | City Clerk | D Roadman | 25 % | 10/31/2009 | Complete |
| Implementation | City Clerk | D Roadman | 50 % | 1/31/2010 | Complete |
| Customized training for staff. | City Clerk | D Roadman/R Ryan | 20 % | 5/19/2010 | Complete |
| Final phase and bugs out | City Clerk | Droadman/R Ryan | 5 % | 6/30/2010 | Complete |

Project Progress: 100% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** CLK-00375 **Project Status** Behind
Project Title Public access enhancements to City's records **Phase** 1 of 1
Project Start Date 7/1/2009 **Project Due Date** 6/30/2010
Requested Start Date **Requested Due Date** 6/30/2011
Lead Department City Clerk **Project Leader** R.Ryan/C Banayat/IT
Project Budget \$0
Funding Sources

- City Manager's Report City Council's Report

Project Description

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

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

CLERKS OFFICE will:

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

Status Update

9/30/2010 - droadman: This is an ongoing effort which will be included in the 2010/2011 workplan; however, the public portal was updated and made easier for public access and city departments.

5/7/2010 - rryan: Current activities include updates to all passwords in the system and other system administration maintenance.

1/12/2010 - rryan:

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

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--------------------------------------|------------------------|--------------------|---------------------|----------------|---------------|
| SIRE PUB corrections | City Clerk | R.Ryan/Vendor | 20 % | 12/31/2009 | Complete |
| Provide software updates and patches | Information Technology | Scott Nielsen | 0 % | 2/1/2010 | Complete |
| Create cabinets and indexes | City Clerk | R. Ryan/D. Roadman | 30 % | 4/30/2010 | Behind |
| Upload records to SIRE | City Clerk | C Banayt/Vendor | 25 % | 5/15/2010 | Behind |
| Catch up on admin-delete/add users | City Clerk | R.Ryan/ C Banayat | 5 % | 5/31/2010 | Behind |
| Correct software errors | City Clerk | R Ryan/Vendor | 15 % | 6/30/2010 | Behind |
| Provide needed scripts | City Clerk | R Ryan / Vendor | 5 % | 6/30/2010 | Behind |

Project Progress: 20% of 100% Complete



Project Tracking Report

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

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

Project Description

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

Next steps:

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

Status Update

10/6/2010 - jbrott:

Personnel staff provided information to all departments to review functionality within IFAS to identify resources of interest. Very little interest has been expressed, however, the Personnel department is interested in several modules that are not quite ready to be released as of the go live date of January 1st. In the meantime, we will continue to work with Finance to create efficiencies where possible.

City Council adopted changes to the Civil Service Rules as recommended by the Commission in order to expedite selection activities and as a result of issues raised by Senior Staff. The Rules were also updated to reflect current practices in a number of employment transaction areas.

This fiscal year, Personnel staff have reviewed, revised, updated, reformatted and sent to the City Manager's office for review 20 personnel policies. One has been returned for finalization. We are working on three others to be completed by the end of the calendar year.

Development and presentation of City Administrative Personnel Procedures for Supervisors (CAPPS) four part series was held during the fiscal year. It was well received by attendees and a repeat of the series is being planned for early 2011.

05/7/2010 - jbrott:

Implementation of IFAS HRPY reflects review of practices involving Personnel and Finance to create efficiencies where possible. Working with Finance to identify resources to utilize IFAS PAF module and to survey departments to identify other functions where IFAS may replace/improve a stand-alone data collection file. On track for January 1, 2011 go-live.

Continue to address issues raised by Senior Staff regarding Personnel systems and make/recommend changes where possible.

Policies/Procedures Review: Review and revision of 14 policies completed and forwarded to City Managers Office for review and approval. Of those, 2 are complete, 2 have been updated based on City Attorney review and have been returned for Senior Staff review and possible Meet and Confer, 1 is being revised in Personnel and 9 are awaiting City Attorney review.

Preparation for City Administrative Personnel Procedures for Supervisors (CAPPS) series for next fiscal year has begun, with a proposed schedule for topics, dates and presenters being developed.

02/2/2010 - jbrott:

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

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

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

CAPPS Training: Completed first series of four classes. A total of 23 leadworkers, supervisors and

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

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

Project Milestones

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

Project Progress: 100% of 100% Complete



Project Tracking Report

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

- City Manager's Report
 City Council's Report

Project Description

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

Next steps:

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

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

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

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

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

Change over effective officially 1/1/10.

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

Status Update

10/5/2010 - jbrott: A general breakdown of how tasks are to be assigned between Finance and Personnel has been developed. The next step is to make decisions on allocation of staff resources needed to implement change by anticipated due date. IFAS implementation workload is impacting schedule for this

proposed transition. A new tracking sheet will be set-up for this project for FY 10-11.

05/7/2010 - jbrott:

The work performed has been identified. The next step is to make decisions on allocation of staff resources needed to implement change.

02/2/2010 - jbrott:

Finance and Personnel staff have met and identified hours, position duties, level and number of staffing for benefit administration tasks. A general concept of how tasks are to be assigned has been developed.

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

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| ID benefits duties and staffing | Personnel/Finance | C.Kasten/B. Zinoni | 45 % | 10/1/2009 | Complete |
| Configure IFAS for potential duty transf | Personnel/Finance | J.Brott/S.Esser | 50 % | 6/30/2010 | Complete |
| Implement Change | Personnel/Finance | J.Brott/S.Esser | 5 % | 6/30/2010 | Behind |

Project Progress: 95% of 100% Complete



CITY of NAPA

FY 2010-2011

Project Tracking

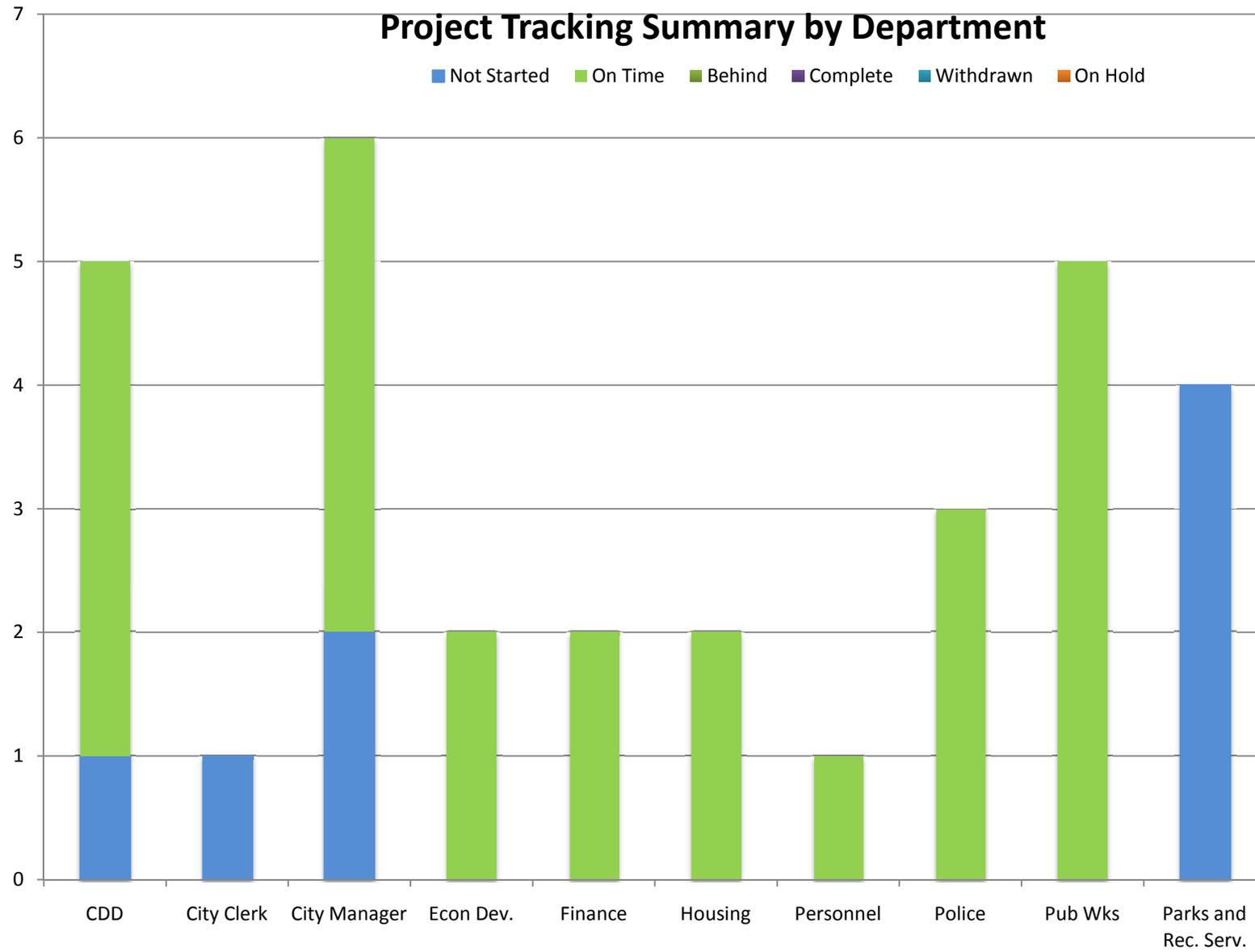
1st Quarter

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| Finance Department | |
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| Financial System, Payroll and Human Resources | 135 |
| Housing | |
| Inclusionary Zoning Ordinance Update | 136 |
| Affordable Housing Development | 138 |
| Police Department | |
| Volunteer Program | 140 |
| Police/Fire Admin Consolidation | 142 |
| Geographic Neighborhood Policing | 143 |
| Personnel Department | |
| Financial System, Payroll and Human Resources | 145 |
| Public Works | |
| Public Works Capital Improvement 5-Year Master Plan | 146 |
| Fire Station No. 1 Seismic Upgrade | 147 |
| Soscol Avenue/Silverado Trail Realignment Project | 148 |
| Saratoga Drive Extension Project | 149 |
| Napa Creek Flood Protection Project | 150 |
| Parks & Recreation Department | |
| Development/Expansion of Group Park Picnic Sites | 152 |
| O'Brien Park Public Restroom Project | 153 |
| Update Facility Rental Fees & Charges | 154 |
| Update Existing and New Facility Use Policies | 155 |

Project Tracking Summary by Department

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





Project Tracking Summary

by Department

CDD, Building

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

CDD, Planning

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|-------------------------------------|---------------------------------------|--------------|---------------|-----------------|-----------------------|
| CDD-00308 | Historic Resources Inventory Update | 3 of 4 | On Time | 6/30/2011 | Kevin Eberle |
| CDD-00478 | Downtown Specific Plan | 3 of 3 | On Time | 6/30/2011 | Julianne Ward |
| CDD-00479 | Medical Marijuana Dispensary Permit | 1 of 2 | On Time | 6/30/2011 | Brun/Tooker |
| CDD-00481 | Public Art Master Plan and Guidelines | 1 of 1 | Not Started | 6/30/2011 | Rick Tooker |
| Total Projects for CDD, Planning: 4 | | | | | |

City Clerk

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|----------------------------------|----------------------|--------------|---------------|-----------------|-----------------------|
| CLK-00482 | Records Management | 1 of 1 | Not Started | 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 Office Space | 1 of 1 | On Time | 6/30/2011 | N. Weiss |
| CM-00484 | City Council Comes to You | 1 of 1 | Not Started | 1/31/2011 | Barry Martin |
| CM-00500 | Labor Relations Program | 1 of 1 | Not Started | 6/30/2011 | N. Weiss |



Project Tracking Summary

by Department

City Manager

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

Total Projects for City Manager: 6

Economic Development

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

Total Projects for Economic Development: 2

Finance, Accounting

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

Total Projects for Finance, Accounting: 2

Housing

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|------------------|--------------------------------------|--------------|---------------|-----------------|-----------------------|
| HSG-00320 | Inclusionary Zoning Ordinance Update | 2 of 2 | On Time | 6/30/2011 | Jan Maurer Watkins |
| HSG-00502 | Affordable Housing Development | 1 of 1 | 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> |
|-------------------------------|----------------------|--------------|---------------|-----------------|-----------------------|
| Total Projects for Housing: 2 | | | | | |

Personnel

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

Police

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

PW, Engineering

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Status</u> | <u>Due Date</u> | <u>Project Leader</u> |
|---------------------------------------|---|--------------|---------------|-----------------|-----------------------|
| PW-00486 | Fire Station No. 1 Seismic Upgrade | 1 of 1 | On Time | 6/30/2011 | Jason Holley |
| PW-00493 | Soscol Blvd/Silverado Trail Realignment Project | 1 of 4 | On Time | 6/30/2011 | Jason Holley |
| PW-00498 | Saratoga Drive Extension Project | 2 of 3 | On Time | 6/30/2011 | Jason Holley |
| PW-00503 | Napa Creek Flood Protection Project | 2 of 3 | On Time | 6/30/2011 | Mark Tomko |
| Total Projects for PW, Engineering: 4 | | | | | |



Project Tracking Summary

by Department

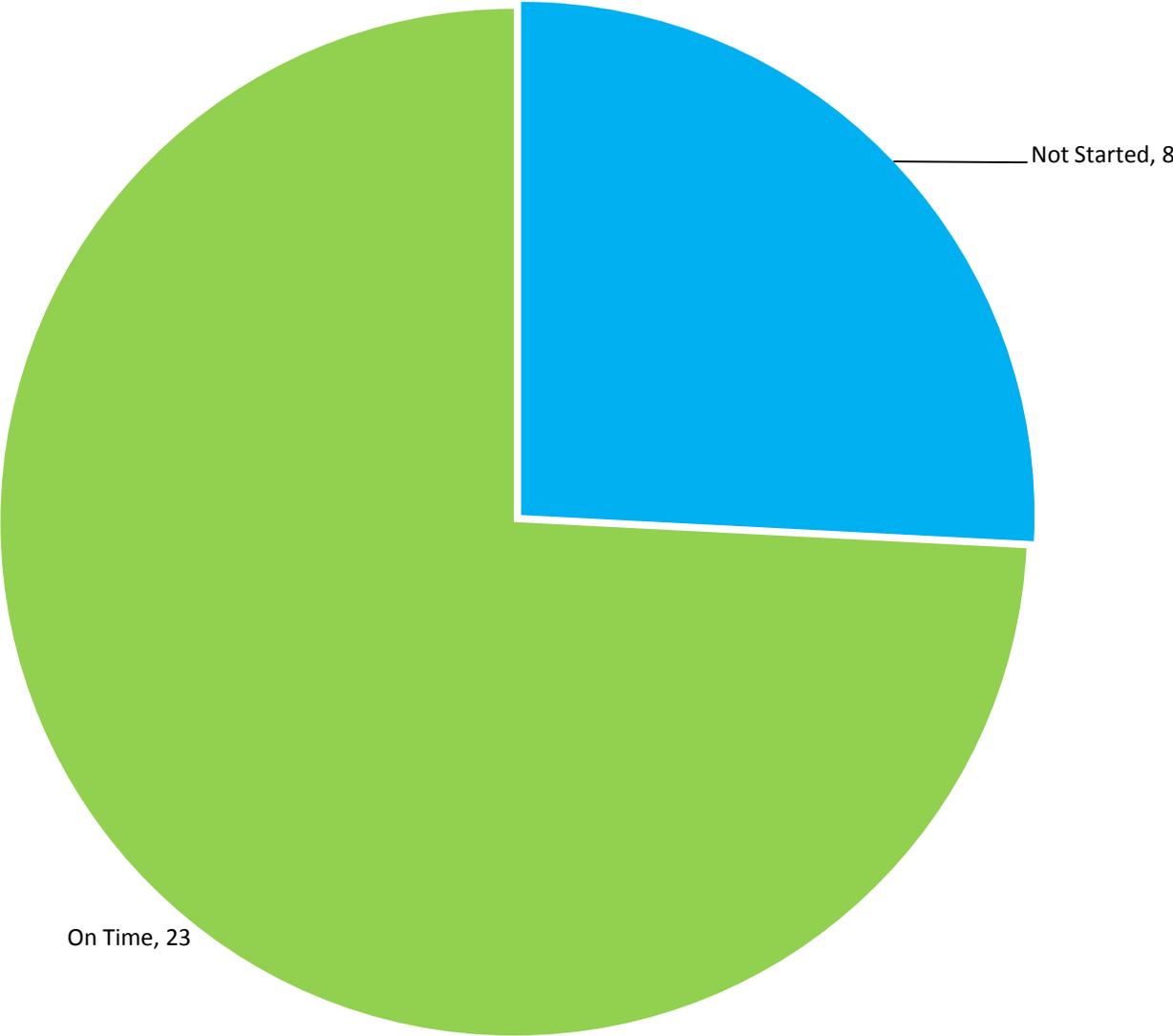
PW, Water

| <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 | On Time | 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 | Not Started | 4/1/2011 | Dave Perazzo |
| REC-00467 | O'Brien Park Public Restroom Project | 1 of 2 | Not Started | 6/30/2011 | Dave Perazzo |
| REC-00470 | Update Facility Rental Fees & Charges | 1 of 1 | Not Started | 6/30/2011 | Cindy Bannister |
| REC-00471 | Update existing and new facility use policies | 1 of 1 | Not Started | 6/30/2011 | Cindy Bannister |
| Total Projects for Recreation: 4 | | | | | |

Project Tracking Summary By Status





Project Tracking Summary

by Project Status

Not Started

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|--|--------------|-----------------|------------------------|-----------------------|
| CDD-00481 | Public Art Master Plan and Guidelines | 1 of 1 | 6/30/2011 | CDD, Planning | Rick Tooker |
| CLK-00482 | Records Management | 1 of 1 | 6/30/2011 | City Clerk | R. Ryan |
| CM-00484 | City Council Comes to You | 1 of 1 | 1/31/2011 | City Manager | Barry Martin |
| CM-00500 | Labor Relations Program | 1 of 1 | 6/30/2011 | City Manager | N. Weiss |
| REC-00466 | Development/Expansion of Group Park Picnic Sites | 1 of 1 | 4/1/2011 | Recreation | Dave Perazzo |
| REC-00467 | O'Brien Park Public Restroom Project | 1 of 2 | 6/30/2011 | Recreation | Dave Perazzo |
| REC-00470 | Update Facility Rental Fees & Charges | 1 of 1 | 6/30/2011 | Recreation | Cindy Bannister |
| REC-00471 | Update existing and new facility use policies | 1 of 1 | 6/30/2011 | Recreation | Cindy Bannister |

Total Projects with Not Started Status: 8

On Time

| <u>Project #</u> | <u>Project Title</u> | <u>Phase</u> | <u>Due Date</u> | <u>Lead Department</u> | <u>Project Leader</u> |
|------------------|---|--------------|-----------------|------------------------|-----------------------|
| CDD-00308 | Historic Resources Inventory Update | 3 of 4 | 6/30/2011 | CDD, Planning | Kevin Eberle |
| CDD-00442 | High Performance Building Ordinance-Phase 3 and 4 | 4 of 4 | 6/30/2011 | CDD, Building | Steve Jensen |
| CDD-00478 | Downtown Specific Plan | 3 of 3 | 6/30/2011 | CDD, Planning | Julianne Ward |
| CDD-00479 | Medical Marijuana Dispensary Permit | 1 of 2 | 6/30/2011 | CDD, Planning | Brun/Tooker |
| CM-00439 | City Hall Office Space | 1 of 1 | 6/30/2011 | City Manager | N. Weiss |
| CM-00505 | HR Transition Implementation | 1 of 1 | 6/15/2011 | City Manager | Nancy Weiss |
| 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 |



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> |
|------------------|--|--------------|-----------------|------------------------|-----------------------|
| ED-00508 | Parkway Plaza Project Area Wind-Down Plan | 1 of 1 | 5/31/2011 | Economic Developmen | J. LaLiberte |
| ED-00509 | City Sustainability Plan and EECBG Grant Implement'n | 1 of 1 | 6/30/2011 | Economic Developmen | LaLiberte |
| FIN-00448 | Cost Allocation Plan/User Fee Study | 1 of 1 | 6/30/2011 | Finance, Accounting | Bill Zenoni |
| FIN-00463 | Financial System, Payroll and Human Resources | 3 of 3 | 6/30/2011 | Finance, Accounting | Bill Zenoni |
| HSG-00320 | Inclusionary Zoning Ordinance Update | 2 of 2 | 6/30/2011 | Housing | Jan Maurer Watkins |
| HSG-00502 | Affordable Housing Development | 1 of 1 | 6/30/2011 | Housing | Jan Maurer Watkins |
| PD-00468 | Volunteer Program | 1 of 1 | 1/31/2011 | Police | Jeff Troendly |
| PD-00469 | Police/Fire Admin Consolidation | 1 of 1 | 6/30/2011 | Police | Shirley Perkins |
| PD-00473 | Geographic Neighborhood Policing | 1 of 1 | 3/1/2011 | Police | Steve Potter |
| PER-00474 | Financial System, Payroll and Human Resources | 3 of 3 | 6/30/2011 | Personnel | J. Brott/S.Esser |
| PW-00464 | PW Capital Improvement 5-Year Master Plan | 1 of 1 | 1/31/2011 | PW, Water | Megan Thomas |
| PW-00486 | Fire Station No. 1 Seismic Upgrade | 1 of 1 | 6/30/2011 | PW, Engineering | Jason Holley |
| PW-00493 | Soscol Blvd/Silverado Trail Realignment Project | 1 of 4 | 6/30/2011 | PW, Engineering | Jason Holley |
| PW-00498 | Saratoga Drive Extension Project | 2 of 3 | 6/30/2011 | PW, Engineering | Jason Holley |
| PW-00503 | Napa Creek Flood Protection Project | 2 of 3 | 6/30/2011 | PW, Engineering | Mark Tomko |

Total Projects with On Time Status: 23



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

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

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

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

Status Update

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 | Not Started |
| Update ordinance | CDD, Planning | Kevin Eberle | 30 % | 6/30/2011 | Not Started |
| Transform to rating system | CDD, Planning | Kevin Eberle | 20 % | 6/30/2011 | Not Started |
| Public draft of Alta Heights survey | CDD, Planning | Kevin Eberle | 15 % | 6/30/2011 | Not Started |

Project Progress: 5% of 100% Complete



Project Tracking Report

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

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

Project Description

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

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

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

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 | 25 % | 1/31/2011 | On Time |
| City Attorney Review Phase 3 | City Attorney | Peter Spoerl | 25 % | 1/31/2011 | On Time |
| City Attorney Review Phase 4 | City Attorney | Peter Spoerl | 25 % | 6/30/2011 | Not Started |
| Green Bld. Task Force Meetings- Phase 4 | CDD, Building | Steve Jensen | 25 % | 6/30/2011 | Not Started |

Project Progress: 0% 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

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

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

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

Status Update

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,

Last updated 11/18/2010

Community Development Director, an independent consultant familiar with permitting processes for Medical Marijuana Dispensaries, and a financial consultant familiar with Business Plan review.

3. Selection of "Preferred Applicant".

4. Initiation of Conditional Use Permit process.

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|--|-------------------|-----------------|---------------------|----------------|---------------|
| Intake MMD Applications | CDD, Planning | Mike Allen | 5 % | 10/18/2010 | Complete |
| Initial App. Review by City Attorney | City Attorney | Michael Barrett | 5 % | 10/26/2010 | Complete |
| Application Completeness Review | CDD, Planning | Mike Allen | 5 % | 11/15/2010 | On Time |
| Application Review and Scoring | CDD, Planning | Mike Allen | 10 % | 12/10/2010 | Not Started |
| Prepare Draft Packet for Review Board | CDD, Planning | Mike Allen | 10 % | 12/20/2010 | Not Started |
| Distribution to Review Board | CDD, Planning | Mike Allen | 5 % | 1/3/2011 | Not Started |
| Application Presentation to Reviewers | CDD, Planning | Mike Allen | 5 % | 1/10/2011 | Not Started |
| Preliminary Determination App Scoring | CDD, Planning | Mike Allen | 15 % | 1/31/2011 | Not Started |
| Posting of Preliminary Determination | CDD, Planning | Mike Allen | 10 % | 2/10/2011 | Not Started |
| App Comment and Protest Period | CDD, Planning | Mike Allen | 5 % | 2/21/2011 | Not Started |
| Review Comments and Protests | CDD, Planning | Mike Allen | 5 % | 3/21/2011 | Not Started |
| Present Comments to Management Reviewers | CDD, Planning | Mike Allen | 10 % | 4/4/2011 | Not Started |
| Final Determ. of Preferred Applicant | CDD, Planning | Cass Walker | 5 % | 4/20/2011 | Not Started |
| Commence processing of Use Permit | CDD, Planning | Mike Allen | 5 % | 6/1/2011 | Not Started |

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Funding Sources

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

Project Description

Preparation of a Public Art Master Plan and Guidelines (Plan) to implement the Public Art Ordinance of April 2010. While the ordinance provides a process requiring development on public or private property to contribute to public, 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

Project Milestones

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

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

| | | | | | |
|-----------------------------|--------------------|---------------------------|-----------|-----------------------|-------------|
| Project Priority | Medium | Project Number | CLK-00482 | Project Status | Not Started |
| 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 restuctured 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

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 | Not Started |
| New policies for scanning | Clerk | RR/CB | 5 % | 1/31/2011 | Not Started |
| Agreements "permanent" | Clerk | RR /MV | 10 % | 2/1/2011 | Not Started |
| Prep basement files for scanning | Clerk | Clerk staff | 25 % | 2/28/2011 | Not Started |
| Scan records | Clerk | Clerk staff/vendor | 5 % | 3/31/2011 | Not Started |
| Create new databases / migrate records | Clerk | Clerk staff/vendor | 30 % | 5/31/2011 | Not Started |
| Agreements non-permanent | City Clerk | R. Ryan | 15 % | 6/30/2011 | Not Started |
| Work w/ vendor on Sire Pub view | Clerk | RR/vendor | 5 % | 6/30/2011 | Not Started |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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 | Not Started |
| Concept/phsng plan consolidation options | PW, Engineering | Eric Whan | 15 % | 1/15/2011 | Not Started |
| RFP to select planning consultant | PW, Admin | J. LaRochelle | 10 % | 2/1/2011 | Not Started |
| 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-00505 | Project Status | On Time |
| Project Title | HR Transition Implementation | | | Phase | 1 of 1 |
| Project Start Date | 7/1/2010 | Project Due Date | 6/15/2011 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | City Manager | Project Leader | Nancy Weiss | | |
| Project Budget | \$0 | | | | |

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

Status Update

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

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

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

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

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

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 | On Time |
| Approve Ordinance | City Manager | Nancy Weiss | 5 % | 11/30/2010 | Complete |
| Selection of HR Director | City Manager | Nancy Weiss | 15 % | 1/15/2011 | On Time |
| Select CSM position | Civil Service Comm. | CSC | 15 % | 2/1/2011 | On Time |
| Transition service to HR | City Manager | Nancy Weiss | 20 % | 6/30/2011 | Not Started |

Project Progress: 35% 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

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

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

Project Description

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

Status Update

Project Milestones

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

Project Progress: 0% of 100% Complete



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 Implement'n **Phase** 1 of 1
Project Start Date 7/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Economic Development **Project Leader** LaLiberte
Project Budget \$0
Funding Sources ARRA -- Energy Efficiency Grant

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

Project Description

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

Status Update

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 | On Time |
| Issue RFP//Award Consultant Contract | Economic Development | LaLiberte | 5 % | 1/31/2011 | On Time |
| Complete City Building Retrofit | Recreation | Perazzo | 5 % | 2/28/2011 | On Time |
| Complete LED Lighting Retrofit | PW, Maintenance | Brun/Folks | 5 % | 2/28/2011 | On Time |
| Launch Energy Incentive Program | Economic Development | LaLiberte | 20 % | 3/31/2011 | Not Started |
| Grant Reporting and Administration | Economic Development | LaLiberte | 10 % | 6/30/2011 | On Time |
| Develop Draft Sustainability Plan | Economic Development | LaLiberte | 35 % | 6/30/2011 | Not Started |

Project Progress: 0% of 95% 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 1
Project Start Date 11/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Finance, Accounting **Project Leader** Bill Zenoni
Project Budget \$50,000
Funding Sources General Fund

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

Project Description

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

Status Update

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 | On Time |
| Consultant Selection | Finance, Accounting | Bill Zenoni | 5 % | 12/17/2010 | Not Started |
| User Fee Analysis | Finance, Accounting | Deanna Andrews | 30 % | 4/5/2011 | Not Started |
| Dev of Cost Allocation Plan | Finance, Accounting | Bill Zenoni | 40 % | 4/5/2011 | Not Started |
| Implementation of Recommendations | Finance, Accounting | Roberta Meyer | 20 % | 6/30/2011 | Not Started |

Project Progress: 0% 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

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 | On Time |
| Grants Management Module Implementation | Finance, Accounting | | 5 % | 6/30/2011 | Not Started |
| Bid Online Module Implementation | Finance, Accounting | | 5 % | 6/30/2011 | Not Started |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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|-----------------------------|--------------------------------------|---------------------------|--------------------|-----------------------|---------|
| 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

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 | On Time |
| Completion of Fee Study | Housing | JMW/Consultant | 20 % | 11/30/2010 | On Time |
| Workshop with staff and stakeholders | Housing | JMW/CDD/Consultan | 20 % | 12/3/2010 | Not Started |
| Summary Materials for Public Meetings | Housing | JMW/CDD/Consultan | 10 % | 1/7/2011 | Not Started |
| Conduct Public Meetings | Housing | JMW/CDD/Consultan | 5 % | 2/15/2011 | Not Started |
| Modify Alternative Policies | Housing | JMW/CDD/Consultan | 10 % | 2/25/2011 | Not Started |
| Prepare written reports | Housing | JMW/CDD/Consultan | 5 % | 3/25/2011 | Not Started |
| Revise Ordinance and/or Development Fee | City Attorney | Michael Barrett/Cons | 10 % | 4/19/2011 | Not Started |
| Ordinance Submitted for Consideration | City Attorney | Michael Barrett | 5 % | 5/3/2011 | Not Started |
| Adopt Ordinance | City Attorney | Michael Barrett | 5 % | 6/7/2011 | Not Started |

Project Progress: 5% of 100% Complete



CITY of NAPA

Project Tracking Report

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|-----------------------------|--------------------------------------|---------------------------|--------------------|-----------------------|---------|
| 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

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 | Not Started |
| Receive completed applications | Housing | C Walker/ JMW | 5 % | 1/14/2011 | Not Started |
| Submit for Council consideration | Housing | C Walker/ JMW | 25 % | 2/15/2011 | Not Started |
| Continue to work with Developers | Housing | JMW/CDD | 25 % | 6/30/2011 | Not Started |

Project Progress: 35% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

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

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

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

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

Status Update

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 | 0 % | 10/1/2010 | Complete |
| Project Orientation | Police | Jeff Troendly | 0 % | 10/15/2010 | Complete |
| Site Visits | Police | Jeff Troendly | 0 % | 10/15/2010 | Complete |
| Dev. Position Descriptons | Police | Jeff Troendly | 0 % | 10/15/2010 | Complete |
| Interview Staff - Use of Volunteers | Police | Jeff Troendly | 0 % | 10/31/2010 | Complete |
| Dev. Applicant Paket | Police | Jeff Troendly | 0 % | 10/31/2010 | Complete |
| Dev Procedure- Recruitment and Referral | Police | Jeff Troendly | 0 % | 10/31/2010 | Complete |
| Develop Outreach Campaign | Police | Jeff Troendly | 0 % | 10/31/2010 | Complete |
| Revise Existing Volunteer Policy | Police | Jeff Troendly | 0 % | 11/15/2010 | Complete |
| Dev Recruitment Link w/Vol Ctr of Napa | Police | Jeff Troendly | 0 % | 11/30/2010 | On Time |
| Recruit and Process First Volunteers | Police | Jeff Troendly | 0 % | 11/30/2010 | On Time |
| Develop Volunteer Handbook | Police | Jeff Troendly | 0 % | 12/31/2010 | On Time |
| Implement Outreach Campaign | Police | Jeff Troendly | 0 % | 12/31/2010 | On Time |
| Develop/Implement Volunteer Academy | Police | Jeff Troendly | 0 % | 1/31/2011 | On Time |

Project Progress: 0% of 0% 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

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 | On Time |
| 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: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Funding Sources

- City Manager's Report City Council's Report

Project Description

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

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

Status Update

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 | Not Started |
| Begin neighborhood meetings | Police | Steve Potter | 30 % | 3/1/2011 | Not Started |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

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

Status Update

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 | On Time |
| Configure Evaluation Tracking | Personnel | J. Brott | 5 % | 6/30/2011 | Not Started |
| Implement Employee On-line Interactive | Finance, Accounting | J. Brott | 5 % | 6/30/2011 | Not Started |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** PW-00464 **Project Status** On Time
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

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 | On Time |
| Storm Drainage | PW, Engineering | Miki Tsubota | 20 % | 12/31/2010 | On Time |
| 10-mile Resurfacing Program | PW, Engineering | M Socorro/J Folks | 20 % | 12/31/2010 | On Time |
| Streets, Sidewalks, Traffic Signals | PW, Engineering | Mike Socorro | 20 % | 12/31/2010 | On Time |
| Grant Funded (Cold In-Place Recycling) | PW, Engineering | Eric Whan/Consultant | 5 % | 12/31/2010 | On Time |
| Presentation To City Council | PW, Admin | J. LaRochelle | 15 % | 1/31/2011 | On Time |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

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

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

Project Description

Seismic retrofit of Fire Station No. 1. A budget for this project has yet to be established.

Status Update

11/4/2010 - jholley: Solicit RFP for more detailed Teir 2 evaluation by the end of 2010.

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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|-----------------------------|-------------------|-----------------|---------------------|----------------|---------------|
| Tier 1 Evaluation | PW, Engineering | Jason Holley | 10 % | 7/30/2010 | Complete |
| Tier 2 Evaluation | PW, Engineering | Jason Holley | 20 % | 1/30/2011 | Not Started |
| Plans, Specs, & Engineering | PW, Engineering | Jason Holley | 20 % | 3/30/2011 | Not Started |
| Construction | PW, Engineering | Jason Holley | 50 % | 6/30/2011 | Not Started |

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

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

Project Description

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

Status Update

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

Project Milestones

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

Project Progress: 10% of 100% Complete



CITY of NAPA

Project Tracking Report

| | | | | | |
|-----------------------------|--|---------------------------|------------|-----------------------|---------|
| Project Priority | High | Project Number | PW-00503 | Project Status | On Time |
| Project Title | Napa Creek Flood Protection Project | | | Phase | 2 of 3 |
| Project Start Date | 7/1/2010 | Project Due Date | 6/30/2011 | | |
| Requested Start Date | | Requested Due Date | | | |
| Lead Department | PW, Engineering | Project Leader | 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

Project Milestones

| <u>Task</u> | <u>Department</u> | <u>Assigned</u> | <u>Contribution</u> | <u>DueDate</u> | <u>Status</u> |
|-------------------|-------------------|-----------------|---------------------|----------------|---------------|
| Submittal Review | PW, Engineering | Mark Tomko | 50 % | 2/1/2011 | On Time |
| Project Oversight | PW, Engineering | Mark Tomko | 50 % | 6/30/2011 | On Time |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** REC-00466 **Project Status** Not Started

Project Title Development/Expansion of Group Park Picnic Sites **Phase** 1 of 1

Project Start Date 11/1/2010 **Project Due Date** 4/1/2011

Requested Start Date **Requested Due Date**

Lead Department Recreation **Project Leader** Dave Perazzo

Project Budget \$5,000

Funding Sources General Fund Operating Budget

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

Project Description

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

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

Status Update

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 | Not Started |
| Construction of new rental picnic sites | Parks Division | Dave Perazzo | 85 % | 4/1/2011 | Not Started |

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority Medium **Project Number** REC-00467 **Project Status** Not Started
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 \$150,000
Funding Sources CDBG - Block Grant, Year 2 Project Fund

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

Project Description

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

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

Status Update

Project Milestones

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

Project Progress: 0% of 100% Complete



CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** REC-00470 **Project Status** Not Started
Project Title Update Facility Rental Fees & Charges **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **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 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

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 Current Maint. Costs | Recreation | Cindy Bannister | 20 % | 1/28/2011 | Not Started |
| Identify Replacement Costs | Recreation | Cindy Bannister | 20 % | 2/25/2011 | Not Started |
| Prepare Analysis of Costs vs Current Fee | Recreation | Cindy Bannister | 20 % | 3/31/2011 | Not Started |
| Do market rate comparison of fees | Recreation | Cindy Bannister | 10 % | 4/29/2011 | Not Started |
| Review by CA Office | City Attorney | Michael Barrett | 20 % | 5/31/2011 | Not Started |
| Prepare Recommendations for Review by CM | Recreation | Cindy Bannister | 10 % | 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** Not Started
Project Title Update existing and new facility use policies **Phase** 1 of 1
Project Start Date 11/1/2010 **Project Due Date** 6/30/2011
Requested Start Date **Requested Due Date**
Lead Department Recreation **Project Leader** Cindy Bannister
Project Budget \$0

Funding Sources

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

Project Description

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

Status Update

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 | Not Started |
| Review current use policies | Recreation | Cindy Bannister | 20 % | 1/14/2011 | Not Started |
| Prepare New Rental Packet Master | Recreation | Cindy Bannister | 20 % | 3/31/2011 | Not Started |
| Review by CA office | City Attorney | Michael Barrett | 20 % | 4/29/2011 | Not Started |
| Publish new Packets | Recreation | Cindy Bannister | 20 % | 6/30/2011 | Not Started |

Project Progress: 0% of 100% Complete



CITY of NAPA

FY 2009-2010 Capital Improvement Projects 4th Quarter

| Project | Page # |
|---|---------------|
| ○ 1 st & 2 nd Street Rehabilitation Project | 157 |
| ○ East Avenue Sidewalk Project | 158 |
| ○ Edward I Barwick Jamieson Canyon Water Treatment Plant Improvements Project | 159 |
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| ○ Rehabilitation of Main Street Project | 161 |
| ○ River Park Canal Maintenance District Project | 162 |
| ○ Soscol Gateway Interior Drainage Project | 163 |

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

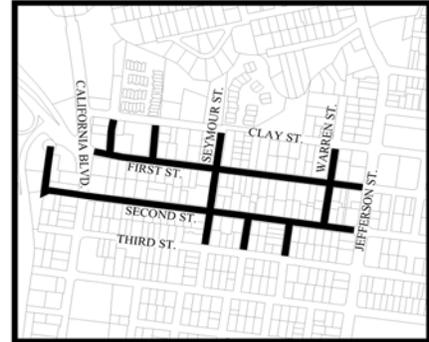
REHABILITATION OF 1ST & 2ND STREET (ST04PW001)

PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Neil Mathiesen, Junior Engineer
Public Works Department - Construction Division



PROJECT AREA

PROJECT STATUS:

Bids were opened on 09/21/09 and the project was awarded to G.D. Nielson Construction on 09/25/09. Sidewalk, curb, gutter, drainage and tree work has been completed. Construction is temporarily on hold due to cold wet weather. Due to PG&E completing additional work on the streets, construction was delayed until the completion of the PG&E work. Work should begin in August.

PROJECT SCHEDULE

Actual Percentage Complete

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

PROJECT BUDGET: \$2,667,436

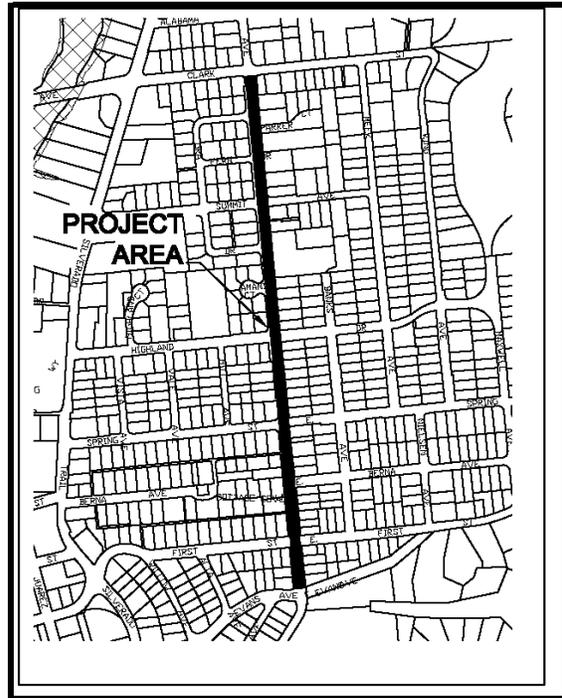
BUDGET EXPENDED TO DATE: \$1,561,336

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

EAST AVENUE SIDEWALK PROJECT (5651-450) SW06PW01

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

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

PROJECT STATUS:

Design was completed by the Public Works, Engineering Division. The design was sent to Caltrans Local Assistance for obligation of Federal Funds at the end of November 2009. A storm drain repair necessary to construct the sidewalk was completed as a separate project in Summer 2009. Caltrans Local Assistance approval was obtained in February 2010. The project was subsequently advertised, bid, and City Council awarded the construction contract April 6, 2010. Construction began in June 2010. The road rehabilitation project along East Avenue, which includes almost the entire length of the street, is scheduled to begin after the completion of the sidewalk project.

PROJECT SCHEDULE:

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|--------------|------|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|
| | 2009 | | | | | | | | | 2009 | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | | | | 100% | | | | | | | |
| Bid & Award | | | | | | | | | | 100% | | |
| Construction | | | | | | | | | | | | 10% |

BUDGET STATUS:

PROJECT BUDGET: \$909,960 (of which \$431,800 is proposed to be federally funded).

BUDGET EXPENDED TO DATE: Approximately \$401,000 (44% of the total budget).

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

WQ08PW001-57601

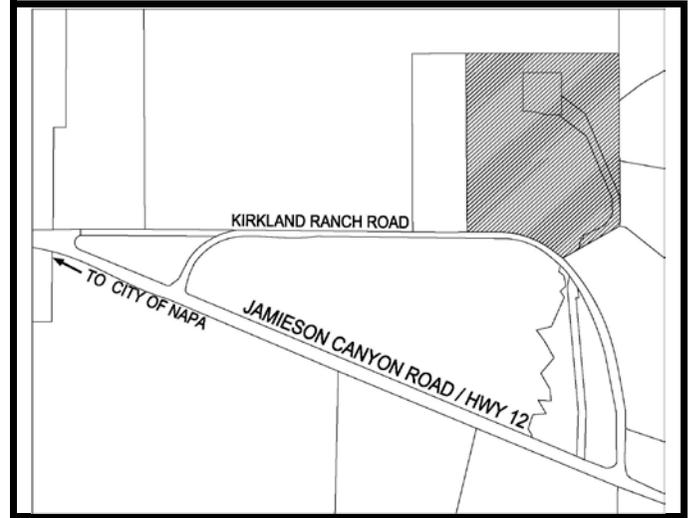
PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Joy Eldredge, General Manager
Public Works - Water Division

PROJECT STATUS:



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

PROJECT SCHEDULE

Actual Percentage Complete

| Component | Start Date | End Date | Actual Percentage Complete | | | | | | | | | | | |
|--------------|------------|----------|----------------------------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | FY 2009 | | | 2010 | | | Q3 | | | 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 | | | | | | | | | | | | 92% |

PROJECT BUDGET: \$38,588,000

BUDGET EXPENDED TO DATE: \$35,607,342

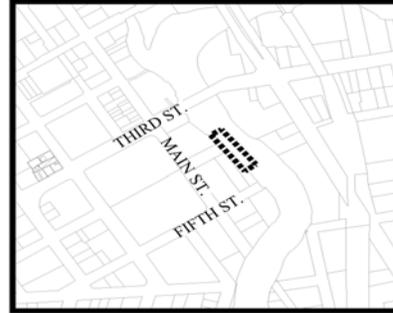
Construction is on track with the contract schedule. The finish date is projected to be several weeks ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 7.2% of the contract amount. It should be noted that 5.9% of those requests are owner-initiated improvements including the substantial change order for addition of the intermediate ozone process.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK (MS07PW001)

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** Although we continue to proactively work with the various resource agencies and consultants to obtain all the necessary environmental clearances and permits, there is a likelihood that construction of this project may not start until the summer of 2011.
- Cost** Current estimated construction cost is \$1.6M. The cost increase from previous estimates is due primarily from addition of underwater sheet pile to protect the floodwall improvements and plants, utilizing temporary silt curtains to mitigate dredging operations, increase in pile installation costs, and addition of a removable kayak dock.
- Dredging** On January 13, 2010, the dredging Sampling and Analysis Plan was presented and approved by the Dredged Material Management Office (DMMO), a joint entity of the San Francisco Bay Conservation & Development Commission (BCDC), San Francisco Bay Regional Water Quality Control Board (RWQCB), California State Lands Commission (SLC), Army Corps of Engineers (ACE) and US Environmental Protection Agency (EPA). Dredge sampling was attempted in early February, but couldn't be completed due to excessive rocky materials. A specialty marine drilling contractor was subsequently hired, and sampling was completed on April 9. The samples are currently being tested, and a report is expected to be presented back to DMMO by June. We are currently working with the Napa County Flood Control & Water Conservation District (NCFWCWD) to utilize their dredge disposal site near the Napa Sanitation District offices.
- Permitting** On February 12, 2010, the Joint Aquatic Resource Permit Application (JARPA) was submitted to the ACE, RWQCB, California Department of Fish & Game (DFG), SLC and the NCFWCWD. A site meeting was held on March 18 with representative from the City, consultants, ACE and NCFWCWD to review the project, environmental impacts, construction methods and dredge disposal. As part of the Application for a General Lease, a Reimbursement Agreement was executed and sent to SLC on April 29. Supplemental information, including the Draft CEQA documents, was sent to DFG on May 3. We continue to work proactively with these various agencies in an effort to expedite the permitting process.
- Public Outreach** On March 31, 2010, the dock plans were presented and approved by the Technical Advisory Panel (TAP) of NCFWCWD. In response to some of the community concerns brought up in the TAP meeting, a removable kayak dock was added to the southerly end of the concrete boat dock. In addition, a survey was disseminated and public meeting was held on April 28 to obtain community input on the dock use policy. This policy is currently being developed and refined by the Parks & Recreation Department. This project will be presented to the Parks and Recreation Advisory Commission on May 12.
- Environmental** First drafts of the Initial Study and Mitigated Negative Declaration were submitted and reviewed by various City staff members in April 2010. The Draft Initial Study and Mitigated Negative Declaration will be sent to the State Clearinghouse on May 10 to initiate the 30-day public review period. The Notice of Intent will also be disseminated on May 10 along with a notice in the local newspaper. CEQA approval is expected to go before City Council in July.
- Design** The plans and specifications have gone through recent modifications to accommodate the dredging, addition of a kayak dock and other minor comments from various agencies. The plans and specifications are estimated to be 95% complete. The plans and specifications won't be finalized until we find out all the required mitigation measures from the various resource agencies.

PROJECT SCHEDULE

Actual Percentage Complete

| Component | Start Date | FY End Date | Actual Percentage Complete | | | | | | | | | | | | | | |
|-------------------|------------|----------------|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|----|--|--|
| | | | 2009 | | | Q1 | | | Q2 | | | 2010 | | | Q3 | | |
| | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Design/Permitting | Jan-09 | Apr-11 | | | | | | | | | | | | 90% | | | |
| Bid & Award | Apr-11 | Jul-11 | | | | | | | | | | | | | | | |
| Construction | Aug-11 | Oct-11 | | | | | | | | | | | | | | | |

PROJECT BUDGET: \$100,000

BUDGET EXPENDED TO DATE: \$84,786

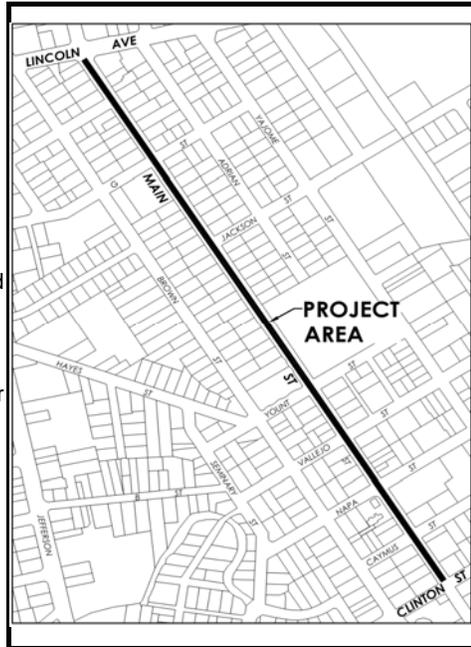
NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The \$100,000 includes Public Works administrative charges, permitting, and grant work.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

REHABILITATION OF MAIN STREET PROJECT (5651-546) ST10PW01

PROJECT DESCRIPTION:

Rehabilitation of Main Street from Lincoln Avenue to Clinton Street. The project includes the resurfacing of the street, removal and replacement of non-ADA compliant sidewalk, curb, gutter, and curb ramps and the removal and replacement of street trees as needed for sidewalk repair. Storm drain inlet and capacity up grades are also planned. The Water Division will abandon an old existing water line and tie services into an alternative water line. Water line modifications are under way. Napa Sanitation District has determined that new sanitary sewer line installations will not be required.



PROJECT MANAGEMENT:

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

PROJECT STATUS:

Design was completed in June 2010, scheduled for bid opening in July 2010 and start of construction September 2010.

PROJECT SCHEDULE:

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|--------------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|------|
| | 2009 | | | | | | | | | 2010 | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | | | | | | | | | | | 100% |
| Bid & Award | | | | | | | | | | | | 0% |
| Construction | | | | | | | | | | | | 0% |

BUDGET STATUS:

PROJECT BUDGET: \$1,655,600

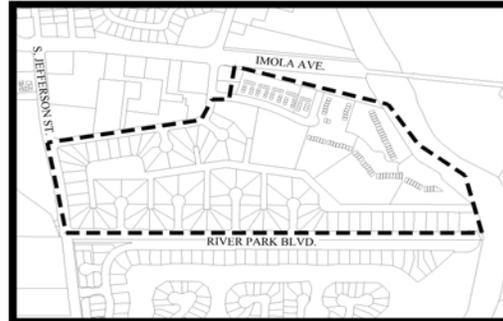
BUDGET EXPENDED TO DATE: \$95,670 (approximately 6% of the total budget).

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

RIVER PARK CANAL MAINTENANCE DISTRICT DISTRICT (MS06PW001)

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

Ghilotti Brothers / Cooper Crave JV completed construction of bank repairs along the Newport North Condominiums. The remaining two properties comprising this phase of construction is expected to be finished in late Fall 2010. The plan for the next phase of environmental permitting and design is on hold pending sufficient accumulation of assessments. In the meantime, we continue to compile information from residents of any additional or recent embankment damage.

PROJECT SCHEDULE

Actual Percentage Complete

| Component | Start Date | FY End Date | Actual Percentage Complete | | | | | | | | | | | | | | |
|----------------------|------------|----------------|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|------|----|--|--|
| | | | 2009 | | | Q1 | | | Q2 | | | 2010 | | | Q3 | | |
| | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Design Phase 1 | Jan-09 | Jun-09 | | | | | | | | | | | | 100% | | | |
| Bid & Award Phase 1 | Jun-09 | Aug-09 | | | | | | | | | | | | 100% | | | |
| Construction Phase 1 | Sep-09 | Oct-10 | | | | | | | | | | | | 90% | | | |

PROJECT BUDGET: \$2,460,661

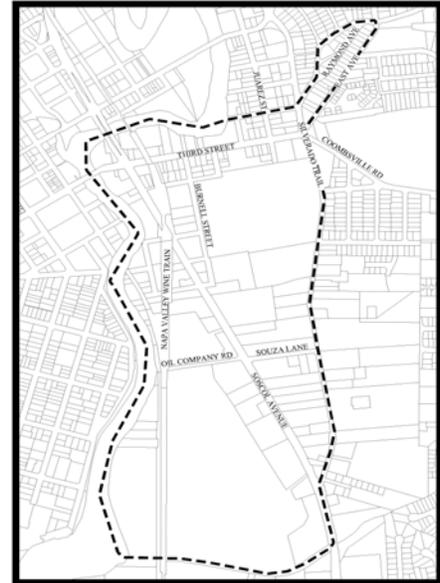
BUDGET EXPENDED TO DATE: \$1,821,312

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SOSCOL GATEWAY INTERIOR DRAINAGE (SD10PW001)

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

West Yost has complete a draft interior drainage report that analyzes three alternatives. This report and/or associated exhibits have been sent for comments to the Flood District, CalTrans, Napa Sanitation District, Napa County Transportation & Planning Agency, Army Corps of Engineers, Regional Water Quality Control Board, Napa Valley Expo, and the Gasser Foundation. In addition, a community meeting was held on Aug 25, 2010, and a staff report was presented the the Redevelopment Agency on Sept 21, 2010. A fourth alternative will be analyzed after compiling input from the various stakeholders, agencies and property owners.

PROJECT SCHEDULE

| Component | Start Date | FY End Date | Actual Percentage Complete | | | | | | | | | | | | | | | | | |
|--------------------|------------|----------------|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|----|--|--|----|-----|--|
| | | | 2009 | | | Q1 | | | Q2 | | | 2010 | | | Q3 | | | Q4 | | |
| | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | | | | |
| Preliminary Design | Oct-09 | Dec-10 | | | | | | | | | | | | | | | | | 30% | |
| Final Design | Jan-11 | Jan-13 | | | | | | | | | | | | | | | | | | |
| Construction | Jan-13 | Jan-14 | | | | | | | | | | | | | | | | | | |

PROJECT BUDGET: \$404,932
BUDGET EXPENDED TO DATE: \$175,600



CITY of NAPA

FY 2010-2011 Capital Improvement Projects 1st Quarter

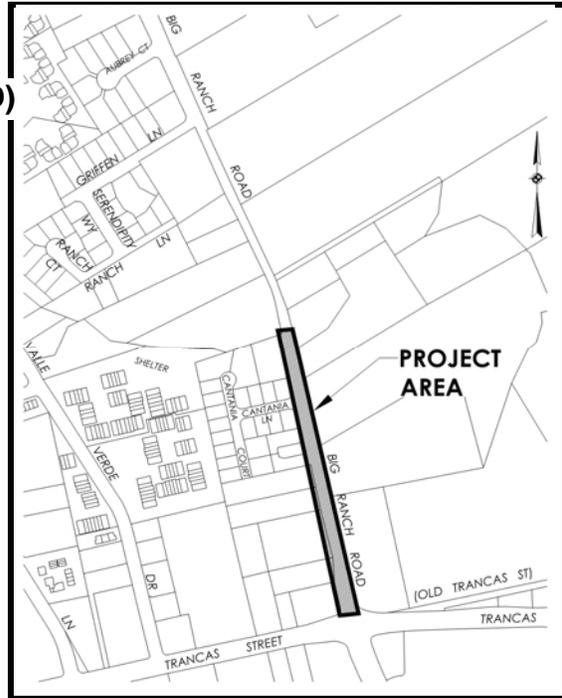
| Project | Page # |
|---|---------------|
| ○ Big Ranch Road Widening Project | 165 |
| ○ First Street Overlook Project | 166 |
| ○ Edward I Barwick Jamieson Canyon Water Treatment Plant Improvements Project | 167 |
| ○ Main Street Boat Dock Project | 168 |
| ○ Napa River Dredging Project | 169 |
| ○ Riverfront Green Project | 170 |

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)

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.

PROJECT SCHEDULE:

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

BUDGET STATUS:

PROJECT BUDGET: None.

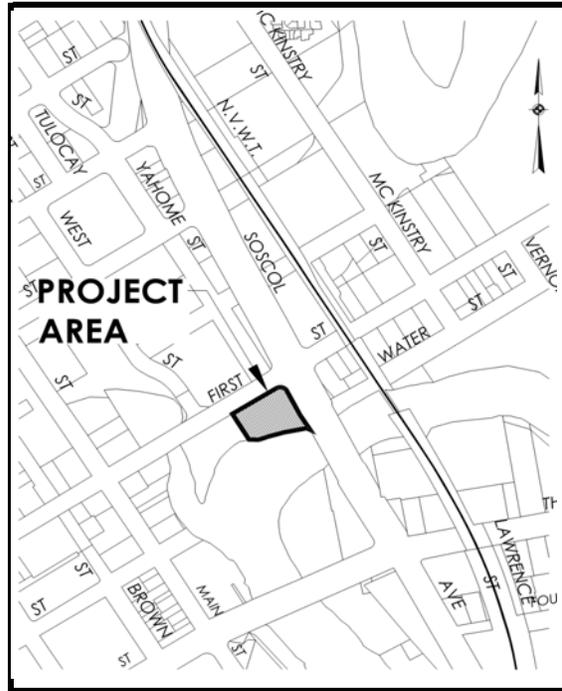
BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design in prior fiscal years.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRST STREET OVERLOOK PROJECT PK06RA03

PROJECT DESCRIPTION:

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



PROJECT MANAGEMENT:

Public Works Department, Engineering Division
Engineering Division: Mike Socorro

PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects. 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 | | | 5% | | | | | | | | | |
| Bid & Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |

BUDGET STATUS:

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

BUDGET EXPENDED TO DATE: Approximately \$10,000 has been spent on design (design phase 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

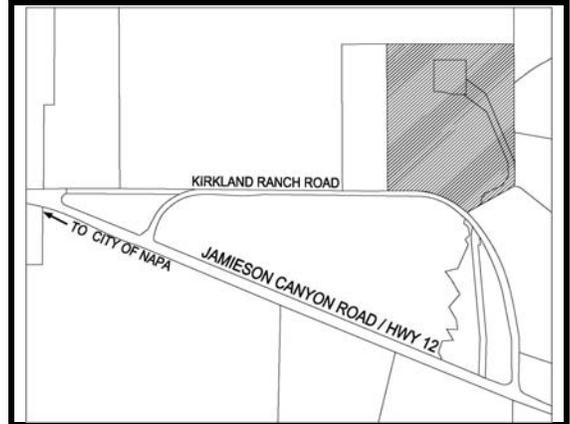
PROJECT DESCRIPTION:

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 | | | Q2 | | | 2011 | | | Q3 | | |
| | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Design | Jul-04 | Oct-07 | 100% | | | | | | | | | | | | | | |
| Bid & Award | Nov-07 | Jan-08 | 100% | | | | | | | | | | | | | | |
| Construction | Jan-08 | Jan-11 | | | 95% | | | | | | | | | | | | |

PROJECT BUDGET: \$38,588,000
BUDGET EXPENDED TO DATE: \$35,970,342

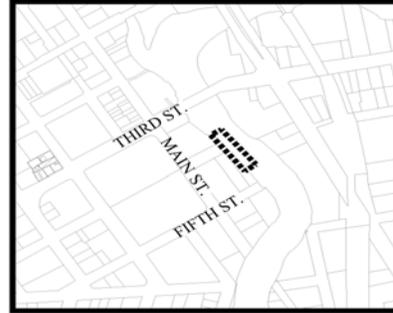
Construction is on track with the contract schedule. The finish date is projected to be several weeks ahead of the contract finish date. The budget is on target and contingencies are currently tracking at 7.6% of the contract amount. It should be noted that 6.3% of those requests are owner-initiated 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 Although we continue to proactively work with the various resource agencies and consultants to obtain all the necessary environmental clearances and permits, there is a likelihood that construction of this project may not start until the summer of 2011.
- Cost Current estimated construction cost is \$1.6M. The cost increase from previous estimates is due primarily from addition of underwater sheet pile to protect the floodwall improvements and plants, utilizing temporary silt curtains to mitigate dredging operations, increase in pile installation costs, and addition of a removable kayak dock.
- Dredging On January 13, 2010, the dredging Sampling and Analysis Plan was presented and approved by the Dredged Material Management Office (DMMO), a joint entity of the San Francisco Bay Conservation & Development Commission (BCDC), San Francisco Bay Regional Water Quality Control Board (RWQCB), California State Lands Commission (SLC), Army Corps of Engineers (ACE) and US Environmental Protection Agency (EPA). Dredge sampling was attempted in early February, but couldn't be completed due to excessive rocky materials. A specialty marine drilling contractor was subsequently hired, and sampling was completed on April 9. The samples are currently being tested, and a report is expected to be presented back to DMMO by June. We are currently working with the Napa County Flood Control & Water Conservation District (NCFWCWD) to utilize their dredge disposal site near the Napa Sanitation District offices.
- Permitting On February 12, 2010, the Joint Aquatic Resource Permit Application (JARPA) was submitted to the ACE, RWQCB, California Department of Fish & Game (DFG), SLC and the NCFWCWD. A site meeting was held on March 18 with representative from the City, consultants, ACE and NCFWCWD to review the project, environmental impacts, construction methods and dredge disposal. As part of the Application for a General Lease, a Reimbursement Agreement was executed and sent to SLC on April 29. Supplemental information, including the Draft CEQA documents, was sent to DFG on May 3. We continue to work proactively with these various agencies in an effort to expedite the permitting process.
- Public Outreach On March 31, 2010, the dock plans were presented and approved by the Technical Advisory Panel (TAP) of NCFWCWD. In response to some of the community concerns brought up in the TAP meeting, a removable kayak dock was added to the southerly end of the concrete boat dock. In addition, a survey was disseminated and public meeting was held on April 28 to obtain community input on the dock use policy. This policy is currently being developed and refined by the Parks & Recreation Department. This project will be presented to the Parks and Recreation Advisory Commission on May 12.
- Environmental First drafts of the Initial Study and Mitigated Negative Declaration were submitted and reviewed by various City staff members in April 2010. The Draft Initial Study and Mitigated Negative Declaration will be sent to the State Clearinghouse on May 10 to initiate the 30-day public review period. The Notice of Intent will also be disseminated on May 10 along with a notice in the local newspaper. CEQA approval is expected to go before City Council in July.
- Design The plans and specifications have gone through recent modifications to accommodate the dredging, addition of a kayak dock and other minor comments from various agencies. The plans and specifications are estimated to be 95% complete. The plans and specifications won't be finalized until we find out all the required mitigation measures from the various resource agencies.

PROJECT SCHEDULE

Actual Percentage Complete

| Component | Start Date | FY End Date | Actual Percentage Complete | | | | | | | | | | | | | | |
|-------------------|------------|----------------|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|----|--|--|
| | | | 2010 | | | Q1 | | | Q2 | | | 2011 | | | Q3 | | |
| | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Design/Permitting | Jan-09 | Apr-11 | | | 92% | | | | | | | | | | | | |
| Bid & Award | Apr-11 | Jul-11 | | | | | | | | | | | | | | | |
| Construction | Aug-11 | Oct-11 | | | | | | | | | | | | | | | |

PROJECT BUDGET: \$100,000

BUDGET EXPENDED TO DATE: \$88,737

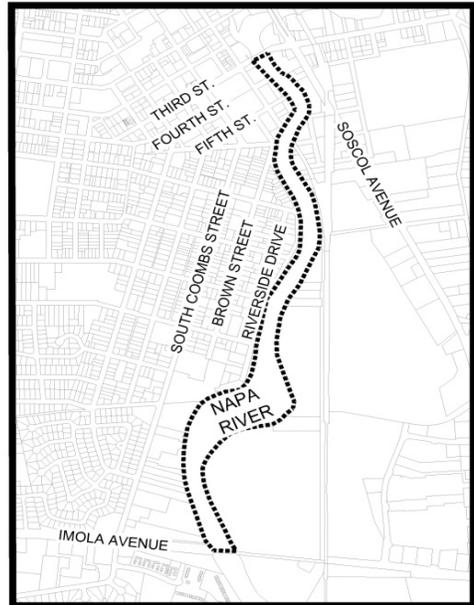
NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The \$100,000 includes Public Works administrative charges, permitting, and grant work.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

NAPA 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 AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

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

PROJECT SCHEDULE:

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

BUDGET STATUS:

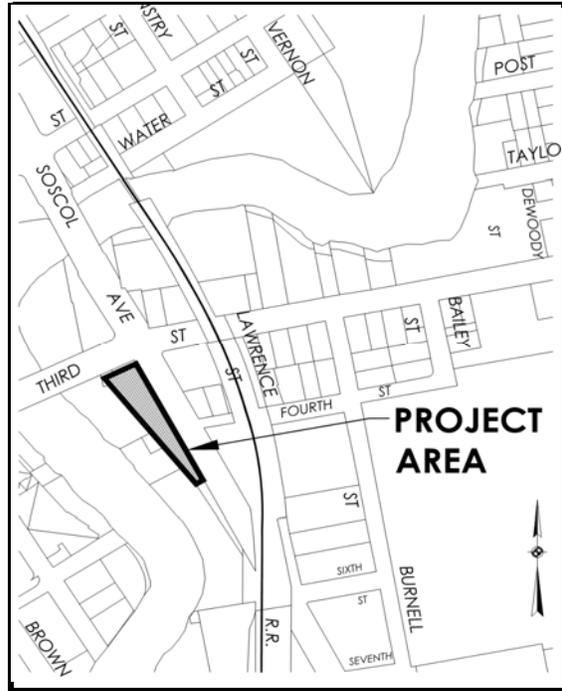
PROJECT BUDGET: None.
BUDGET EXPENDED TO DATE: None

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. Due to the projects 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. 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 | | | 50% | | | | | | | | | | | | |
| Bid & Award | | | | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | | | | |

BUDGET STATUS:

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

BUDGET EXPENDED TO DATE: Approximately \$50,000 has been spent on design (design phase is funded by the Redevelopment Agency)



CITY of NAPA

Report on Service Center (CRM) activity Q4 FY 2009-10

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

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

A total of 602 external service requests were entered into the CRM system in the fourth quarter of 2009-10. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins.

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

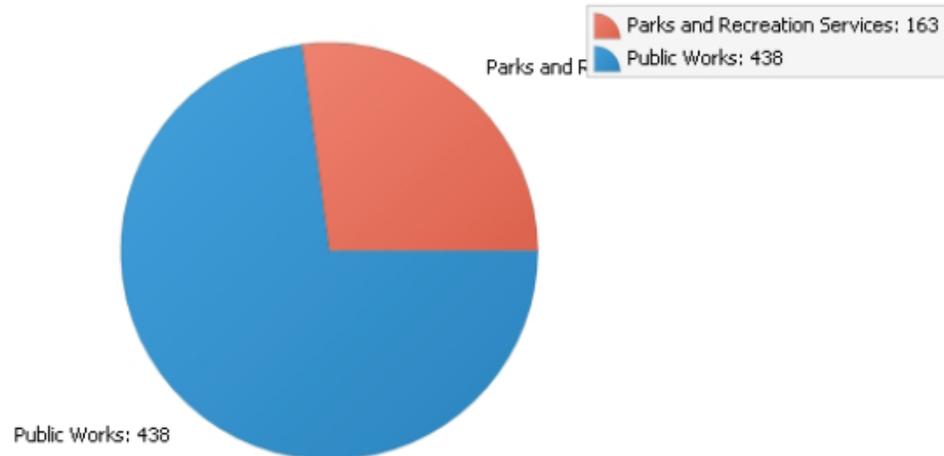
(Note: The excessive average time to close shown in the "drainage" category was caused by one of the two items remaining open for 27 days. The excessive average time to close shown in the "weeds" category was caused by eight of the 17 items requiring a lengthy intervention from Code Enforcement and a general increase in weed complaints during the spring months. Administration continues to work with departmental staff to evaluate what may be extensive requests, and identify when a service request should be closed out in the CRM system and moved to a project list.)

(Note: the number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system.)

All External Service Request By Quarter

Run Date: 11/2/2010 5:01:06 PM

Department breakdown



| Service Request Type | Number this quarter | Average time open | SLA |
|---------------------------------------|---------------------|-------------------|-----|
| Bad sidewalk or curb | 12 | 3.2 | 5 |
| City landscaping issue | 11 | 4.15 | 6 |
| Construction site problems | 5 | 1.3 | 1 |
| Dead Animal | 43 | 0.49 | 1 |
| Drainage problem | 2 | 13.63 | 1 |
| Graffiti | 3 | 0.89 | 2 |
| Light out | 109 | 2.25 | 3 |
| Litter or debris | 23 | 3.43 | 2 |
| Miscellaneous park/public space issue | 6 | 0.77 | 5 |
| New streetlight | 3 | 7.74 | 5 |
| Park issue | 18 | 7.4 | 5 |
| Pollution report | 0 | 0 | 1 |
| Pothole | 161 | 2.77 | 2 |
| Rough road surface | 31 | 7.34 | 5 |
| Sign problem | 20 | 1.99 | 2 |
| Street sweeping | 11 | 16.84 | 2 |
| Traffic signal malfunction | 16 | 0.75 | 1 |
| Tree issue | 116 | 6.87 | 5 |
| Utility pole issue | 6 | 1.71 | 5 |
| Water leak | 7 | 1.49 | 1 |
| Water pressure problem | 0 | 0 | 1 |
| Water quality issue | 2 | 0.5 | 1 |
| Weeds | 17 | 19.73 | 5 |



CITY of NAPA

Report on Service Center (CRM) activity Q1 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 643 external service requests were entered into the CRM system in the first quarter of 2010-11. These are entered both by citizens using the portal on the City website, and by City staff who intake the requests from telephone, email, mail and walk-ins.

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

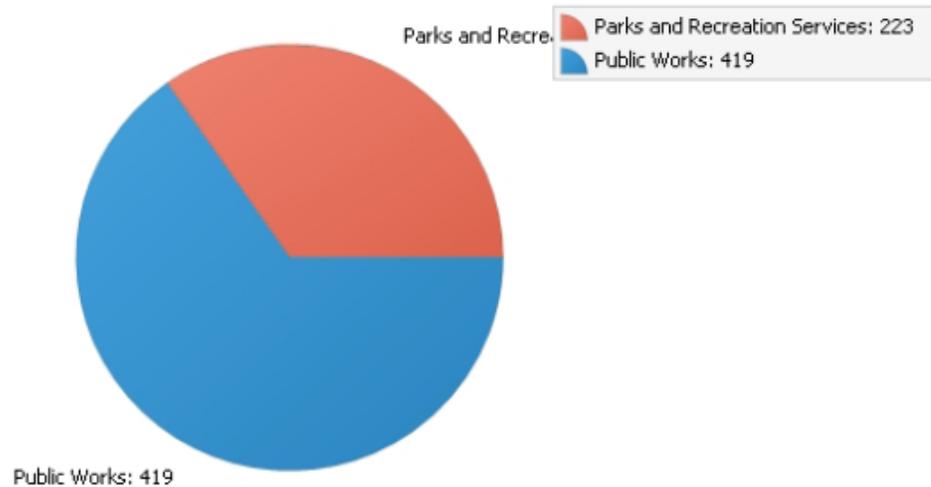
(Note: The performance this quarter against the service level goal is the best achieved since the CRM system was instituted. The excessive average time to close shown in the "weeds" category reflects that eight of the 10 items were referred to Code Enforcement and took two to six months to resolve. Administration continues to work with departmental staff to evaluate what may be extensive requests, and identify when a service request should be closed out in the CRM system and moved to a project list.)

(Note: the number of requests under the "graffiti" category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system.)

All External Service Request By Quarter

Run Date: 11/2/2010 7:03:18 PM

Department breakdown



| Service Request Type | Number this quarter | Average time open | SLA |
|---------------------------------------|---------------------|-------------------|-----|
| Bad sidewalk or curb | 14 | 3.68 | 5 |
| City landscaping issue | 22 | 6.42 | 6 |
| Construction site problems | 5 | 2.2 | 1 |
| Dead Animal | 35 | 0.55 | 1 |
| Drainage problem | 3 | 2.83 | 1 |
| Graffiti | 3 | 1.15 | 2 |
| Light out | 166 | 2.21 | 3 |
| Litter or debris | 31 | 1.5 | 2 |
| Miscellaneous park/public space issue | 8 | 1.78 | 5 |
| New streetlight | 1 | 4.38 | 5 |
| Park issue | 22 | 3.48 | 5 |
| Pollution report | 0 | 0 | 1 |
| Pothole | 84 | 2.79 | 2 |
| Rough road surface | 20 | 5.68 | 5 |
| Sign problem | 16 | 1.96 | 2 |
| Street sweeping | 20 | 15.89 | 2 |
| Traffic signal malfunction | 13 | 2.63 | 1 |
| Tree issue | 156 | 3 | 5 |
| Utility pole issue | 4 | 3.72 | 5 |
| Water leak | 5 | 3.85 | 1 |
| Water pressure problem | 0 | 0 | 1 |
| Water quality issue | 0 | 0 | 1 |
| Weeds | 10 | 84.95 | 5 |