



# CITY of NAPA

First Quarter Report  
FY 2013-2014



**CITY MANAGER**  
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November 19, 2013

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 1<sup>st</sup> quarter financial report for FY2013-14. 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 based on workload demand and changing resources.

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

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

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

Sincerely,

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

Mike Parness  
City Manager



Quarterly Financial Report  
*As of September 30, 2013*

**Introduction**

This report provides an analysis of the City's General Fund and Proprietary Fund revenues and expenditures for the first quarter of the 2013-14 fiscal year.

**Management's Overview**

The City's two year budget for fiscal years 2013-14 and 2014-15 was adopted by the City Council on June 18, 2013. The purpose of the quarterly report is to provide regular updates to the Council regarding revenue and expenditure trends to ensure the City Council has a strong understanding of the City's current financial condition. The numbers in this report are based on the FY 2013-14 revenues and expenditures through September 30, 2013. A discussion of the significant budget items is presented below.

**FY 2013-14 Budget**

The FY 2013-14 budget as originally adopted estimated revenues of \$66.9 million to fund expenditures of \$66.7 million, resulting in a balanced General Fund budget.

Additional information on the City's major revenue sources has been gathered during the first quarter of this fiscal year. General Fund revenues are now projected to be \$67.5 million, due to expected increases in TOT revenues (\$0.6 million).

## General Fund Summary

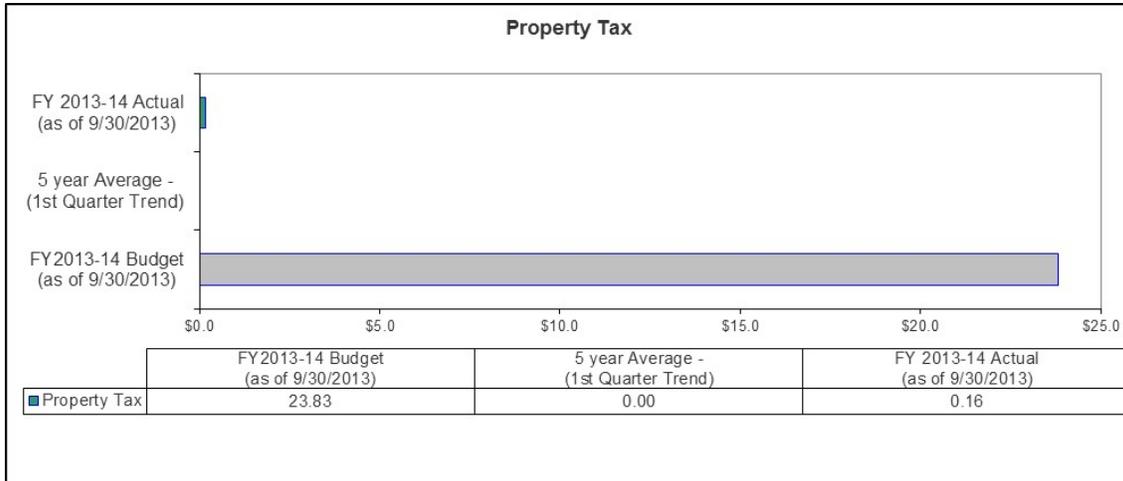
	FY 2013-14 Budget <i>(as of 9/30/2013)</i>	FY 2013-14 YTD Actual <i>(as of 9/30/2013)</i>	% to date <i>(Budget to Actual)</i>	FY 2012-13 YTD Actual <i>(as of 9/30/2012)</i>	5 Year Trend <i>(Budget to Actual)</i>	Proposed First Quarter Adjustment	FY 2013-14 Proposed Budget
<b>Operating Revenues</b>							
Property Tax	23,828,112	162,072	1%	200,877	3%	-	23,828,112
Sales Tax	14,750,387	1,198,438	8%	978,967	8%	-	14,750,387
Transient Occupancy Tax	13,368,000	2,421,786	18%	1,889,852	16%	600,000	13,968,000
Business License Tax	2,705,000	616,188	23%	598,756	20%	-	2,705,000
Other Taxes <sup>[1]</sup>	1,930,980	-	0%	8,498	1%	-	1,930,980
Licenses and Permits	1,281,000	374,992	29%	313,074	31%	-	1,281,000
Charges for Services	4,649,577	1,897,538	41%	1,591,830	35%	-	4,649,577
Intergovernmental	625,630	56,481	9%	86,016	15%	-	625,630
Investment Earnings	170,000	56,481	33%	7,867	17%	-	170,000
Miscellaneous Revenues	216,347	97,264	45%	48,804	26%	-	216,347
Transfers In	3,402,702	921,618	27%	859,940	25%	-	3,402,702
<b>Sub-Total Operating Revenues</b>	<b>66,927,734</b>	<b>7,802,857</b>	<b>12%</b>	<b>6,584,481</b>		<b>600,000</b>	<b>67,527,734</b>
<b>Operating Expenditures</b>							
City Council / City Clerk	1,001,009	193,649	19%	187,706	19%	-	1,001,009
City Manager	1,214,627	238,115	20%	222,837	20%	-	1,214,627
Finance	5,099,691	1,040,453	20%	946,534	20%	-	5,099,691
City Attorney	961,922	176,367	18%	181,121	19%	-	961,922
Human Resources	1,101,665	227,338	21%	215,611	21%	-	1,101,665
Community Development	3,236,296	566,575	18%	557,619	20%	-	3,236,296
General Government <sup>[2]</sup>	4,423,997	7,589,647	172%	564,637	55%	-	4,423,997
Police Department	22,248,081	4,380,713	20%	4,403,272	21%	-	22,248,081
Fire Department	13,249,864	3,005,431	23%	2,955,257	23%	-	13,249,864
Public Works	7,137,130	1,699,362	24%	1,544,644	24%	-	7,137,130
Parks & Recreation	7,046,414	1,598,060	23%	1,456,237	22%	89,349	7,135,763
<b>Sub-Total Operating Expenditures</b>	<b>66,720,695</b>	<b>20,715,710</b>	<b>31%</b>	<b>13,235,475</b>		<b>89,349</b>	<b>66,810,044</b>
<b>Operating Surplus/ (Deficit)</b>							
<i>(Operating Revenues less Total Expenditures)</i>	<b>207,040</b>					<b>510,651</b>	<b>717,691</b>
<b>Non-Recurring Revenues</b>							
Property Tax (Excess ERAF)	1,900,000	2,322,766	122%	2,115,591	139%	422,766	2,322,766
Charges for Services	644,483	74,762	12%	19,068	80%	-	644,483
Intergovernmental	356,348	24,502	7%	213,829	384%	-	356,348
Miscellaneous Revenues	6,000	1,500	25%	4,000	0%	-	6,000
<b>Non-Recurring Revenues</b>	<b>2,906,832</b>	<b>2,423,530</b>	<b>83%</b>	<b>2,352,488</b>		<b>422,766</b>	<b>3,329,598</b>
<b>Non Recurring Expenditures</b>							
City Council / City Clerk	75,000	27	0%	-	0%	-	75,000
City Manager	10,000	-	0%	-	0%	-	10,000
Finance	-	-	0%	-	0%	-	-
City Attorney	86,563	-	0%	-	9%	-	86,563
Human Resources	-	-	0%	-	-16%	-	-
Community Development	624,944	14,966	2%	50,678	54%	-	624,944
General Government	459,965	341,432	74%	-	74%	-	459,965
Police Department	369,564	77,181	21%	159,631	41%	-	369,564
Fire Department	93,400	-	0%	-	0%	-	93,400
Public Works	575,619	3,696	1%	(11,976)	2%	-	575,619
<b>Non-Recurring Expenditures</b>	<b>2,295,055</b>	<b>437,301</b>	<b>19%</b>	<b>198,333</b>		<b>-</b>	<b>2,295,055</b>
<b>Net Impact of Non Recurring</b>	<b>611,776</b>					<b>422,766</b>	<b>1,034,542</b>

[1] - Other Taxes include franchise fees received quarterly. First payment received in 2nd quarter.

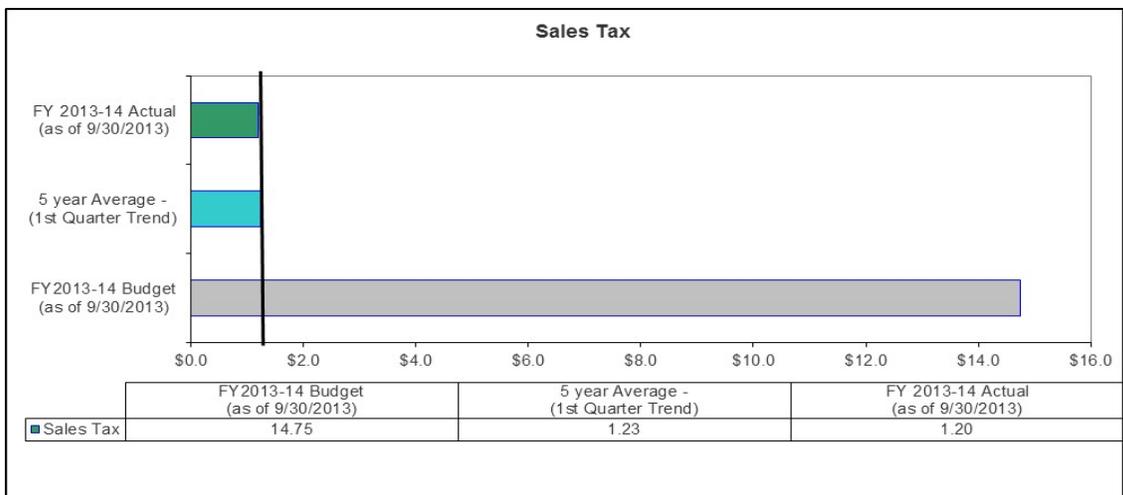
[2] - Includes transfers of \$7.09 million related to apportionment of Reserves to CIP Facilities and CIP projects consistent with the adopted fiscal policy.

## Major Revenues

**Property Tax** - The FY 2013-14 Property Tax revenues were budgeted at \$23.8 million. The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (12.2%) and industrial property (5.1%). The first Property Tax installment for FY 2013-14 should be received in the 2<sup>nd</sup> Quarter. The \$0.2 million received to date is deferred revenue (Teeter payment) from FY 2012-13 received after the accrual period had closed.

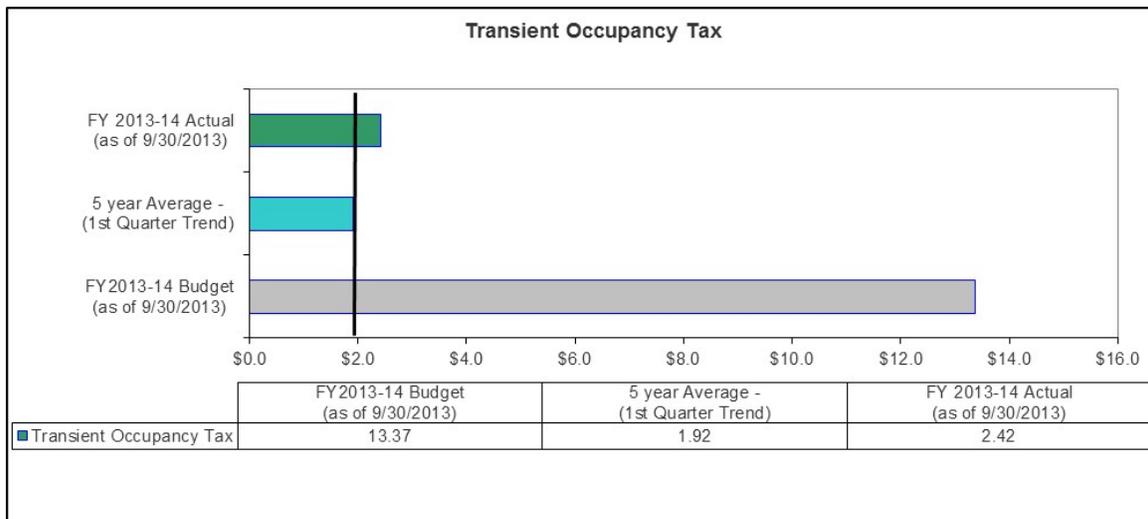


**Sales Tax** – Sales Tax for FY 2013-14 was budgeted at \$14.8 million. The following graph tracks the Sales Tax as compared to the first quarter average trend over the past five years and indicates that we are slightly below that trend by \$0.03 million. Sales tax is received in monthly “advances” from the Board of Equalization based on prior year actual revenues received, and lag two (2) months behind. A “true-up” payment is received quarterly on the actual taxable sales reported in the prior quarter. Sales tax revenues shown in this quarterly report include the July 2013 advance payment and the “true-up” payment for April through June 2013 actual sales.



Transient Occupancy Tax - FY 2012-13 TOT revenue was budgeted at \$12.8 million. Unaudited receipts through June 30, 2013, exceeded FY 2012-13 budget estimates totaling \$13.5 million, in part due to Bottle Rock Napa. FY 2013-14 TOT revenue was budgeted at \$13.4 million, but is now estimated to exceed that budget by \$0.6 million – for a total of \$14 million. An increase of \$0.6 million to the TOT revenue budget is currently being requested to more accurately reflect current projections. There are currently 24 hotels, 19 bed and breakfast establishments and 38 vacation rentals generating transient occupancy tax revenue within the City.

The following graph tracks the Transient Occupancy Tax as compared to the first quarter average trend over the past five years. As TOT has experienced a rebound and significant growth over the past two years, it is difficult to project exactly where revenues will end up. We are watching this revenue source closely and keeping in contact with hotel owners to ensure accurate projections.



Other Revenues:

Charges for Services are also trending ahead of the curve at 41% of annual budget as of the 1st Quarter. We will continue to watch this and work with operating departments to determine whether adjustments are warranted as part of the 2nd Quarter Report. We may also need to adjust operating department expenditure budgets accordingly to ensure adequate support the increased development activity related to the increased Charges for Services revenue.

**Expenditures**

As of September 30, 2013 departments were operating within 25% of their approved budgets, with the exception of General Government due to Capital Outlay and CIP transfers that are posted at the beginning of the fiscal year, including the FY12-13 surplus to CIP and Facility Reserves per Council adopted fiscal policy.

The following table provides the expenditure budget and actual spent to date for each department through September 30, 2013.

<b>Expenditures by Department</b>	<b>Budget 9/30/2013</b> <i>(\$ in Millions)</i>	<b>Actual 9/30/2013</b> <i>(\$ in Millions)</i>	<b>%</b>
City Council / City Clerk	1.00	0.19	19.35%
City Manager	1.21	0.24	19.60%
Finance	5.10	1.04	20.40%
City Attorney	0.96	0.18	18.33%
Human Resources	1.10	0.23	20.64%
Community Development	3.24	0.57	17.51%
General Government*	4.42	7.59	171.56%
Police Department	22.25	4.38	19.69%
Fire Department	13.25	3.01	22.68%
Public Works	7.14	1.70	23.81%
Parks & Recreation	7.05	1.60	22.68%
<b>Total Expenditures</b>	<b>66.72</b>	<b>20.72</b>	<b>31.05%</b>
*Includes transfers of \$7.09 million relating to apportionment of Reserves to CIP Facilities and CIP Projects consistent with the adopted fiscal policy.			

The Parks & Recreation Department requires an adjustment to their budget in the amount of \$89,349 for a correction to a prior year transaction related to the After School Program Grant. The grant funds were recorded as revenue in FY 2010-11 and FY 2011-12, and instead should have been maintained in the deferred revenue account until there were adequate After School Program expenditures to recognize the grant funds as reimbursement revenues. Because the revenues were recorded in excess of qualified expenditures in those years, the excess revenues became part of the General Fund undesignated fund balance at the end of the fiscal year. We have transferred the excess funds into the deferred revenue account in the 1<sup>st</sup> quarter of FY 2013-14 and are requesting a budget adjustment to cover the amount of the correction.

### **General Fund Operating Position**

With the proposed adjustments, the FY 2013-14 General Fund budget will have a positive operating position of \$0.7 million.

### **Non-Recurring General Fund**

As of September 30, 2013, we have received 83% of budgeted revenues, including an Excess ERAF payment from the County for \$2.3 million (\$0.4m higher than the adopted budget). An increase of \$0.4 million is requested to accurately reflect the funding available for capital or other one-time expenditures. This Excess ERAF payment was budgeted this fiscal year, but this may be one of the last Excess ERAF payments as the State has begun to fund additional

programs with those funds and the revenues received by the City are expected to be phased out entirely over the next few years.

### **Other City Funds**

In addition to the General Fund, the Quarterly Report also provides a snapshot of the City's Proprietary Funds. These funds are made up of Enterprise Funds and Internal Service Funds. A listing of these funds and summary of the quarterly activity follows below:

**Enterprise Funds** – Enterprise Funds are those that provide goods or services to the public for a fee that makes the entity self-supporting. Napa's Enterprise Funds include: Solid Waste & Materials Diversion, and Water. Please note: The Golf Course Fund previously reported as an Enterprise Fund is now a Special Revenue Fund due to a change from a management agreement to a lease agreement with CourseCo, the company that manages the Golf Course, and is no longer included in this report.

**Internal Service Funds** - Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments of the city. Napa's Internal Service Funds include: Fleet Management, Central Stores, Information Technology Replacement, Risk Management, and Post-Employment Benefits. The Central Stores Fund will be eliminated during this biennial budget cycle. Remaining inventory will be issued as needed, and is anticipated to be fully liquidated prior to June 30, 2015.

The table below lists the activity for each of the Proprietary Funds through September 30, 2013. All funds are operating within approved budgets.

## Proprietary Funds Summary

Proprietary Fund		FY 2013-14	FY 2013-14		FY 2012-13	
		Budget	YTD Actual	% to date	YTD Actual	% to date
		(as of 9/30/2013)	(as of 9/30/2013)	(as of 9/30/2013)	(as of 9/30/2012)	(as of 9/30/2012)
Solid Waste & MDF	Revenues	25,956,800	6,215,542	23.95%	6,138,216	21.61%
Solid Waste & MDF	Operating Expenditures	30,337,249	4,720,111	15.56%	3,729,575	11.76%
Solid Waste & MDF	Capital & Non Recurring Revenues	100,000	(119)	-0.12%	(119)	-0.12%
Solid Waste & MDF	Capital & Non Recurring Expenditures	100,000	24,287	24.29%	40,388	16.16%
<b>Fund Balance Addition/(Reduction)</b>		<b>(4,480,449)</b>	<b>1,471,144</b>	<b>-</b>	<b>2,368,253</b>	<b>-</b>
Water	Revenues	27,033,070	5,788,804	21.41%	5,381,202	23.52%
Water	Operating Expenditures	24,620,744	3,740,392	15.19%	3,542,270	13.59%
Water	Capital & Non Recurring Revenues	6,203,905	3,432,435	55.33%	3,432,435	55.33%
Water	Capital & Non Recurring Expenditures	9,326,118	2,161,277	23.17%	356,398	10.08%
<b>Fund Balance Addition/(Reduction)</b>		<b>(6,913,792)</b>	<b>(112,864)</b>	<b>-</b>	<b>1,482,534</b>	<b>-</b>
Fleet Replacement Revenues		3,300,791	884,454	26.80%	885,356	25.16%
Fleet Replacement Expenditures		3,475,280	750,010	21.58%	596,229	17.17%
<b>Fund Balance Addition/(Reduction)</b>		<b>(174,489)</b>	<b>134,443</b>		<b>289,127</b>	
Central Stores Revenues		818,748	165,352	20.20%	102,866	15.24%
Central Stores Expenditures		786,880	162,159	20.61%	130,653	20.27%
<b>Fund Balance Addition/(Reduction)</b>		<b>31,868</b>	<b>3,193</b>		<b>(27,787)</b>	
IT Replacement Revenues		171,200	41,916	24.48%	41,838	24.68%
IT Replacement Expenditures		171,200	23,861	13.94%	6,588	3.89%
<b>Fund Balance Addition/(Reduction)</b>		<b>-</b>	<b>18,055</b>		<b>35,250</b>	
Risk Management Revenues		4,169,668	984,567	23.61%	901,441	22.89%
Risk Management Expenditures		4,169,668	1,064,900	25.54%	1,030,633	24.82%
<b>Fund Balance Addition/(Reduction)</b>		<b>-</b>	<b>(80,333)</b>		<b>(129,192)</b>	
Post Employment Benefit Revenues		1,031,903	214,856	20.82%	188,953	15.04%
Post Employment Benefit Expenditures		1,031,903	480,399	46.55%	452,115	36.00%
<b>Fund Balance Addition/(Reduction)</b>		<b>-</b>	<b>(265,544)</b>		<b>(263,162)</b>	

## Additional Items of Note

**Five Year Budget Staffing Plan:** An updated copy of the Five Year Budget Staffing Plan (Position Control Report) has been attached to document all of the position adjustments (additions, deletions, division reassignments) that have occurred since the adoption of the FY 2013-2015 budget in June, 2013. Specifically, title name changes from Water Treatment Chief Operator to Water Treatment Manager (Reso R2013 50) and Assistant Planner to Transportation Planner (Reso R2013 80).

## What We Are Watching

### Nationally:

We continue to be cautiously optimistic for the future as the recovery from the economic recession makes steady progress. In particular, we will continue to pay close attention to the unsettled financial climate in Washington, to make sure we understand and are able to adjust to how this will affect the national, state and local economies.

### State:

At the State level, the condition of the economy continues to be unsettled. On a positive note, the unemployment rate in the state, although still high (8.9% in August, 2013 as reported by the U.S. Bureau of Labor Statistics) has fallen since the beginning of the fiscal year (July, 2012 unemployment was 10.6%).

### Local Economic Condition:

The City of Napa continues to realize growth in its major taxes (property, sales and TOT). The housing market is also continuing to strengthen, as the median house prices continue to rise.

The local unemployment rate has also shown signs of recovery as the number has fallen 1.4% from 7.7% in July, 2012 to 6.3% in July 2013.

As City revenue sources continue to experience growth, we have a difficult job ahead of us to ensure accurate budgeting and appropriate use of those additional revenues. TOT, in particular, has experienced significant increases. We will continue to watch our primary sources of revenue closely and keep contact with local businesses to ensure we are budgeting accurately for those revenue sources.

## Recommendation

Adopt a Resolution approving amendments to the Budget for the 2013-14 Fiscal Year, with the following adjustments:

<b>Operating Budget Adjustments:</b>			
<b>Key/Object</b>	<b>FY 2013-14 Budget <i>(as of 9/30/2013)</i></b>	<b>First Quarter Adjustment</b>	<b>FY 2013-14 Proposed Budget</b>
41940.31402 <i>Transient Occupancy Tax</i>	13,368,000	600,000	13,968,000
49940.31111 <i>Property Tax (Excess ERAF)</i>	1,900,000	422,766	2,322,766
21601.31404 <i>Tourism Improvement District</i>	515,000	202,000	717,000
21601.25100 <i>Tourism Improvement District</i>	515,000	202,000	717,000
21301.34501 <i>Street Improvement Fund</i>	-	1,000,000	1,000,000
45122.58801 <i>Parks After School Program Grant</i>	-	89,349	89,349

In accordance with Resolution R2013 52 Section 7 and 8, as part of the Budget Adoption, the City Manager is authorized to increase appropriations for specific purposes, as long as the expenditure appropriations do not exceed the amount of the donation, and the adjustment is reported to the City Council as part of the Quarterly Financial Report.

There were no budget appropriations authorized by the City Manager in the first quarter of FY 2013-14.

Five-Year Budget Staffing Plan

Department/ Division	Position Title	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>City Manager</b>	City Manager	1.00	1.00	1.00	1.00	1.00
	Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00
	Assistant to the City Manager	-	-	-	1.00	1.00
	Community Outreach Coordinator	1.00	1.00	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	1.00	1.00	1.00
	Management Analyst II	1.00	1.00	1.00	-	-
	Risk Management Analyst II [1]	1.00	1.00	-	-	-
	<i>Part Time -FTE</i>	-	0.48	-	0.17	0.17
		6.00	6.48	5.00	5.17	5.17
	Total full time employees	6.00	6.00	5.00	5.00	5.00
	<i>Total part time employees</i>	-	0.48	-	0.17	0.17
	<b>Total City Manager</b>	<b>6.00</b>	<b>6.48</b>	<b>5.00</b>	<b>5.17</b>	<b>5.17</b>
<b>City Clerk</b>	City Clerk	1.00	1.00	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II [2]	2.00	2.00	2.00	1.00	1.00
	Imaging Clerk	1.00	1.00	1.00	1.00	1.00
	<i>Records Specialist (LT) [2], [3]</i>	-	-	-	1.00	1.00
	<i>Part Time - FTE</i>	-	-	0.40	0.57	0.57
		5.00	5.00	5.40	4.57	4.57
	Total full time employees	5.00	5.00	5.00	4.00	4.00
	<i>Total part time employees</i>	-	-	0.40	0.57	0.57
	<b>Total City Clerk</b>	<b>5.00</b>	<b>5.00</b>	<b>5.40</b>	<b>4.57</b>	<b>4.57</b>
	<i>Total limited term employees</i>	-	-	-	1.00	1.00
<b>City Attorney</b>	City Attorney	1.00	1.00	1.00	1.00	1.00
	Assistant City Attorney [4]	-	-	-	1.00	1.00
	Deputy City Attorney	2.00	2.00	2.00	1.00	1.00
	Legal Secretary to the Attorney	1.00	1.00	1.00	1.00	1.00
	<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Human Resources</b>	Human Resources Director	1.00	1.00	1.00	1.00	1.00
	Civil Service Manager/Personnel Director	1.00	1.00	1.00	1.00	1.00
	Administrative Services Officer	1.00	-	-	-	-
	Management Analyst II	1.00	1.00	1.00	1.00	1.00
	Worker's Comp. & Safety Analyst [1]	1.00	1.00	-	-	-
	Safety Officer [1]	-	-	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	-	-
	Human Resources Technician [2]	-	-	-	1.00	1.00
	Personnel Assistant	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	-	0.43	0.48	0.48	0.48
	Total full time employees	7.00	6.00	6.00	6.00	6.00
	<i>Total part time employees</i>	-	0.43	0.48	0.48	0.48
	<b>Total Human Resources</b>	<b>7.00</b>	<b>6.43</b>	<b>6.48</b>	<b>6.48</b>	<b>6.48</b>

## Five-Year Budget Staffing Plan

ATTACHMENT A

- [1] Funded through Risk Management Internal Service Fund. Oversight moved to Human Resources in FY 2012-13
- [2] New Classification - Exact title to be determined after position review
- [3] Reduction of 1.0 FTE Office Assistant I/II through the term of the Records Specialist LT position
- [4] New Classification - Exact title to be determined after Council adoption of job class

Five-Year Budget Staffing Plan

Department/ Division	Position Title	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>Finance</b>						
<i>Administration</i>	Finance Director	1.00	1.00	1.00	1.00	1.00
	Finance Manager	1.00	1.00	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	Finance Analyst	1.00	1.00	1.00	1.00	1.00
		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<i>Accounting &amp; Auditing</i>	Accounting & Audit Supervisor	1.00	1.00	1.00	1.00	1.00
	Accountant	2.00	2.00	3.00	3.00	3.00
	Accounting Technician/Tech Entry	2.00	2.00	2.00	2.00	2.00
	Account Clerk I/II	2.00	2.00	2.00	2.00	2.00
	<i>Part Time -FTE</i>	<i>0.48</i>	<i>0.96</i>	<i>-</i>	<i>0.46</i>	<i>0.46</i>
		<b>7.48</b>	<b>7.96</b>	<b>8.00</b>	<b>8.46</b>	<b>8.46</b>
<i>Revenue</i>	Revenue Supervisor	-	-	-	-	1.00
	Accounting Technician/Tech Entry	4.00	4.00	4.00	4.00	4.00
	Account Clerk I/II	4.00	4.00	4.00	4.00	4.00
	<i>Part Time -FTE</i>	<i>0.66</i>	<i>0.48</i>	<i>-</i>	<i>0.75</i>	<i>0.75</i>
		<b>8.66</b>	<b>8.48</b>	<b>8.00</b>	<b>8.75</b>	<b>9.75</b>
<i>Purchasing</i>	Purchasing Services Manager	1.00	1.00	1.00	1.00	1.00
	Purchasing & Inventory Specialist [2,3]	1.00	1.00	1.00	-	-
		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>
<i>Information Technology</i>	Information Technology Manager	1.00	1.00	1.00	1.00	1.00
	Systems Administrator	3.00	3.00	3.00	3.00	3.00
	Systems Administrator [4]	1.00	1.00	1.00	1.00	1.00
	MIS Technician (SCADA) [4]				1.00	1.00
	Systems Analyst	2.00	2.00	2.00	4.00	4.00
	MIS Technician	2.00	2.00	2.00	-	-
	GIS Coordinator	1.00	1.00	1.00	1.00	1.00
	Telephony Systems Technician	1.00	1.00	-	-	-
	Telecommunication Technician	1.00	1.00	1.00	1.00	1.00
	Telecommunication Specialist	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.48</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
		<b>13.48</b>	<b>13.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>
	Total full time employees	34.00	34.00	34.00	34.00	35.00
	<i>Total part time employees</i>	<i>1.62</i>	<i>1.44</i>	<i>-</i>	<i>1.21</i>	<i>1.21</i>
	<b>Total Finance</b>	<b>35.62</b>	<b>35.44</b>	<b>34.00</b>	<b>35.21</b>	<b>36.21</b>
<b>Parks &amp; Recreation Services</b>						
<i>Administration</i>	Parks & Recreation Services Director	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	Office Assistant II	1.00	1.00	1.00	1.00	1.00
			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<i>Recreation</i>	Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
	Recreation Coordinator	4.00	4.00	4.00	4.00	4.00
	<i>Part Time -FTE</i>	<i>20.89</i>	<i>15.75</i>	<i>15.85</i>	<i>19.19</i>	<i>19.19</i>

## Five-Year Budget Staffing Plan

		26.89	21.75	21.85	25.19	25.19
<i>Parks</i>	Parks Superintendent	1.00	1.00	1.00	-	-
	Parks, Trees & Facilities Maintenance Mngr [1]	-	-	-	1.00	1.00
	Park Maintenance Worker I/II/III	17.00	17.00	19.00	19.00	19.00
	Maintenance Laborer	-	2.00	2.00	3.00	4.00
	Parks Sup/Parks Trees & Facilities Supv	2.00	2.00	2.00	2.00	2.00
	<i>Part Time -FTE</i>	-	4.37	2.15	3.74	5.16
		20.00	26.37	26.15	28.74	31.16
<i>Bldg and Facility Maintenance</i>	Custodian	4.00	4.00	4.00	4.00	4.00
	Maintenance Crafts worker	1.00	1.00	1.00	1.00	1.00
	Parks, Trees & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	-	-	0.41	2.24	2.24
		6.00	6.00	6.41	8.24	8.24
	Total full time employees	37.00	39.00	41.00	42.00	43.00
	<i>Total part time employees</i>	20.89	20.12	18.41	25.17	26.59
	<b>Total Parks &amp; Recreation Services</b>	<b>57.89</b>	<b>59.12</b>	<b>59.41</b>	<b>67.17</b>	<b>69.59</b>

[1] New Classification - Exact title to be determined after position review

[2,3] Funded through Central Stores Internal Service Fund; Moved to Public Works - Central Stores

[4] Funded through Water Enterprise Fund

Five-Year Budget Staffing Plan

Department/ Division	Position Title	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>Community Development</b>						
<i>Administration</i>	Community Development Director	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Office Assistant	1.00	1.00	1.00	1.00	1.00
		<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<i>Planning</i>	Planning Manager	1.00	1.00	1.00	1.00	1.00
	Secretary	-	-	-	1.00	1.00
	Senior Planner	2.00	2.00	2.00	2.00	2.00
	Associate Planner	2.00	2.00	2.00	2.00	2.00
	Assistant Planner	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.23</i>	<i>0.23</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>
		<u>6.23</u>	<u>6.23</u>	<u>6.46</u>	<u>7.46</u>	<u>7.46</u>
<i>Building</i>	Chief Building Official [1]	1.00	1.00	1.00	1.00	1.00
	Senior Building Inspector [1]	1.00	1.00	1.00	1.00	1.00
	<i>Building Inspection Supervisor (LT)</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	-	-
	Plans Examiner	1.00	1.00	1.00	1.00	1.00
	Building Inspector	3.00	3.00	3.00	3.00	3.00
	Permit Technician	2.00	2.00	2.00	1.00	1.00
			<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>
<i>Code Enforcement</i>	Code Enforcement Officer [2]	3.00	3.00	2.50	1.50	1.50
		<u>3.00</u>	<u>3.00</u>	<u>2.50</u>	<u>1.50</u>	<u>1.50</u>
<i>Economic Development</i>	Econ Dev & Redevelopment Manager	1.00	1.00	1.00	1.00	1.00
	Senior Development Project Coordinator	1.00	1.00	-	-	-
	Development Project Coordinator	1.00	1.00	1.00	1.00	1.00
	<i>Management Analyst (LT) [3]</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	-	-
	Secretary	1.00	1.00	1.00	-	-
		<u>4.00</u>	<u>4.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>
<i>Housing</i>	Housing Manager	1.00	1.00	1.00	1.00	1.00
	Affordable Housing Prgm Supervisor	1.00	1.00	1.00	1.00	1.00
	Rental Assistant Prgm Supervisor	1.00	1.00	1.00	1.00	1.00
	Housing Rehab Prgm Supervisor	1.00	1.00	1.00	1.00	1.00
	Affordable Housing Representative	1.00	1.00	1.00	1.00	1.00
	Housing Specialist [4]	6.00	6.00	6.00	5.00	5.00
	<i>Housing Specialist (LT) [5]</i>	<i></i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>	<i>-</i>
	Secretary	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.48</i>	<i>0.75</i>	<i>0.75</i>	<i>0.75</i>	<i>0.75</i>
		<u>13.48</u>	<u>13.75</u>	<u>13.75</u>	<u>12.75</u>	<u>12.75</u>
	Total full time employees	38.00	38.00	36.50	33.50	33.50
	Total part time employees	0.71	0.98	1.21	1.21	1.21
	<b>Total Community Development</b>	<b>38.71</b>	<b>38.98</b>	<b>37.71</b>	<b>34.71</b>	<b>34.71</b>
	Total limited term employees	2.00	3.00	3.00	1.00	-

Public Works

## Five-Year Budget Staffing Plan

ATTACHMENT A

<i>Administration</i>	Public Works Director	1.00	1.00	1.00	1.00	1.00
	Deputy PW Director - Engineering	1.00	1.00	1.00	1.00	1.00
	Deputy PW Director - Operations	1.00	1.00	1.00	1.00	1.00
	Finance Analyst	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	-	-	-	-
	Secretary	1.00	1.00	1.00	1.00	1.00
	Accounting Technician (Entry)	-	-	1.00	1.00	1.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
		<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<i>Special Projects</i>	Senior Civil Engineer	-	-	1.00	1.00	1.00
	Junior Engineer	-	-	1.00	1.00	1.00
		-	-	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

- [1] shaded cells represent "unfunded" years
- [2] shaded cells represent 0.5 FTE assigned to Fire Prevention
- [3] funded through grants
- [4] shaded cells represent "unfunded" years for 1.0 FTE Housing Specialist
- [5] funded through 8/7/2014

Five-Year Budget Staffing Plan

Department/ Division	Position Title	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>Public Works (Con't.d)</b>						
<i>Maintenance</i>	Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00
	Street Field Supervisor	2.00	2.00	3.00	3.00	3.00
	Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
	Street Maintenance Worker I/II/III	12.00	12.00	12.00	12.00	12.00
	<i>Part Time -FTE</i>	<i>0.69</i>	<i>0.93</i>	<i>0.93</i>	<i>0.46</i>	<i>0.46</i>
		17.69	17.93	18.93	18.46	18.46
<i>Electrical</i>	Electrical Supervisor	1.00	1.00	1.00	1.00	1.00
	Electrician I/II/III	4.00	4.00	4.00	4.00	4.00
	<i>Electrician I/II/III - LT</i>				<i>1.00</i>	<i>1.00</i>
	<i>Part Time -FTE</i>	<i>0.69</i>	<i>0.93</i>	<i>0.93</i>	<i>0.47</i>	<i>0.47</i>
		5.69	5.93	5.93	5.47	5.47
<i>Real Property</i>	Property Manager	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>				<i>0.46</i>	<i>0.46</i>
		1.00	1.00	1.00	1.46	1.46
<i>Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	3.00	3.00	2.00	1.00	1.00
	Assistant Engineer			1.00	1.00	1.00
	Junior Engineer	1.00	1.00	1.00	1.00	1.00
	Senior Engineering Aide	2.00	2.00	2.00	2.00	2.00
	Engineering Aide				1.00	1.00
	Engineering Assistant	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.69</i>	<i>0.69</i>	<i>0.69</i>	<i>0.23</i>	<i>0.23</i>
		8.69	8.69	8.69	8.23	8.23
<i>Development Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Assistant Planner			1.00	-	-
	<b>Transportation Planner I/II</b>				<b>1.00</b>	<b>1.00</b>
	Engineering Assistant	3.00	3.00	3.00	3.00	3.00
	Engineering Aide				1.00	1.00
	Senior Engineering Aide [1]	1.00	1.00	1.00	-	-
	Associate Traffic Engineer	1.00	1.00	-	-	-
<i>Part Time -FTE</i>	<i>0.69</i>	<i>0.69</i>	<i>0.69</i>	<i>0.22</i>	<i>0.22</i>	
		7.69	7.69	7.69	7.22	7.22
<i>Construction</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Junior Engineer	1.00	1.00	1.00	1.00	1.00
	Engineering Assistant	-	-	-	1.00	1.00
	Senior Engineering Aide	-	-	-	1.00	1.00
	Construction Inspector	2.00	2.00	2.00	2.00	2.00
	Construction Inspector Assistant	-	-	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>
		4.46	4.46	5.46	7.46	7.46
<i>Material Diversion Services</i>	Materials Diversion Administrator	1.00	1.00	1.00	1.00	1.00
	Materials Diversion Analyst	1.00	1.00	1.00	1.00	1.00
	Scalehouse Attendant	2.00	2.00	2.00	2.00	2.00
	Waste Prevention Representative [2]				1.00	1.00

## Five-Year Budget Staffing Plan

ATTACHMENT A

	Account Technician (Entry)	1.00	1.00	-	-	-
	<b>Part Time -FTE</b>	<b>1.36</b>	<b>2.26</b>	<b>2.26</b>	<b>2.00</b>	<b>2.00</b>
		<b>6.36</b>	<b>7.26</b>	<b>6.26</b>	<b>7.00</b>	<b>7.00</b>
<i>Water</i>	General Manager	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Electrician II	1.00	1.00	1.00	1.00	1.00
	<b>Engineering Aide - Limited Term</b>				<b>1.00</b>	<b>1.00</b>
	Engineering Assistant	1.00	1.00	1.00	1.00	1.00
	Heavy Equipment Operator	3.00	3.00	2.00	2.00	2.00
	Instrument Tech					1.00
	Laboratory Technician	1.00	1.00	1.00	1.00	2.00
	Office Assistant II	1.00	-	-	-	-
	Plant Maintenance Mechanic II/III	3.00	3.00	3.00	3.00	3.00
	Plant Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
	Purchasing & Inventory Specialist	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	

[1] Position reassigned to Construction Division

[2] New Classification - Exact title to be determined after position review

Department/ Division	Position Title	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>Public Works (Cont'd)</b>						
<i>Water - (Cont'd)</i>	Senior Engineering Aide	2.00	2.00	2.00	2.00	2.00
	Senior Office Assistant	-	1.00	1.00	1.00	1.00
	Senior Water Treatment Facility Operator [1]				2.00	2.00
	Supervising Water Service Worker	1.00	1.00	1.00	1.00	1.00
	Water Conservation Representative	1.00	1.00	1.00	1.00	1.00
	Water Distribution System Superintendant	1.00	1.00	1.00	1.00	1.00
	Water Facilities Supervisor	3.00	3.00	3.00	2.00	2.00
	Water Facilities Worker I/II/III	6.00	6.00	7.00	8.00	8.00
	Water Meter Specialist	1.00	1.00	1.00	1.00	1.00
	Water Quality Manager	-	1.00	1.00	1.00	1.00
	Water Quality Supervisor	1.00	-	-	-	-
	Water Resource Analyst	1.00	1.00	1.00	1.00	1.00
	Water Service Worker	5.00	5.00	5.00	5.00	5.00
	Water Systems Specialist	1.00	1.00	1.00	1.00	1.00
	Water Treatment Chief Operator	1.00	1.00	1.00	-	-
	<b>Water Treatment Manager</b>				<b>1.00</b>	<b>1.00</b>
	Water Treatment Facility Operator	9.00	9.00	9.00	7.00	7.00
	Water Treatment Facility Supervisor	-	-	-	-	-
	<b>Part Time -FTE</b>	<b>3.57</b>	<b>4.23</b>	<b>5.17</b>	<b>5.16</b>	<b>4.66</b>
		<b>52.57</b>	<b>53.23</b>	<b>54.17</b>	<b>54.16</b>	<b>55.66</b>
<i>Central Stores</i>	Purchasing & Inventory Specialist [1]				1.00	1.00
		-	-	-	1.00	1.00
<i>Fleet Management</i>	Fleet Manager	1.00	1.00	1.00	1.00	1.00
	Fleet Shop Supervisor	1.00	1.00	1.00	1.00	1.00

## Five-Year Budget Staffing Plan

ATTACHMENT A

	Office Assistant II	1.00	1.00	1.00	1.00	1.00
	Equipment Mechanic	4.00	4.00	4.00	4.00	4.00
		<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
	Total full time employees	110.00	109.00	113.00	117.00	119.00
	Total part time employees	8.15	10.19	11.13	9.46	8.96
	<b>Total Public Works</b>	<b>118.15</b>	<b>119.19</b>	<b>124.13</b>	<b>126.46</b>	<b>127.96</b>
	Total limited term employees	-	-	-	2.00	2.00
<b>Police</b>						
<i>Administration</i>	Police Chief	1.00	1.00	1.00	1.00	1.00
	Public Safety Manager	0.50	0.50	0.50	0.50	0.50
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	Part Time -FTE	0.46	0.46	0.46	0.94	0.94
		<u>3.96</u>	<u>3.96</u>	<u>3.96</u>	<u>4.44</u>	<u>4.44</u>
<i>Special Operations</i>	Police Captain	1.00	1.00	1.00	1.00	1.00
	Police Lieutenant	2.00	1.00	2.00	2.00	2.00
	Police Sergeant [2]	3.00	3.00	3.00	3.00	3.00
	Police Officer [3]	18.00	15.00	15.00	15.00	15.00
	Homeless Outreach Specialist	1.00	1.00	1.00	1.00	1.00
	Police Forensic Specialist	1.00	1.00	1.00	1.00	1.00
	Public Safety Dispatch Supervisor [4]	4.00	4.00	4.00	4.00	4.00
	Public Safety Dispatcher I/II [4]	18.00	18.00	20.00	20.00	20.00
	Public Safety Call Taker [4]	4.00	4.00	5.00	5.00	5.00
	Part Time -FTE	3.58	5.36	5.71	5.58	5.58
		<u>55.58</u>	<u>53.36</u>	<u>57.71</u>	<u>57.58</u>	<u>57.58</u>
<i>Operations</i>	Police Commander	-	-	-	-	-
	Police Captain	1.00	1.00	1.00	1.00	1.00
	Police Lieutenant	1.00	1.00	1.00	1.00	1.00
	Police Sergeant	7.00	7.00	7.00	7.00	8.00
	Police Officer	40.00	43.00	42.00	42.00	42.00
	Community Service Officer	5.00	5.00	5.00	5.00	5.00
	Part Time -FTE	0.46	0.46	0.46	0.46	0.46
		<u>54.46</u>	<u>57.46</u>	<u>56.46</u>	<u>56.46</u>	<u>57.46</u>

[1] moved from Finance Purchasing effective 7/1/2013

[2] 1.0 FTE Sergeant (Traffic) moving to Patrol effective 7/1/2013

[3] 3.0 FTE Officer (Traffic) moving to Patrol effective 7/1/2013

[4] Dispatch Division moving to Support Services effective 7/1/2013

Five-Year Budget Staffing Plan

Department/ Division	Position Title	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>Police (Cont'd)</b>						
<i>Support Services</i>	Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
	Senior Police Records Assist.	1.00	1.00	1.00	1.00	1.00
	Police Records Assist II	5.00	5.00	5.00	5.00	5.00
	Police Records Assistant I	1.00	1.00	1.00	1.00	1.00
	Community Service Officer	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>3.28</i>	<i>1.40</i>	<i>1.40</i>	<i>1.55</i>	<i>1.55</i>
		12.28	10.40	10.40	10.55	10.55
	Total full time employees	118.50	117.50	120.50	120.50	121.50
	<b>Total part time employees</b>	<b>7.78</b>	<b>7.68</b>	<b>8.03</b>	<b>8.53</b>	<b>8.53</b>
	<b>Total Police</b>	<b>126.28</b>	<b>125.18</b>	<b>128.53</b>	<b>129.03</b>	<b>130.03</b>
<b>Fire</b>						
<i>Administration</i>	Fire Chief	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	Public Safety Manager	0.50	0.50	0.50	0.50	0.50
	<i>Part Time -FTE</i>	<i>0.16</i>	<i>0.17</i>	<i>0.17</i>	<i>0.17</i>	<i>0.17</i>
		2.66	2.67	2.67	2.67	2.67
<i>Prevention</i>	Fire Division Chief	1.00	1.00	1.00	1.00	1.00
	Fire Prevention Inspector III	1.00	1.00	1.00	1.00	1.00
	Fire Prevention Inspector I/II	2.00	2.00	2.00	2.00	2.00
	Code Enforcement Officer [1]			0.50	0.50	0.50
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.31</i>	<i>0.75</i>	<i>0.78</i>	<i>0.55</i>	<i>0.55</i>
	5.31	5.75	6.28	6.05	6.05	
<i>Operations</i>	Fire Division Chief	1.00	1.00	1.00	1.00	1.00
	Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00
	Fire Captain	16.00	16.00	16.00	16.00	16.00
	Firefighter	11.00	11.00	10.00	10.00	10.00
	Firefighter/Paramedic	24.00	24.00	24.00	24.00	24.00
	Emergency Medical Services Specialist	-	-	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>2.39</i>	<i>2.15</i>	<i>1.65</i>	<i>1.79</i>	<i>1.79</i>
		57.39	57.15	56.65	56.79	56.79
	Total full time employees	62.50	62.50	63.00	63.00	63.00
	<b>Total part time employees</b>	<b>2.86</b>	<b>3.07</b>	<b>2.60</b>	<b>2.51</b>	<b>2.51</b>
	<b>Total Fire</b>	<b>65.36</b>	<b>65.57</b>	<b>65.60</b>	<b>65.51</b>	<b>65.51</b>

Five-Year Budget Staffing Plan

	2010-11	2011-12	2012-13	2013-14 Adjusted	2014-15 Adjusted
<b>City Staff by Fund</b>					
<b>General Fund:</b>					
General Fund - full time	358.00	357.00	366.00	366.00	369.00
General Fund - part time	37.08	37.90	34.83	42.15	43.57
<b>General Fund subtotal</b>	<b>395.08</b>	<b>394.90</b>	<b>400.83</b>	<b>408.15</b>	<b>412.57</b>
<b>Non-General Fund:</b>					
Central Stores Fund	1.00	1.00	1.00	1.00	1.00
Risk Management Fund	2.00	2.00	1.00	1.00	1.00
Fleet Management Fund	7.00	7.00	7.00	7.00	7.00
Material Diversion - full time	5.00	5.00	4.00	5.00	5.00
Material Diversion - part time	1.36	2.26	2.26	2.00	2.00
Material Diversion subtotal	6.36	7.26	6.26	7.00	7.00
Water - full time	49.00	49.00	49.00	49.00	51.00
Water - part time	3.57	4.23	5.17	5.16	4.66
Water subtotal	52.57	53.23	54.17	54.16	55.66
Non General Fund - full time	64.00	64.00	62.00	63.00	65.00
Non General Fund - part time	4.93	6.49	7.43	7.16	6.66
<b>Non General Fund subtotal</b>	<b>68.93</b>	<b>70.49</b>	<b>69.43</b>	<b>70.16</b>	<b>71.66</b>
<b>Total City Staff</b>	<b>464.01</b>	<b>465.39</b>	<b>470.26</b>	<b>478.31</b>	<b>484.23</b>
<b>City Staff by Type</b>					
Full Time Employees	422.00	421.00	428.00	429.00	434.00
Part Time Employees	42.01	44.39	42.26	49.31	50.23
<b>Total City Staff</b>	<b>464.01</b>	<b>465.39</b>	<b>470.26</b>	<b>478.31</b>	<b>484.23</b>
Limited Term Employees	2.00	3.00	3.00	4.00	3.00



**City of Napa**  
**Quarterly Investment Report**  
as of September 30, 2013

**Introduction**

This report represents the City’s investment portfolio as of September 30, 2013. 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 in June 2012 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 relies on an investment advisor and the State investment pool known as the Local Agency Investment Fund (LAIF).

**Current Market Conditions**

Long-term interest rates rose in the July and August, but fell significantly in September after news that the Federal reserve would not begin tapering bond purchases yet. Long-term rates ended September near the same levels as June. Short-term rates remain anchored at low levels by the Fed’s monetary policy. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. The LAIF apportionment rate rose to 0.26% during the quarter.

**Total Return Comparison**  
**Periods Ending September 30, 2013**

	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	0.52%	0.12%	1.38%	3.45%
Merrill Lynch 1-5 Year Government Index	0.47%	-0.02%	1.16%	2.55%
LAIF	0.07%	0.28%	0.37%	0.67%

*\* Returns for periods under one year are periodic; all other returns are annualized.*

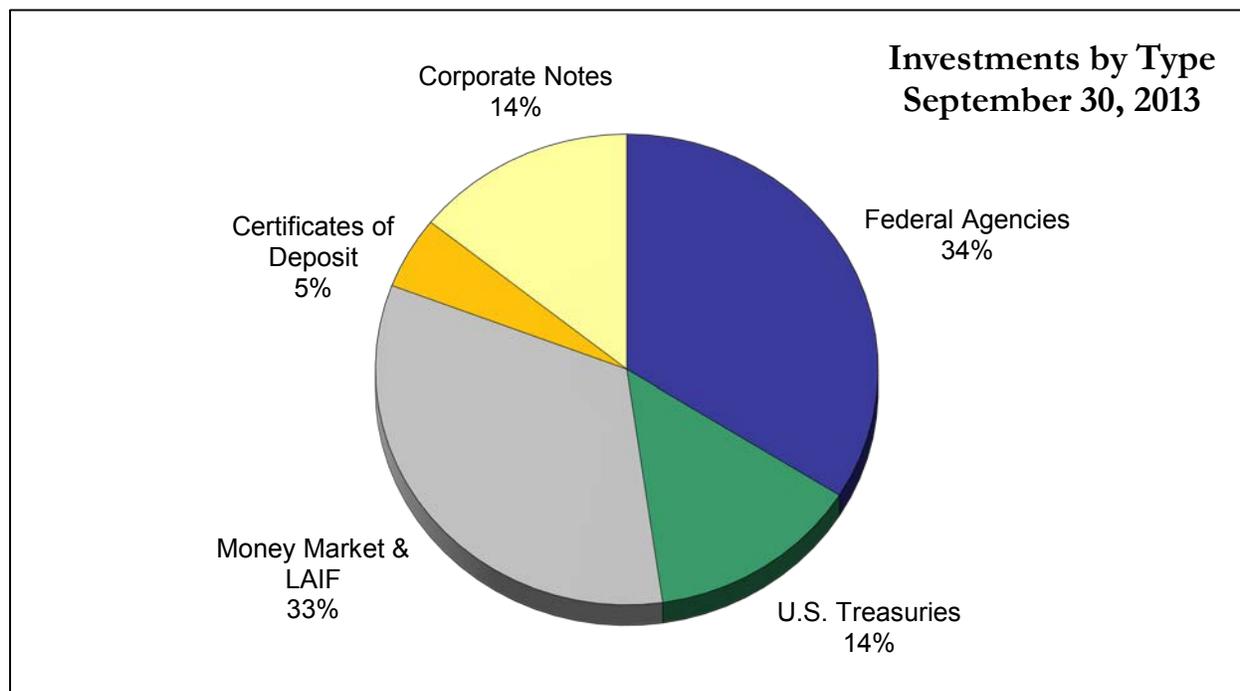


**City of Napa**  
**Quarterly Investment Report**  
as of September 30, 2013

**Portfolio Information**

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of September 30, 2013 invested funds totaled \$90.6 million, which is \$14.3 million less than the \$104.9 million invested funds total at the end of the 4<sup>th</sup> quarter of FY 2012-13. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste, and Recycling Funds.

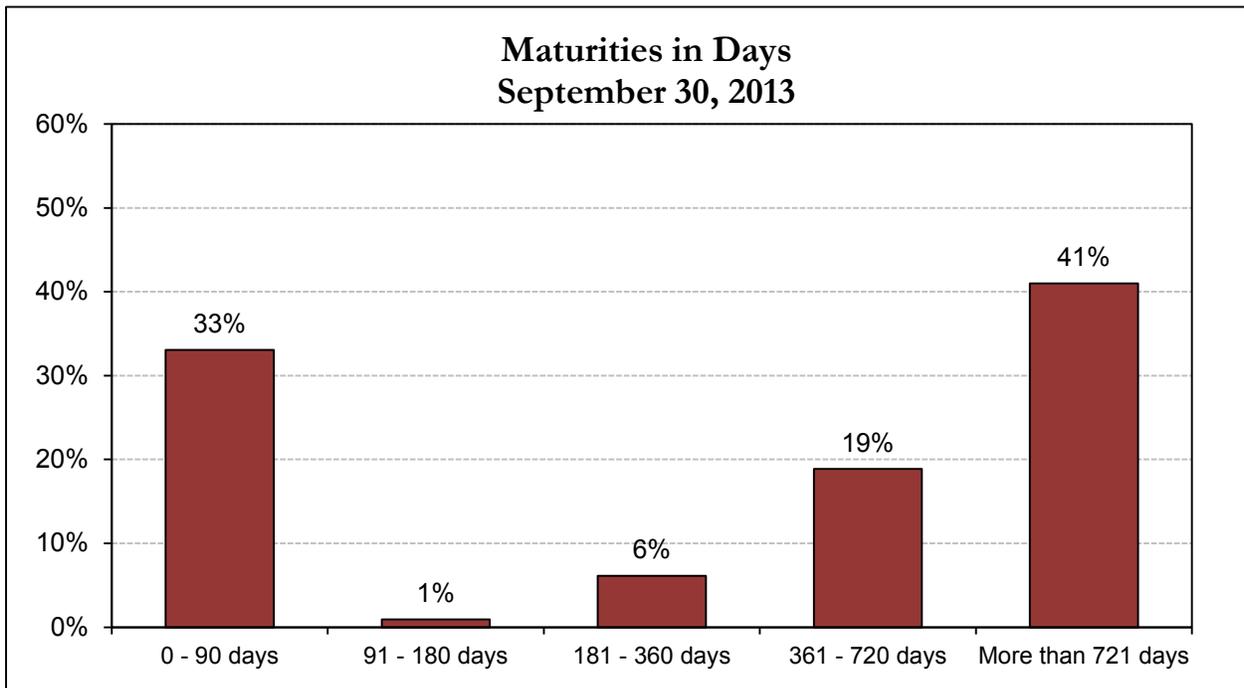
The current City portfolio consists of six types of investments: U.S. Treasuries, Federal Agencies, Corporate Debt, Negotiable Certificates of Deposit, and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of September 30, 2013 was heavily weighted towards the State Local Agency Investment Fund (LAIF) and high-quality (AA+ rated) Federal Agency securities to maintain the focus on safety and liquidity.





**City of Napa**  
**Quarterly Investment Report**  
as of September 30, 2013

The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of September 30, 2013, 33% of the City's funds were invested in very short-term liquid investments, 26% of the funds were invested with maturities between 90 days and 2 years, and 41% 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.



**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. With short-term interest rates anchored by the Federal Reserve's zero interest rate policy through mid-2015, longer-term rates continue to trade within a set range.

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**  
**Quarterly Investment Report - Holdings Report**  
as of September 30, 2013

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 4Q13	FY Quarter 1Q14								
<b>LAIF and Money Market</b>											
N/A	California Asset Management Trust	AAAm	AAAm	414,331.14	9/30/2013	0.07%	10/1/2013	414,331.14	0.07%	-	414,331.14
N/A	Local Agency Investment Fund	NR	NR	29,538,222.17	9/30/2013	0.26%	10/1/2013	29,538,222.17	0.26%	-	29,538,222.17
<b>Total LAIF and Money Market</b>				<b>29,952,553.31</b>				<b>29,952,553.31</b>	<b>0.26%</b>	<b>-</b>	<b>29,952,553.31</b>
<b>U.S. Treasuries</b>											
912828LC2	U.S. Treasury	AA+	AA+	935,000.00	10/31/2011	2.63%	7/31/2014	990,223.44	0.46%	4,135.09	954,539.63
912828RQ5	U.S. Treasury	AA+	AA+	1,000,000.00	11/30/2011	0.38%	11/15/2014	999,375.00	0.40%	1,416.44	1,002,539.00
912828MH0	U.S. Treasury	AA+	AA+	315,000.00	1/27/2012	2.25%	1/31/2015	333,297.07	0.31%	1,194.09	323,637.89
912828MH0	U.S. Treasury	AA+	AA+	785,000.00	6/29/2012	2.25%	1/31/2015	822,808.79	0.38%	2,975.75	806,526.17
912828MR8	U.S. Treasury	AA+	AA+	100,000.00	3/2/2010	2.38%	2/28/2015	100,296.87	2.31%	203.38	103,054.69
912828MR8	U.S. Treasury	AA+	AA+	205,000.00	3/30/2010	2.38%	2/28/2015	203,118.17	2.57%	416.94	211,262.11
912828PJ3	U.S. Treasury	AA+	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	924.18	204,281.20
912828PJ3	U.S. Treasury	AA+	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	3,072.90	679,234.99
912828PS3	U.S. Treasury	AA+	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	2,190.22	673,867.35
912828QA1	U.S. Treasury	AA+	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	40.18	678,995.85
912828KZ2	U.S. Treasury	AA+	AA+	1,200,000.00	2/23/2012	3.25%	6/30/2016	1,328,390.62	0.75%	9,855.98	1,288,125.60
912828LP3	U.S. Treasury	AA+	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	90.66	1,176,398.30
912828LU2	U.S. Treasury	AA+	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	10,461.96	859,249.60
912828SM3	U.S. Treasury	AA+	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	19.37	708,249.35
912828NR7	U.S. Treasury	AA+	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	1,220.41	320,726.41
912828TG5	U.S. Treasury	AA+	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	602.31	701,537.89
912828UE8	U.S. Treasury	AA+	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	1,089.84	565,251.95
912828UE8	U.S. Treasury	AA+	AA+	120,000.00	1/31/2013	0.75%	12/31/2017	119,254.69	0.88%	227.45	117,965.63
912828UR9	U.S. Treasury	AA+	AA+	565,000.00	3/8/2013	0.75%	2/28/2018	562,307.42	0.85%	362.88	554,053.13
912828UZ1	U.S. Treasury	AA+	AA+	550,000.00	5/15/2013	0.63%	4/30/2018	544,994.14	0.81%	1,438.52	534,617.05
<b>Total U.S. Treasuries</b>				<b>12,140,000.00</b>				<b>12,621,440.96</b>	<b>0.85%</b>	<b>41,938.55</b>	<b>12,464,113.79</b>
<b>Federal Agencies</b>											
31398AXJ6	Federal National Mortgage Association	AA+	AA+	450,000.00	11/23/2011	2.50%	5/15/2014	470,106.00	0.68%	4,250.00	456,674.40
31331JQA4	Federal Farm Credit Bureau	AA+	AA+	825,000.00	6/14/2010	1.90%	6/2/2014	822,995.25	1.96%	5,181.46	834,820.80
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	AA+	520,000.00	8/5/2009	3.00%	7/28/2014	521,024.40	2.96%	2,730.00	532,000.04
3137EACU1	Federal Home Loan Mortgage Corporation	AA+	AA+	250,000.00	12/14/2011	1.00%	7/30/2014	252,517.50	0.61%	423.61	251,805.75
3137EACV9	Federal Home Loan Mortgage Corporation	AA+	AA+	250,000.00	7/5/2011	1.00%	8/27/2014	249,515.00	1.06%	236.11	252,016.00
31331GL80	Federal Farm Credit Bureau	AA+	AA+	160,000.00	12/4/2009	3.00%	9/22/2014	164,934.40	2.32%	120.00	164,433.76
31331GL80	Federal Farm Credit Bureau	AA+	AA+	285,000.00	12/4/2009	3.00%	9/22/2014	293,880.60	2.31%	213.75	292,897.64
31331GL80	Federal Farm Credit Bureau	AA+	AA+	330,000.00	1/7/2010	3.00%	9/22/2014	333,903.90	2.73%	247.50	339,144.63
31398AZV7	Federal National Mortgage Association	AA+	AA+	255,000.00	5/27/2011	2.63%	11/20/2014	266,505.60	1.29%	2,435.78	262,151.48
313381YP4	Federal Home Loan Banks	AA+	AA+	1,000,000.00	5/9/2013	0.25%	2/20/2015	1,000,260.00	0.24%	284.72	999,701.00
3134G42V9	Federal Home Loan Mortgage Corporation	AA+	AA+	1,000,000.00	4/30/2013	0.32%	4/29/2015	1,000,000.00	0.32%	1,351.11	999,946.00
3135G0KM4	Federal National Mortgage Association	AA+	AA+	890,000.00	4/19/2012	0.50%	5/27/2015	887,427.90	0.59%	1,532.78	892,643.30
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	AA+	480,000.00	4/4/2013	4.38%	7/17/2015	524,078.40	0.34%	4,316.67	514,920.96
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	AA+	1,880,000.00	4/5/2013	4.38%	7/17/2015	2,052,960.00	0.33%	16,906.94	2,016,773.76
3135G0NG4	Federal National Mortgage Association	AA+	AA+	1,300,000.00	8/7/2012	0.50%	8/7/2015	1,299,870.00	0.50%	975.00	1,300,239.20
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	224.58	225,801.62
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	450,000.00	9/9/2011	1.75%	9/10/2015	466,213.50	0.83%	459.38	461,866.95
313370JB5	Federal Home Loan Banks	AA+	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	631.94	666,544.45



**City of Napa**  
**Quarterly Investment Report - Holdings Report**  
as of September 30, 2013

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 4Q13	FY Quarter 1Q14								
31398A4M1	Federal National Mortgage Association	AA+	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	6,996.53	1,024,456.00
3135G0SB0	Federal National Mortgage Association	AA+	AA+	25,000.00	11/16/2012	0.38%	12/21/2015	24,941.75	0.45%	26.04	24,933.88
3135G0SB0	Federal National Mortgage Association	AA+	AA+	1,000,000.00	5/9/2013	0.38%	12/21/2015	1,000,660.00	0.35%	1,041.67	997,355.00
31331J6C2	Federal Farm Credit Bureau	AA+	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	2,391.13	385,236.23
3136FPDC8	Federal National Mortgage Association	AA+	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	415.28	336,179.68
3135G0AL7	Federal National Mortgage Association	AA+	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	645.00	670,850.31
3135G0VA8	Federal National Mortgage Association	AA+	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	22.78	1,635,988.56
3135G0VA8	Federal National Mortgage Association	AA+	AA+	1,000,000.00	5/9/2013	0.50%	3/30/2016	1,002,880.00	0.40%	13.89	997,554.00
3135G0BA0	Federal National Mortgage Association	AA+	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	7,289.93	678,397.20
3135G0BA0	Federal National Mortgage Association	AA+	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	8,131.08	756,673.80
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	5,468.06	665,481.91
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	4,090.28	497,801.43
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	1,000,000.00	5/3/2013	2.50%	5/27/2016	1,064,870.00	0.37%	8,611.11	1,048,003.00
3135G0ES8	Federal National Mortgage Association	AA+	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	8,129.31	1,591,069.77
3135G0JA2	Federal National Mortgage Association	AA+	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	3,489.06	727,498.35
3135G0JA2	Federal National Mortgage Association	AA+	AA+	1,000,000.00	5/1/2013	1.13%	4/27/2017	1,021,280.00	0.58%	4,812.50	1,003,446.00
313379DD8	Federal Home Loan Banks	AA+	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	2,222.22	800,238.40
3135G0MZ3	Federal National Mortgage Association	AA+	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	673.75	831,668.04
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	61.11	1,090,651.10
3135G0PQ0	Federal National Mortgage Association	AA+	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	2,769.01	724,469.66
3135G0WJ8	Federal National Mortgage Association	AA+	AA+	890,000.00	5/28/2013	0.88%	5/21/2018	882,194.70	1.06%	2,812.15	864,675.05
3135G0WJ8	Federal National Mortgage Association	AA+	AA+	2,000,000.00	5/31/2013	0.88%	5/21/2018	1,971,280.00	1.17%	6,319.44	1,943,090.00
<b>Total Federal Agencies</b>				<b>30,340,000.00</b>				<b>30,919,449.66</b>	<b>0.90%</b>	<b>118,952.66</b>	<b>30,760,099.11</b>
<b>Certificates of Deposit</b>											
85325BVS0	Standard Chartered Bank NY	A-1+	A-1+	500,000.00	3/18/2013	0.34%	3/18/2014	500,000.00	0.37%	61.25	500,190.00
22549TDF2	Credit Suisse NY	A-1	A-1	1,000,000.00	7/18/2013	0.55%	7/14/2014	1,000,000.00	0.55%	1,145.83	1,001,824.80
86958CVF8	Svenska Handelsbanken NY	A-1+	AA-	500,000.00	4/5/2013	0.42%	10/6/2014	499,923.86	0.48%	538.72	500,755.50
06417FPL8	Bank of Nova Scotia Houston	A-1	A+	500,000.00	3/6/2013	0.51%	3/6/2015	500,000.00	0.59%	174.31	500,426.00
83051HJH0	Skandinaviska Enskilda NY	A+	A+	1,000,000.00	4/16/2013	0.62%	4/16/2015	1,000,000.00	0.66%	1,374.45	1,002,630.00
21684BEP5	Rabobank Nederland NV NY	AA-	AA-	1,000,000.00	4/29/2013	0.60%	4/29/2015	1,000,000.00	0.61%	2,583.33	996,402.00
<b>Total Certificates of Deposit</b>				<b>4,500,000.00</b>				<b>4,499,923.86</b>	<b>0.56%</b>	<b>5,877.89</b>	<b>4,502,228.30</b>
<b>Corporate Notes</b>											
717081AR4	Pfizer	AA	AA	225,000.00	5/11/2009	4.50%	2/15/2014	236,047.50	3.37%	1,293.75	228,354.98
717081AR4	Pfizer	AA	AA	30,000.00	5/21/2009	4.50%	2/15/2014	31,590.00	3.28%	172.50	30,447.33
24422ERA9	Deere & Company	A	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	93.33	75,414.53
36962G4C5	General Electric Capital Corporation	AA+	AA+	345,000.00	8/12/2009	5.90%	5/13/2014	365,903.55	4.47%	7,802.75	356,869.73
46625HHN3	JPMorgan Chase	A	A	130,000.00	1/9/2012	4.65%	6/1/2014	137,361.90	2.21%	2,015.00	133,560.31
06406HBZ1	Bank of New York Mellon	A+	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	1,559.28	263,565.12
713448BM9	PepsiCo	A-	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	1,374.33	216,769.98
713448BM9	PepsiCo	A-	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	654.44	103,223.80
713448BM9	PepsiCo	A-	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	458.11	72,256.66
713448BM9	PepsiCo	A-	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	589.00	92,901.42
46625HHP8	JPMorgan Chase	A	A	210,000.00	3/23/2010	3.70%	1/20/2015	212,662.80	3.41%	1,532.42	217,496.16
46625HHP8	JPMorgan Chase	A	A	100,000.00	3/25/2010	3.70%	1/20/2015	100,810.00	3.51%	729.72	103,569.60
46625HHP8	JPMorgan Chase	A	A	165,000.00	2/24/2011	3.70%	1/20/2015	169,849.35	2.90%	1,204.04	170,889.84



**City of Napa**  
**Quarterly Investment Report - Holdings Report**  
as of September 30, 2013

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 4Q13	FY Quarter 1Q14								
084670AV0	Berkshire Hathaway	AA	AA	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	1,755.56	409,472.80
084670AV0	Berkshire Hathaway	AA	AA	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	311.11	72,564.80
742718DM8	Procter & Gamble	AA-	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	1,118.06	260,150.25
06406HCC1	Bank of New York Mellon	A+	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	594.50	438,906.30
14912L5D9	Caterpillar Financial	A	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	1,975.72	534,317.38
24422ERV3	Deere & Company	A	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	183.75	350,302.05
46623EJR1	JPMorgan Chase	A	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	1,369.50	270,516.80
36962G4T8	General Electric Capital Corporation	AA+	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	5,680.00	657,057.92
742718DS5	Procter & Gamble	AA-	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	1,020.00	153,861.15
36962G6R0	General Electric Capital Corporation	AA+	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	518.75	224,929.80
14912L5N7	Caterpillar Financial	A	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	81.67	119,449.44
713448CE6	PepsiCo	A-	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	88.47	129,618.45
931142DC4	Wal-Mart Stores	AA	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	3,873.33	315,451.50
459200HL8	IBM	AA-	AA-	1,520,000.00	5/7/2013	0.45%	5/6/2016	1,515,713.60	0.54%	2,736.00	1,507,393.12
478160AY0	Johnson & Johnson	AAA	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	2,030.56	259,489.00
89236TAL9	Toyota Motor Credit Corporation	AA-	AA-	640,000.00	5/17/2013	0.80%	5/17/2016	639,737.60	0.81%	1,905.78	639,438.72
94974BFL9	Wells Fargo	A+	A+	940,000.00	7/29/2013	1.25%	7/20/2016	939,097.60	1.28%	2,023.61	940,412.66
25468PCS3	Walt Disney	A	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	776.25	537,963.66
25468PCS3	Walt Disney	A	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	431.25	298,868.70
166764AA8	Chevron	AA	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	924.91	256,269.52
084670BH0	Berkshire Hathaway	AA	AA	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	828.39	366,456.14
931142DF7	Wal-Mart Stores	AA	AA	365,000.00	4/11/2013	1.13%	4/11/2018	364,664.20	1.14%	1,939.06	356,844.81
594918AS3	Microsoft	AAA	AAA	245,000.00	5/2/2013	1.00%	5/1/2018	244,845.65	1.01%	1,014.03	238,645.68
037833AJ9	Apple	AA+	AA+	445,000.00	5/3/2013	1.00%	5/3/2018	443,357.95	1.08%	1,829.44	428,648.03
084664BW0	Berkshire Hathaway	AA	AA	180,000.00	5/15/2013	1.30%	5/15/2018	179,895.60	1.31%	884.00	175,718.88
166764AE0	Chevron	AA	AA	900,000.00	6/24/2013	1.72%	6/24/2018	900,000.00	1.72%	4,166.15	897,084.00
<b>Total Corporate Notes</b>				<b>12,830,000.00</b>				<b>12,909,903.20</b>	<b>1.57%</b>	<b>59,538.52</b>	<b>12,905,151.02</b>
<b>Total LAIF and Securities</b>				<b>89,762,553.31</b>				<b>90,903,270.99</b>	<b>0.76%</b>	<b>226,307.62</b>	<b>90,584,145.53</b>



**City of Napa**  
**Quarterly Investment Report - Maturity Report**  
as of September 30, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
<b>LAIF and Money Market</b>											
N/A	California Asset Management Trust	AAAm	414,331.14	9/30/2013	0.07%	10/1/2013	414,331.14	0.07%	-	414,331.14	1
N/A	Local Agency Investment Fund	NR	29,538,222.17	9/30/2013	0.26%	10/1/2013	29,538,222.17	0.26%	-	29,538,222.17	1
<b>Total LAIF and Money Market</b>			<b>29,952,553.31</b>				<b>29,952,553.31</b>		<b>-</b>	<b>29,952,553.31</b>	
<b>Other</b>											
717081AR4	Pfizer	AA	225,000.00	5/11/2009	4.50%	2/15/2014	236,047.50	3.37%	1,293.75	228,354.98	138
717081AR4	Pfizer	AA	30,000.00	5/21/2009	4.50%	2/15/2014	31,590.00	3.28%	172.50	30,447.33	138
24422ERA9	Deere & Company	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	93.33	75,414.53	154
85325BVS0	Standard Chartered Bank NY	A-1+	500,000.00	3/18/2013	0.34%	3/18/2014	500,000.00	0.37%	61.25	500,190.00	169
36962G4C5	General Electric Capital Corporation	AA+	345,000.00	8/12/2009	5.90%	5/13/2014	365,903.55	4.47%	7,802.75	356,869.73	225
31398AXJ6	Federal National Mortgage Association	AA+	450,000.00	11/23/2011	2.50%	5/15/2014	470,106.00	0.68%	4,250.00	456,674.40	227
46625HHN3	JPMorgan Chase	A	130,000.00	1/9/2012	4.65%	6/1/2014	137,361.90	2.21%	2,015.00	133,560.31	244
31331JQA4	Federal Farm Credit Bureau	AA+	825,000.00	6/14/2010	1.90%	6/2/2014	822,995.25	1.96%	5,181.46	834,820.80	245
22549TDF2	Credit Suisse NY	A-1	1,000,000.00	7/18/2013	0.55%	7/14/2014	1,000,000.00	0.55%	1,145.83	1,001,824.80	287
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	520,000.00	8/5/2009	3.00%	7/28/2014	521,024.40	2.96%	2,730.00	532,000.04	301
3137EACU1	Federal Home Loan Mortgage Corporation	AA+	250,000.00	12/14/2011	1.00%	7/30/2014	252,517.50	0.61%	423.61	251,805.75	303
912828LC2	U.S. Treasury	AA+	935,000.00	10/31/2011	2.63%	7/31/2014	990,223.44	0.46%	4,135.09	954,539.63	304
3137EACV9	Federal Home Loan Mortgage Corporation	AA+	250,000.00	7/5/2011	1.00%	8/27/2014	249,515.00	1.06%	236.11	252,016.00	331
31331GL80	Federal Farm Credit Bureau	AA+	160,000.00	12/4/2009	3.00%	9/22/2014	164,934.40	2.32%	120.00	164,433.76	357
31331GL80	Federal Farm Credit Bureau	AA+	285,000.00	12/4/2009	3.00%	9/22/2014	293,880.60	2.31%	213.75	292,897.64	357
31331GL80	Federal Farm Credit Bureau	AA+	330,000.00	1/7/2010	3.00%	9/22/2014	333,903.90	2.73%	247.50	339,144.63	357
86958CVF8	Svenska Handelsbanken NY	AA-	500,000.00	4/5/2013	0.42%	10/6/2014	499,923.86	0.48%	538.72	500,755.50	371
912828RQ5	U.S. Treasury	AA+	1,000,000.00	11/30/2011	0.38%	11/15/2014	999,375.00	0.40%	1,416.44	1,002,539.00	411
31398AZV7	Federal National Mortgage Association	AA+	255,000.00	5/27/2011	2.63%	11/20/2014	266,505.60	1.29%	2,435.78	262,151.48	416
06406HBZ1	Bank of New York Mellon	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	1,559.28	263,565.12	420
713448BM9	PepsiCo	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	1,374.33	216,769.98	472
713448BM9	PepsiCo	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	654.44	103,223.80	472
713448BM9	PepsiCo	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	458.11	72,256.66	472
713448BM9	PepsiCo	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	589.00	92,901.42	472
46625HHP8	JPMorgan Chase	A	210,000.00	3/23/2010	3.70%	1/20/2015	212,662.80	3.41%	1,532.42	217,496.16	477
46625HHP8	JPMorgan Chase	A	100,000.00	3/25/2010	3.70%	1/20/2015	100,810.00	3.51%	729.72	103,569.60	477
46625HHP8	JPMorgan Chase	A	165,000.00	2/24/2011	3.70%	1/20/2015	169,849.35	2.90%	1,204.04	170,889.84	477
912828MH0	U.S. Treasury	AA+	315,000.00	1/27/2012	2.25%	1/31/2015	333,297.07	0.31%	1,194.09	323,637.89	488
912828MH0	U.S. Treasury	AA+	785,000.00	6/29/2012	2.25%	1/31/2015	822,808.79	0.38%	2,975.75	806,526.17	488
084670AV0	Berkshire Hathaway	AA	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	1,755.56	409,472.80	499
084670AV0	Berkshire Hathaway	AA	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	311.11	72,564.80	499
742718DM8	Procter & Gamble	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	1,118.06	260,150.25	503
06406HCC1	Bank of New York Mellon	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	594.50	438,906.30	508
313381YP4	Federal Home Loan Banks	AA+	1,000,000.00	5/9/2013	0.25%	2/20/2015	1,000,260.00	0.24%	284.72	999,701.00	508
912828MR8	U.S. Treasury	AA+	100,000.00	3/2/2010	2.38%	2/28/2015	100,296.87	2.31%	203.38	103,054.69	516
912828MR8	U.S. Treasury	AA+	205,000.00	3/30/2010	2.38%	2/28/2015	203,118.17	2.57%	416.94	211,262.11	516
06417FPL8	Bank of Nova Scotia Houston	A+	500,000.00	3/6/2013	0.51%	3/6/2015	500,000.00	0.59%	174.31	500,426.00	522
83051HJH0	Skandinaviska Enskilda NY	A+	1,000,000.00	4/16/2013	0.62%	4/16/2015	1,000,000.00	0.66%	1,374.45	1,002,630.00	563
21684BEP5	Rabobank Nederland NV NY	AA-	1,000,000.00	4/29/2013	0.60%	4/29/2015	1,000,000.00	0.61%	2,583.33	996,402.00	576
3134G42V9	Federal Home Loan Mortgage Corporation	AA+	1,000,000.00	4/30/2013	0.32%	4/29/2015	1,000,000.00	0.32%	1,351.11	999,946.00	576



**City of Napa**  
**Quarterly Investment Report - Maturity Report**  
as of September 30, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
3135G0KM4	Federal National Mortgage Association	AA+	890,000.00	4/19/2012	0.50%	5/27/2015	887,427.90	0.59%	1,532.78	892,643.30	604
14912L5D9	Caterpillar Financial	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	1,975.72	534,317.38	606
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	480,000.00	4/4/2013	4.38%	7/17/2015	524,078.40	0.34%	4,316.67	514,920.96	655
3134A4VC5	Federal Home Loan Mortgage Corporation	AA+	1,880,000.00	4/5/2013	4.38%	7/17/2015	2,052,960.00	0.33%	16,906.94	2,016,773.76	655
3135G0NG4	Federal National Mortgage Association	AA+	1,300,000.00	8/7/2012	0.50%	8/7/2015	1,299,870.00	0.50%	975.00	1,300,239.20	676
24422ERV3	Deere & Company	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	183.75	350,302.05	704
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	224.58	225,801.62	710
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	450,000.00	9/9/2011	1.75%	9/10/2015	466,213.50	0.83%	459.38	461,866.95	710
313370JB5	Federal Home Loan Banks	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	631.94	666,544.45	711
46623EJR1	JPMorgan Chase	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	1,369.50	270,516.80	745
31398A4M1	Federal National Mortgage Association	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	6,996.53	1,024,456.00	756
36962G4T8	General Electric Capital Corporation	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	5,680.00	657,057.92	770
742718DS5	Procter & Gamble	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	1,020.00	153,861.15	776
912828PJ3	U.S. Treasury	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	924.18	204,281.20	791
912828PJ3	U.S. Treasury	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	3,072.90	679,234.99	791
3135G0SB0	Federal National Mortgage Association	AA+	25,000.00	11/16/2012	0.38%	12/21/2015	24,941.75	0.45%	26.04	24,933.88	812
3135G0SB0	Federal National Mortgage Association	AA+	1,000,000.00	5/9/2013	0.38%	12/21/2015	1,000,660.00	0.35%	1,041.67	997,355.00	812
31331J6C2	Federal Farm Credit Bureau	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	2,391.13	385,236.23	813
36962G6R0	General Electric Capital Corporation	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	518.75	224,929.80	830
912828PS3	U.S. Treasury	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	2,190.22	673,867.35	853
14912L5N7	Caterpillar Financial	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	81.67	119,449.44	879
713448CE6	PepsiCo	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	88.47	129,618.45	879
3136FPDC8	Federal National Mortgage Association	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	415.28	336,179.68	890
3135G0AL7	Federal National Mortgage Association	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	645.00	670,850.31	897
3135G0VA8	Federal National Mortgage Association	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	22.78	1,635,988.56	912
3135G0VA8	Federal National Mortgage Association	AA+	1,000,000.00	5/9/2013	0.50%	3/30/2016	1,002,880.00	0.40%	13.89	997,554.00	912
912828QA1	U.S. Treasury	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	40.18	678,995.85	913
3135G0BA0	Federal National Mortgage Association	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	7,289.93	678,397.20	924
3135G0BA0	Federal National Mortgage Association	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	8,131.08	756,673.80	924
931142DC4	Wal-Mart Stores	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	3,873.33	315,451.50	928
459200HL8	IBM	AA-	1,520,000.00	5/7/2013	0.45%	5/6/2016	1,515,713.60	0.54%	2,736.00	1,507,393.12	949
478160AY0	Johnson & Johnson	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	2,030.56	259,489.00	958
89236TAL9	Toyota Motor Credit Corporation	AA-	640,000.00	5/17/2013	0.80%	5/17/2016	639,737.60	0.81%	1,905.78	639,438.72	960
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	5,468.06	665,481.91	970
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	4,090.28	497,801.43	970
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	1,000,000.00	5/3/2013	2.50%	5/27/2016	1,064,870.00	0.37%	8,611.11	1,048,003.00	970
912828KZ2	U.S. Treasury	AA+	1,200,000.00	2/23/2012	3.25%	6/30/2016	1,328,390.62	0.75%	9,855.98	1,288,125.60	1,004
94974BFL9	Wells Fargo	A+	940,000.00	7/29/2013	1.25%	7/20/2016	939,097.60	1.28%	2,023.61	940,412.66	1,024
912828LP3	U.S. Treasury	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	90.66	1,176,398.30	1,096
912828LU2	U.S. Treasury	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	10,461.96	859,249.60	1,127
3135G0ES8	Federal National Mortgage Association	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	8,129.31	1,591,069.77	1,142
25468PCS3	Walt Disney	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	776.25	537,963.66	1,234
25468PCS3	Walt Disney	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	431.25	298,868.70	1,234
912828SM3	U.S. Treasury	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	19.37	708,249.35	1,278
3135G0JA2	Federal National Mortgage Association	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	3,489.06	727,498.35	1,305
3135G0JA2	Federal National Mortgage Association	AA+	1,000,000.00	5/1/2013	1.13%	4/27/2017	1,021,280.00	0.58%	4,812.50	1,003,446.00	1,305



**City of Napa**  
**Quarterly Investment Report - Maturity Report**  
as of September 30, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
313379DD8	Federal Home Loan Banks	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	2,222.22	800,238.40	1,360
912828NR7	U.S. Treasury	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	1,220.41	320,726.41	1,400
912828TG5	U.S. Treasury	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	602.31	701,537.89	1,400
3135G0MZ3	Federal National Mortgage Association	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	673.75	831,668.04	1,428
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	61.11	1,090,651.10	1,460
3135G0PQ0	Federal National Mortgage Association	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	2,769.01	724,469.66	1,487
166764AA8	Chevron	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	924.91	256,269.52	1,527
912828UE8	U.S. Treasury	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	1,089.84	565,251.95	1,553
912828UE8	U.S. Treasury	AA+	120,000.00	1/31/2013	0.75%	12/31/2017	119,254.69	0.88%	227.45	117,965.63	1,553
084670BH0	Berkshire Hathaway	AA	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	828.39	366,456.14	1,593
912828UR9	U.S. Treasury	AA+	565,000.00	3/8/2013	0.75%	2/28/2018	562,307.42	0.85%	362.88	554,053.13	1,612
931142DF7	Wal-Mart Stores	AA	365,000.00	4/11/2013	1.13%	4/11/2018	364,664.20	1.14%	1,939.06	356,844.81	1,654
912828UZ1	U.S. Treasury	AA+	550,000.00	5/15/2013	0.63%	4/30/2018	544,994.14	0.81%	1,438.52	534,617.05	1,673
594918AS3	Microsoft	AAA	245,000.00	5/2/2013	1.00%	5/1/2018	244,845.65	1.01%	1,014.03	238,645.68	1,674
037833AJ9	Apple	AA+	445,000.00	5/3/2013	1.00%	5/3/2018	443,357.95	1.08%	1,829.44	428,648.03	1,676
084664BW0	Berkshire Hathaway	AA	180,000.00	5/15/2013	1.30%	5/15/2018	179,895.60	1.31%	884.00	175,718.88	1,688
3135G0WJ8	Federal National Mortgage Association	AA+	890,000.00	5/28/2013	0.88%	5/21/2018	882,194.70	1.06%	2,812.15	864,675.05	1,694
3135G0WJ8	Federal National Mortgage Association	AA+	2,000,000.00	5/31/2013	0.88%	5/21/2018	1,971,280.00	1.17%	6,319.44	1,943,090.00	1,694
166764AE0	Chevron	AA	900,000.00	6/24/2013	1.72%	6/24/2018	900,000.00	1.72%	4,166.15	897,084.00	1,728
<b>Total Other</b>			<b>59,810,000.00</b>				<b>60,950,717.68</b>		<b>226,307.62</b>	<b>60,631,592.22</b>	
<b>Total LAIF and Securities</b>			<b>89,762,553.31</b>				<b>90,903,270.99</b>		<b>226,307.62</b>	<b>90,584,145.53</b>	

**RESOLUTION R2013-48**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, TO ADOPT AN UPDATE TO THE CITY'S STATEMENT OF INVESTMENT POLICY, AND DELEGATE 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 Finance Director to serve as the City Treasurer on October 3, 2006; 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 adopts the update of the City's Statement of Investment Policy attached hereby as Exhibit "A".**

**3. The City Council hereby delegates authority to the City Treasurer to invest funds in accordance with the City's 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 18<sup>th</sup> day of June, 2013, by the following vote:**

**AYES: Mott, Sedgley, Inman, Pedroza, Techel**

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:   
Dorothy Roberts  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Michael W. Barrett  
City Attorney

**CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013**

**1. Policy**

It is the policy of the City of Napa to invest public funds in a manner which will provide maximum security, meet the daily cash flow demands of the City, and provide highest investment return while 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 Successor Agency to 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. 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**

All persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

**4. Objective**

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

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

**4.2 Liquidity:** The City of Napa's investment portfolio will remain sufficiently liquid to

**CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013**

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, 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 City personnel 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. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisors Act of 1940.

**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. Professional money managers working with the City may maintain their own list. "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).

**CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013**

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

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, 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

**CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013**

flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market benchmark index. The current benchmark index for the portfolio is the Merrill Lynch U.S. Treasuries/Agencies 1-5 Year Index.

**15. Reporting**

Per California Government Code section 53607, the Finance Director/Treasurer shall provide monthly transactions to the City Council.

Per California Government Code section 53646, the Finance Director/Treasurer shall render a quarterly report to the City Council. This report shall include:

- Type of investment, issuer,
- Date of maturity,
- Par and dollar amount invested on all securities,

The quarterly report shall state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance. The quarterly report shall also include a statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

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 2013**

**ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES**

**A. INVESTMENTS-all credit and concentration limits shall apply at time of purchase.**

**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 Enterprise Securities** are not direct obligations of the United States but rather are direct obligations of agencies of the federal government or government-sponsored enterprises.

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 enterprises. 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)

**FDIC-guaranteed securities were a new fixed-income asset class in 2008 that resulted from the Federal Depository Insurance Corporation's creation of the Temporary Liquidity Guarantee Program (TLGP). Eligible banking institutions participating in the TLGP Program**

CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

were able to issue debt guaranteed by the FDIC through 10/31/09. The Program covers commercial paper and corporate debt issued by participating banks and bank holding companies for issues that are greater than 30 days maturity, but maturing on or before 12/31/2012.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum par value total size- no limitation
- 3) Maximum par value per issue- no limitation
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing agency. Although these issues have either the implicit or explicit guarantee of the federal government, market perception often limits the liquidity of these issues.

**3. Obligations of the State of California or any local agency within the state,** including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency, or by a department, board, agency or authority of the state or any local agency.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum par value total size- no limitation
- 3) Maximum par value per issue- 5%
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing State or agency.

**4. Registered treasury notes or bonds of any of the other 49 states in addition to California,** including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of these states.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum par value total size- no limitation
- 3) Maximum par value per issue- 5%
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing State.

**5. 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.

CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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 City'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- regardless of sector, \$2,000,000 or 5% whichever is lower.
- 3) Credit - 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.

6. Certificate of Deposit

6A. 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 53635.8 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.

6B. Negotiable Certificate of Deposits are issued by nationally or state-chartered banks, savings associations or federal associations (as defined by Section 5102 of the Financial Code), state or federal credit unions, or by federally- or state-licensed branches of foreign banks and are traditionally trade in lots of at least \$1,000,000.

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

City of Napa Limitation:

- 1) Maximum Maturity- 2 years
- 2) Maximum par value total size - 30%
- 3) Maximum par value per institution - \$1,000,000
- 4) Credit - Must be rated A or higher by a nationally recognized statistical-rating organization.

7. Commercial Paper are short-term unsecured promissory notes issued by various

CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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 (\$500,000,000).
- 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 regardless of sector.
- 3) Credit- CA GC Section 53601 requirements.

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

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be rated A or better by a nationally recognized statistical ratings organization.
- 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.

**9. 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) \$50,000,000 per account
- 2) No more than 15 transactions in a month

**10. 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

**CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013**

**ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES**

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 obligations 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.

**11. Money market funds** The City is 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 either one of the following requirements:

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

**City of Napa Limitation:**

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

**12. California Asset Management Program.** The City is authorized to invest in shares of the California Asset Management Program, a joint powers authority established to provide investment services for California public agencies under section 53601(p).

- 1) **City of Napa Limitation:** None

**CITY OF NAPA  
STATEMENT OF INVESTMENT POLICY  
June 2013**

**ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES**

- 2) CAMP Limitations: City's investment may not comprise more than 10% of the CAMP Pool.

**Other Investments not authorized by the City of Napa (with the exception of LAIF and CAMP):**

- 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 issued by banks not domiciled in the United States.
- 6) Federal (Fed) funds.
- 7) Bonds, notes or other instruments issued by manufacturers of assault weapons that are illegal for sale in the state of California.

**B. ADDITIONAL GUIDELINES**

- 1) Adequate liquidity equivalent to six-month expenditures shall be maintained.
- 2) No more than 50% of the overall City 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 not already approved by professional money managers working with the City 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 2013-2014

Project Tracking

1<sup>st</sup> Quarter

<b>Project</b>	<b>Page #</b>
<b>Project Tracking Summary by Department</b>	46
<b>Project Tracking Summary by Project Status</b>	51
<b>Administrative Services</b>	
City Charter Review (Personnel System)	54
Performance Management System	57
Improved Communication and Outreach	59
<b>CDD (Community Development Department)</b>	
Laurel Manor Rehabilitation Project	60
Parking Management Plan	62
Napa Pipe LAFCO Application	63
<b>Finance Department</b>	
Audit Firm Selection	66
Master Fee Schedule Update	67
Development Impact Fee Review	68
Implementation of Finance Department Operations Study Findings	69
<b>Fire Department</b>	
Transition Ladder Truck to Advanced Life Support (ALS)	71
Fire Station 5 – Architectural Services & Schematic	72

## **Parks & Recreation Department**

Senior Center Facility Modernization Master Plan	73
Skateboard Park Design and Implementation	75
Kennedy Park Master Plan – Phase 2	76
Relocation of Park & Recreation Administrative Offices	77

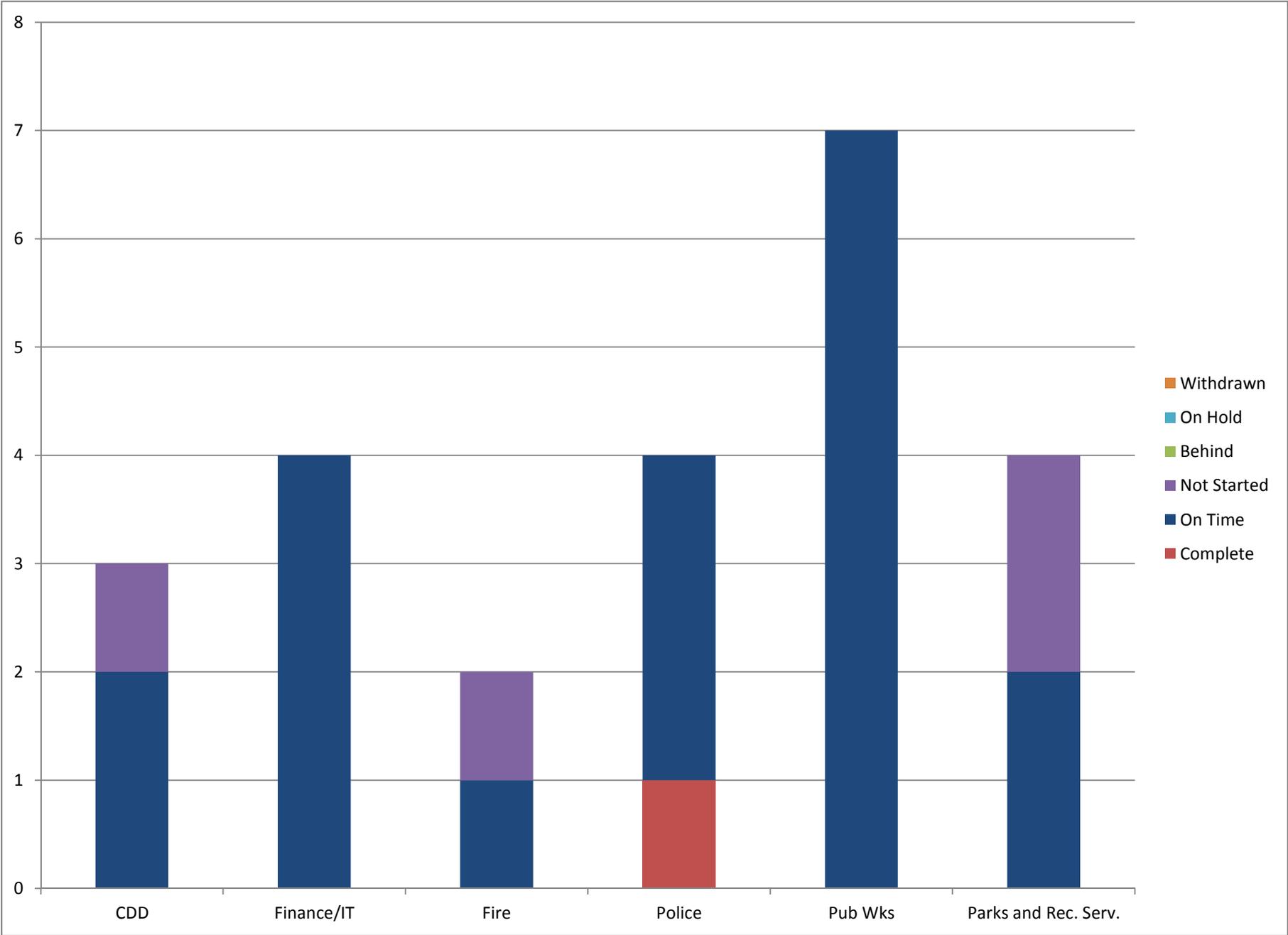
## **Police Department**

Transition NSIB/County to City Oversight & Administration	79
Integrate Mental Health into Daily Police Operations	81
Implement Police Reserve Officer Program	83
Geographic Neighborhood Policing	84

## **Public Works**

City Facility Study/Planning	86
Downtown Two-Way Street Conversion	88
Work Order Asset Management Program	90
Oxbow Bypass Project	92
LED Streetlights	94
Five-Way Intersection Preliminary Study	96
Sustainability Plan Implementation	98

# Project Status by Department





# Project Tracking Summary

by Department

## CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00648	Napa Pipe LAFCO Application	1 of 2	On Time	6/30/2014	Rick Tooker
Total Projects for CDD, Planning: 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-00642	Performance Management System	1 of 2	On Time	6/30/2014	N. Weiss
CM-00656	City Charter Review (personnel system)	1 of 2	On Time	6/30/2014	N. Weiss
CM-00661	Improved communication and outreach	1 of 1	On Time	6/30/2014	Barry Martin
Total Projects for City Manager: 3					

## Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
ED-00637	Parking Management Plan	1 of 1	Not Started	6/30/2014	Tooker/LaLiberte
Total Projects for Economic Development: 1					

## Finance, Accounting

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00640	Audit Firm Selection	1 of 1	On Time	2/18/2014	Deanna Andrews
Total Projects for Finance, Accounting: 1					



# Project Tracking Summary

by Department

## Finance, Administration

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00638	Master Fee Schedule Update	1 of 1	On Time	3/3/2014	Sara Gallegos
FIN-00639	Development Impact Fee Review	1 of 2	On Time	6/30/2014	Sara Gallegos
FIN-00657	Implementation of Finance Dept Ops Study Findings	1 of 1	On Time	6/30/2014	Roberta Raper
Total Projects for Finance, Administration: 3					

## Fire

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FD-00627	Transition Ladder Truck to ALS	1 of 1	On Time	3/31/2014	Callanan
FD-00630	Fire Station 5-Architectural Services & Schematic	1 of 1	Not Started	6/30/2014	Callanan
Total Projects for Fire: 2					

## Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00644	Laurel Manor Rehabilitation Project	2 of 3	On Time	6/30/2014	Lark Ferrell
Total Projects for Housing: 1					

## Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00578	Implement Police Reserve Officer Program	2 of 2	On Time	6/30/2014	Steve Potter
PD-00624	Transition NSIB/County to City Oversight & Admin.	1 of 1	On Time	12/31/2013	Steve Potter
PD-00625	Integrate Mental Health into Daily Police	1 of 1	Complete	10/1/2013	Potter



# Project Tracking Summary

by Department

## Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00660	Geographic Neighborhood Policing	2 of 3	On Time	3/1/2014	Steve Potter
Total Projects for Police: 4					

## PW, Admin

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00650	City Facility Study/Planning	1 of 1	On Time	12/27/2013	Julie Lucido
PW-00651	Downtown Two-way Street Conversion	1 of 2	On Time	5/6/2014	Julie Lucido
PW-00652	Oxbow Bypass Project	1 of 1	On Time	6/30/2014	Julie Lucido
PW-00653	Five-way Intersection Preliminary Study	1 of 2	On Time	6/30/2014	Julie Lucido
PW-00654	Sustainability Plan Implementation	1 of 1	On Time	6/30/2014	Julie Lucido
Total Projects for PW, Admin: 5					

## PW, Maintenance

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00646	LED Streetlights	1 of 1	On Time	5/30/2014	Phil Brun
PW-00647	Work Order Asset Management Program	1 of 2	On Time	6/30/2014	Phil Brun
Total Projects for PW, Maintenance: 2					

## Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00620	Skate Board Park Design and Implementation	2 of 2	Not Started	6/30/2014	Perazzo



# Project Tracking Summary

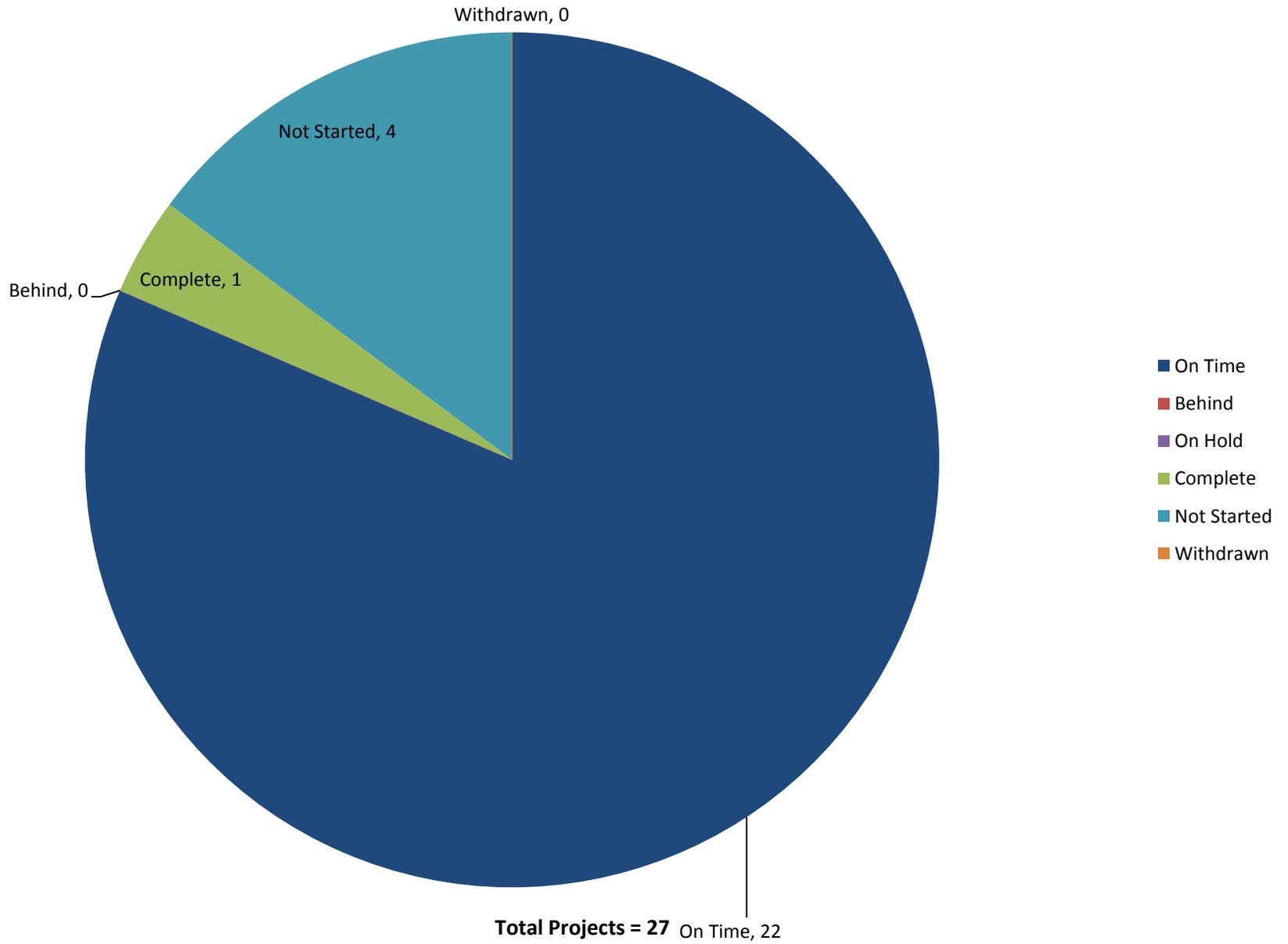
by Department

## Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00629	Relocation of Parks and Recreation Admin Office	1 of 1	On Time	4/1/2014	Cindy Bannister
REC-00636	Kennedy Park Master Plan - Phase 2	1 of 2	On Time	4/15/2014	Larry Mazzuca
REC-00641	Senior Center Facility Modernization Master Plan	1 of 2	Not Started	6/1/2014	Dave Perazzo

Total Projects for Recreation: 4

# Project Summary by Status





# Project Tracking Summary

by Project Status

## Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00625	Integrate Mental Health into Daily Police	1 of 1	10/1/2013	Police	Potter
Total Projects with Complete Status: 1					

## Not Started

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
ED-00637	Parking Management Plan	1 of 1	6/30/2014	Economic Developmen	Tooker/LaLiberte
FD-00630	Fire Station 5-Architectural Services & Schematic	1 of 1	6/30/2014	Fire	Callanan
REC-00620	Skate Board Park Design and Implementation	2 of 2	6/30/2014	Recreation	Perazzo
REC-00641	Senior Center Facility Modernization Master Plan	1 of 2	6/1/2014	Recreation	Dave Perazzo
Total Projects with Not Started Status: 4					

## On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00648	Napa Pipe LAFCO Application	1 of 2	6/30/2014	CDD, Planning	Rick Tooker
CM-00642	Performance Management System	1 of 2	6/30/2014	City Manager	N. Weiss
CM-00656	City Charter Review (personnel system)	1 of 2	6/30/2014	City Manager	N. Weiss
CM-00661	Improved communication and outreach	1 of 1	6/30/2014	City Manager	Barry Martin
FD-00627	Transition Ladder Truck to ALS	1 of 1	3/31/2014	Fire	Callanan
FIN-00638	Master Fee Schedule Update	1 of 1	3/3/2014	Finance, Administratio	Sara Gallegos
FIN-00639	Development Impact Fee Review	1 of 2	6/30/2014	Finance, Administratio	Sara Gallegos
FIN-00640	Audit Firm Selection	1 of 1	2/18/2014	Finance, Accounting	Deanna Andrews



# 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>
FIN-00657	Implementation of Finance Dept Ops Study Findings	1 of 1	6/30/2014	Finance, Administratio	Roberta Raper
HSG-00644	Laurel Manor Rehabilitation Project	2 of 3	6/30/2014	Housing	Lark Ferrell
PD-00578	Implement Police Reserve Officer Program	2 of 2	6/30/2014	Police	Steve Potter
PD-00624	Transition NSIB/County to City Oversight & Admin.	1 of 1	12/31/2013	Police	Steve Potter
PD-00660	Geographic Neighborhood Policing	2 of 3	3/1/2014	Police	Steve Potter
PW-00646	LED Streetlights	1 of 1	5/30/2014	PW, Maintenance	Phil Brun
PW-00647	Work Order Asset Management Program	1 of 2	6/30/2014	PW, Maintenance	Phil Brun
PW-00650	City Facility Study/Planning	1 of 1	12/27/2013	PW, Admin	Julie Lucido
PW-00651	Downtown Two-way Street Conversion	1 of 2	5/6/2014	PW, Admin	Julie Lucido
PW-00652	Oxbow Bypass Project	1 of 1	6/30/2014	PW, Admin	Julie Lucido
PW-00653	Five-way Intersection Preliminary Study	1 of 2	6/30/2014	PW, Admin	Julie Lucido
PW-00654	Sustainability Plan Implementation	1 of 1	6/30/2014	PW, Admin	Julie Lucido
REC-00629	Relocation of Parks and Recreation Admin Office	1 of 1	4/1/2014	Recreation	Cindy Bannister
REC-00636	Kennedy Park Master Plan - Phase 2	1 of 2	4/15/2014	Recreation	Larry Mazzuca

Total Projects with On Time Status: 22



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CM-00656	<b>Project Status</b>	On Time
<b>Project Title</b>	City Charter Review (personnel system)			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	9/1/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	City Manager	<b>Project Leader</b>	N. Weiss		
<b>Project Budget</b>	\$25,000				
<b>Funding Sources</b>	General Fund				

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

## Project Description

This project will evaluate potential updates to the civil service provisions of the City Charter, including a collaborative review by a task force of City employees representing all bargaining groups, and including input from the Civil Service Commission. The City Manager will present the results of the task force’s evaluation, along with a recommendation to City Council for a potential ballot measure to be presented to the voters for consideration for the November 2014 election.

The civil service provisions in the City Charter (at Sections 75 and 76.1) were initially established in 1964. Under this civil service system, the City Council retains authority to approve policy provisions of the civil service system (such as approving Civil Service Rules, class specifications and salaries for employees, establishing staffing levels for approved positions, and some disciplinary appeals). The City Manager and department heads appointed by the City Manager, retain certain administrative responsibilities under the civil service system (such as making hiring decisions for vacant positions, and the management and potential imposition of discipline on employees). However, this civil service system also establishes the responsibilities and authority of a five member Civil Service Commission, and a Personnel Director selected by the Commission, to make policy recommendations to the City Council, to implement Civil Service Rules (regarding the recruitment and examination process, including the establishment of lists of qualified candidates for employment), and to consider initial decisions on disciplinary appeals.

The original civil service system was established in an environment with few State or Federal level workplace laws and regulations. In the fifty years that have transpired since this original system was designed, the law has changed substantially at the State and Federal level. Concurrently, the City workforce needs have expanded in size and sophistication, and local residents and businesses expect increased efficiency for City government operations.

One of the most significant changes to State law related to civil service systems was the adoption of the Myers-Milias-Brown Act (MMBA) in 1968, when employees and their unions were given the right to collectively bargain terms and conditions of employment. While many municipal agencies modified outdated civil service systems after adoption of the MMBA, Napa’s 1964 charter provisions have not been

comprehensively examined in nearly 50 years.

#### **Phase 1 Change Implemented:**

In 2010, in response to significant concerns raised by City employees at all levels of the organization regarding inefficiencies in personnel services, primarily due to the need to update recruitment and classification processes to meet organizational needs, the City Council authorized a reorganization of the existing Personnel Department and created a new Human Resources Department. Prior to the 2010 reorganization, the Personnel Department performed functions in two distinct categories: (1) civil service responsibilities that were required under the City Charter, and (2) broader Human Resources responsibilities that were not required under the City Charter, but were delegated to the Personnel Director by the City Manager. Through the 2010 reorganization, the responsibilities of the Personnel Director were limited to those specifically required by the Charter, and the broader Human Resources functions were assigned to a new Human Resources Director reporting to the City Manager and accountable to an elected City Council.

At the time the 2010 reorganization was initiated, the stakeholders (Civil Service Commission, Council, employee bargaining groups and related staff) acknowledged that actions taken should be considered as a first phase of a reorganization; and, ultimately, additional review and evaluation of the underlying structure of the Charter was necessary to fully realize the goals of the first phase redesign. The ultimate goals of the redesign are to improve the efficiency and effectiveness of the City's Human Resources Systems, and ensure that the City's priorities are reflected in the recruitment, selection, management, training and development of the City workforce, while maintaining hiring practices that meet "merit based" principles.

#### **Phase 2 - Charter Review & Update Plans:**

Staff plans to conduct a collaborative process involving employee stakeholders including bargaining unit representatives and department managers heavily involved in the hiring process. A neutral facilitator will be used to assist with the employee group. The Civil Service Commission and City Council will be kept informed of progress of the group's meetings. Staff also plans to review current civil service system issues and recommend specific changes and modifications needed to create a comprehensive and agile, but fair and principled, human resource system.

The anticipated outcomes and deliverables of this Charter Review process will be to:

1. Generate a list of recommended improvements and initiatives that, if implemented, will model best practices for City of Napa Human Resources systems;
2. Recommend a list of substantive, as well as procedural, changes to the City Charter related to the Civil Service System;
3. Present these recommended changes to employee bargaining groups and the Civil Service Commission for review, and then to Council by April 2014.
4. If authorized, the City Manager will prepare recommended revisions to the Charter for Council

### **Status Update**

11/12/2013 - nweiss: The task force was convened in October. John Glaser, former consultant and schools superintendent, was selected to facilitate the task force process. Input was solicited from key stakeholders including the Civil Service Commission and City Council as well as task force members regarding potential Charter changes related to the City's personnel systems.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Process framework for stakeholders group	City Manager	N. Weiss/consultant	0%	9/30/2013	Complete
Select facilitator	City Manager	N. Weiss	0%	9/30/2013	Complete
Identify & solicit internal stakeholders	City Manager	N. Weiss	0%	10/1/2013	Complete
Info for internal stakeholders group	Human Resources	D. Colaso/N. Weiss	0%	10/6/2013	Complete
Stakeholder interviews	City Manager	Consultant	0%	10/20/2013	Complete
Commence task force meetings	City Manager	D. Colaso/N. weiss	0%	10/21/2013	Complete
Kickoff meeting	City Manager	N. Weiss	0%	10/21/2013	Complete
Mgmt review of potential Charter changes	Human Resources	D. Colaso/N. Weiss	0%	10/30/2013	On Time
List of rec initiatives, Charter changes	City Manager	D. Colaso/N. Weiss	0%	3/31/2014	Not Started
Conclude group meetings	City Manager	D. Colaso/N. Weiss	0%	3/31/2014	Not Started
Begin meet & confer with barg units	City Manager	N. Weiss	0%	4/1/2014	Not Started
Workshops with Civil Service Commission	Human Resources	D. Colaso	0%	4/15/2014	Not Started
Council action on recommended changes	Human Resources	D. Colaso/N. Weiss	0%	5/1/2014	Not Started
Auth to prepare draft ballot language	City Manager	N. Weiss	0%	5/13/2014	Not Started
Finalize ballot measure language	City Attorney	M. Barrett	0%	5/28/2014	Not Started
Conclude Meet & Confer process	City Manager	N. Weiss	0%	6/1/2014	Not Started
First Public Hearing	City Manager	N. Weiss	0%	6/3/2014	Not Started
<b>Project Progress: 0% of 0% Complete</b>					



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	CM-00642	<b>Project Status</b>	On Time
<b>Project Title</b>	Performance Management System			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	9/9/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	City Manager	<b>Project Leader</b>	N. Weiss		
<b>Project Budget</b>	\$25,000				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

Work with key City departments to develop departmental performance measures linked to Council priorities and initiatives to identify and respond to changing service needs (for residents, businesses, and the community) to ensure City resource decisions are based on solid program and financial analysis.

Performance measures can be a helpful tool to make program planning more effective by helping cities to establish and clarify expectations for results to be accomplished. Performance measures are a key component of an overall performance management system. They are used to monitor, track and manage ongoing work activities at the program level and to identify opportunities for improvement. They can help to inform service deliverers, customers and policy makers what they get for their money.

The key objectives for establishing performance measures are: (1) Measure the efficiency and effectiveness (quality) of how the City is providing services to meet Council goals. This includes focus on qualitative measures including workload trends and output.; (2) provide a decision making tool for departments to manage and allocate resources; and (3) link to the City budget to measure productivity and cost efficiency.

**Approach:** Departments will assist in developing a customized system that is an easy to use, meaningful and sustainable management tool that will eventually be linked to a program budget. We hope to ultimately use performance measures to benchmark to other cities for comparative purposes on a base year.

A consultant will work with departments to identify core services and programs to be measured. A process will then be developed to establish performance measures that City departments, with focus on the key operating departments (Police, Fire, Public Works, Community Development, and Parks & Recreation). Qualitative measures will be refined using a variety of tools including internal and external surveys to determine customer satisfaction.

Performance measures will be linked to City goals and strategies. A reporting system will be tied into the budget and possibly quarterly report and be presented to Council on a regular basis.

For the FY2015-17 budget cycle, staff will be working toward implementing a program budget linking citywide and departmental strategic goals with the resources to achieve those goals.

### **Status Update**

11/12/2013 - nweiss: intial discussions with departments regarding potential performance measures and process has been initiated. Solicitations have been made for hiring a consultant to assist with the process.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Meet with Finance re: program budget	City Manager	N. Weiss	0%	10/31/2013	On Time
Select consultant to facilitate process	City Manager	N. Weiss	0%	11/1/2013	On Time
Identify programs to measure performance	City Manager	Multiple Departments	0%	11/30/2013	Not Started
Review budget trends, service levels	City Manager	Consultant, Finance	0%	12/13/2013	Not Started
ID program goals and objectives process	City Manager	N. Weiss/consultant	0%	12/15/2013	Not Started
Assess technology tools to support sys	City Manager	Consultant, Finance	0%	2/1/2014	Not Started
ID & collect data for perf measures	City Manager	Consultant	0%	2/1/2014	Not Started
Depts prepare prf measures for dept prog	City Manager	Multiple Departments	0%	3/1/2014	Not Started
Review by CM of dept perf measures	City Manager	Mike Parness	0%	5/1/2014	Not Started
Finalize dept performance measures	City Manager	Consultant	0%	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** High                      **Project Number** CM-00661                      **Project Status** On Time  
**Project Title** Improved communication and outreach                      **Phase** 1 of 1  
**Project Start Date** 8/1/2013                      **Project Due Date** 6/30/2014  
**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

Multi-faceted project to update and improve the communications infrastructure and deliver the City's message to a wider audience.

Aspects of the project include:

- Broader and more effective use of appropriate social media under a Citywide social media policy;
- An upgrade of the City's official website including an updated operating system, adding functionality, and freshening of the visual appeal
- City promotion and recognition through application for League of Cities Helen Putnam Award
- Improved communication to neighborhoods using various methods

## Status Update

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Upgrade of City website	City Manager	Barry Martin	45 %	1/17/2014	On Time
Social media expansion	City Manager	Barry Martin	15 %	3/31/2014	On Time
City promotion and recognition	City Manager	Barry Martin	25 %	4/14/2014	Not Started
Neighborhood communication	City Manager	Barry Martin	15 %	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	<b>Project Number</b>	HSG-00644	<b>Project Status</b>	On Time
<b>Project Title</b>	Laurel Manor Rehabilitation Project		<b>Phase</b>	2 of 3
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	6/30/2014	
<b>Requested Start Date</b>		<b>Requested Due Date</b>		
<b>Lead Department</b>	Housing	<b>Project Leader</b>	Lark Ferrell	
<b>Project Budget</b>	\$2,700,000			
<b>Funding Sources</b>	CDBG Rehab Loan and Laurel Manor Fund			

- City Manager's Report     City Council's Report

## Project Description

The Laurel Manor Rehabilitation Project will fully renovate the 50-unit senior apartment complex owned by the City of Napa Housing Authority. Four units underwent interior renovations several years ago. The rehabilitation project is being undertaken over three years. This will minimize the cost and the impact of temporarily relocating the residents.

### FY12/13

New concrete patios, windows and patio doors were installed in all units. Asbestos was removed from 14 vacant units. Installation of new fencing was completed. Electrical upgrades were completed in all 50 units. Central heat and air conditioning was installed in the 14 vacant units. Additionally, the contract for renovations of these vacant units was awarded.

### FY 13/14

In addition to completing renovations of the 14 vacant units begun in FY 12/13, 10 additional units will be fully renovated during FY 13/14. Work on 10 additional units will begin. New exterior lighting and water-efficient landscaping will be installed.

### FY 14/15

In addition to completing renovations of the 10 units begun in FY 13/14, work will be completed on the final 12 units. Exteriors painted. ADA bathroom conversion will be completed in the community room. The project will be fully complete.

## Status Update

10/2/2013 - lferrell: Work is continuing to progress at Laurel Manor. The renovation of the 14 vacant units is on schedule to be completed by late October. In late September, a contract for the exterior lighting improvements was awarded and landscape improvement plans were completed. Additionally, a moving company was been hired to handle the temporary on-site relocation of tenants while their units are renovated.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete remodel of the 14 vacant units	Housing	Joe Wienczek	20%	10/31/2013	On Time
Begin exterior lighting work	Housing	Joe Wienczek	10%	11/30/2013	Not Started
Complete landscaping	Housing	Joe Wienczek	20%	2/28/2014	Not Started
Complete exterior lighting installation	Housing	Joe Wienczek	20%	2/28/2014	Not Started
Complete renovations of 10 more units	Housing	Joe Wienczek	20%	3/15/2014	Not Started
Begin renovations of 10 more units	Housing	Joe Wienczek	10%	4/15/2014	Not Started

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





**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	CDD-00648	<b>Project Status</b>	On Time
<b>Project Title</b>	Napa Pipe LAFCO Application			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Rick Tooker		
<b>Project Budget</b>	\$87,000				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

The City Council and County Board of Supervisors adopted a MOU in September 2013 establishing a process for review of certain applications relating to the Napa Pipe Project. A significant component of this agreement is consideration of a ballot measure on the November 4, 2014 election whether or not Napa voters will support extending the Rural Urban Limit Line (RUL) to include the Napa Pipe Project site.

Depending on the timing of other critical applications for the Napa Pipe Project, it is possible that the Council will have already completed by November 2014 its review and approval of the Project's development plan, design guidelines, development agreement, and the associated additional agreements (e.g., RHNA agreement, tax share agreement, municipal water service agreement, etc.), and the City's sphere of influence (SOI) will have already been approved by LAFCO. If this is the case, the ballot measure will simply determine whether the Napa voters want Napa Pipe located within the City's RUL. However, it is possible that delays in preparing these documents, or delays in addressing the City's concerns by the County or Developer relating to these documents, may result in the Napa voters deciding whether to accept extending the RUL to include the Napa Pipe Project site before the project has been approved.

The following is a list of the applications/actions needed for the Napa Pipe Project: and a schedule associated with these applications/actions is presented in the tasks table as part of this project tracking report. Note that these milestones were developed by the County and they are dynamic as reflected by frequent changes and updates, but the City has little control over the process due to our reliance on timely County and/or Developer submittals. This project tracking report is largely intended to keep the Council informed of the status of this complex project.

Phase I (Anticipated to occur within FY 13-14)

- MOU between the City and County
- Development Plan
- Design Guidelines/Form Based Code
- Development Agreement
- Tax share exchange agreement

Last updated 11/12/2013

- Municipal water service agreement
- Joint or shared municipal/County services agreement
- Contract for third party review of ministerial projects (e.g., development plans, final maps, building permits, etc.)
- LAFCO application filed by Developer
- Council authorization to forward the LAFCO application for the SOI extension and to provide municipal water service to the site
- Developer's LAFCO application reviewed by the Council and approved for forwarding onto LAFCO for consideration including adopting a commitment to provide municipal water service to the project
- Preparation of a draft ballot measure.

## Phase II

- Decision by the Napa voters whether or not to extend the RUL to include the Napa Pipe Project site (will occur in FY 14-15)

## **Status Update**

10/15/2013 - rtooker: On October 8, 2013, the County Board of Supervisors reconsidered its previous decision to approve the City-County MOU with additional terms relating to electing not to deed restrict moderate income housing units. The Supervisor's October 8th action resulted in approval of the City-County MOU, as drafted and adopted by the Council on September 17, 2013.

9/26/2013 - rtooker: The County Board of Supervisors considered the MOU already approved by the Council on September 17th. The action taken by the County was to approve the MOU as adopted by the Council, adding a provision not previously seen by the Council relating to the provisions for moderate-income housing. Specifically, as an alternative to recording on the deed of a property containing a moderate-income unit that the unit shall remain affordable to moderate-income households in the future, no recording measures would be required if the unit was acquired through the County's Work Proximity Housing Program. This item will be scheduled for Council consideration on September 15th since it has the potential to impact the initial City-County MOU agreement which insured that there would be 50 moderate-income units on the site. If a moderate-income purchaser were to sell his/her home under the County's Work Proximity Housing program, there is no assurance that the unit would be sold to another qualified moderate-income purchaser. This has the potential of the number of moderate-income households falling below 50 inconsistent with the draft terms originally negotiated between the City and County before the MOU was approved by the Council and considered by the Board.

9/17/2013 - rtooker: Council adopted a resolution approving the MOU, which is scheduled for County Board approval on September 24th.

9/12/2013 - rtooker: The draft MOU between the City and County was completed on August 30, 2013 and scheduled for Council review on September 17th. The County Supervisors reviewed the MOU on September 24, 2013. This sets the process for joint review of the applications relating to the Napa Pipe Project.

The draft Development Plan was received by the City for review on August 23rd, later than anticipated, and comments are due back to the County/Developer on September 26th. The draft Design Guidelines were scheduled for delivery on September 9th, but have not yet been received. Once the Development Plan and Design Guidelines are determined to be complete, the City's Planning Commission will begin its review and future recommendation to the Council. A joint City-County Planning Commission meeting may be

scheduled for a site tour and to receive a presentation on the draft Development Plan and Design Guidelines in October; however, formal consideration will not begin until these documents contain the necessary information to review and forward a recommendation to the Council.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Submit Development Plan for City Review	CDD, Planning	Rick Tooker	10%	8/23/2013	On Time
Complete MOU	CDD, Planning	Rick Tooker	10%	8/30/2013	Complete
Submit Design Guidelines for City Review	CDD, Planning	Rick Tooker	10%	9/9/2013	Behind
Receive LAFCO application	CDD, Planning	Rick Tooker	5%	10/1/2013	Behind
Other agreements (e.g., RHNA, tax share)	CDD, Planning	Rick Tooker	10%	10/4/2013	Behind
Submit Development Agreement	CDD, Planning	Rick Tooker	10%	11/1/2013	Not Started
Complete PC review and CC recommendation	CDD, Planning	Rick Tooker	20%	11/21/2013	Not Started
Complete analysis and CEQA on LAFCO app.	CDD, Planning	Rick Tooker	10%	11/21/2013	Not Started
CC review	CDD, Planning	Rick Tooker	10%	12/17/2013	Not Started
Prepare ballot measure for review	CDD, Planning	Multiple Departments	5%	3/3/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** High      **Project Number** FIN-00640      **Project Status** On Time  
**Project Title** Audit Firm Selection      **Phase** 1 of 1  
**Project Start Date** 10/1/2013      **Project Due Date** 2/18/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Finance, Accounting      **Project Leader** Deanna Andrews  
**Project Budget** \$0  
**Funding Sources**

City Manager's Report     City Council's Report

## Project Description

Issue Request for Proposal for financial audit services, evaluate proposals received and present recommendation to City Council for approval.

## Status Update

10/10/2013 - dandrews: Finance is finalizing the Audit Services RFP for issuance in October, 2013

## 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	Roberta Raper	25 %	10/18/2013	On Time
Review proposals and interview firms	Finance, Accounting	Deanna Andrews	50 %	1/24/2014	Not Started
Present recommendation to City Council	Finance, Accounting	Roberta Raper	25 %	2/18/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** High      **Project Number** FIN-00638      **Project Status** On Time  
**Project Title** Master Fee Schedule Update      **Phase** 1 of 1  
**Project Start Date** 9/2/2013      **Project Due Date** 3/3/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Finance, Administration      **Project Leader** Sara Gallegos  
**Project Budget** \$0  
**Funding Sources**

City Manager's Report     City Council's Report

## Project Description

Review and update City's miscellaneous fees.

## Status Update

10/10/2013 - dandrews: Finance will be meeting with departments over the next few weeks to review the proposed master fee schedule structure and update of fee calculations.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Submit proposed fee revisions to depts	Finance, Administration	Sara Gallegos	25 %	10/31/2013	On Time
Prepare mat'l for City Council Workshop	Finance, Administration	Sara Gallegos	25 %	12/31/2013	Not Started
Present recommendations to City Council	Finance, Administration	Roberta Raper	25 %	1/31/2014	Not Started
City Council approval of fee revisions	Finance, Administration	Roberta Raper	25 %	2/28/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** High      **Project Number** FIN-00639      **Project Status** On Time  
**Project Title** Development Impact Fee Review      **Phase** 1 of 2  
**Project Start Date** 11/1/2013      **Project Due Date** 6/30/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Finance, Administration      **Project Leader** Sara Gallegos  
**Project Budget** \$25,000  
**Funding Sources** General Fund

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

## Project Description

Review and update as necessary the City's development impact fees.

## Status Update

10/10/2013 - dandrews: Finance is in the process of working with departments in order to conduct the fee review meetings over the next few months.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Fee review meetings with staff	Finance, Administration	Sara Gallegos	25 %	12/31/2013	On Time
City Council Workshop - Dev. Impact Fees	Finance, Administration	Roberta Raper	25 %	1/31/2014	Not Started
Issue RFP	Finance, Administration	Sara Gallegos	20 %	3/31/2014	Not Started
Award contract-Development Fee Analysis	Finance, Administration	Roberta Raper	10 %	4/30/2014	Not Started
Consult begin Development Fee Analysis	Finance, Administration	Sara Gallegos	20 %	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	FIN-00657	<b>Project Status</b>	On Time
<b>Project Title</b>	Implementation of Finance Dept Ops Study Findings			<b>Phase</b>	1 of 3
<b>Project Start Date</b>	9/1/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Finance, Administration	<b>Project Leader</b>	Roberta Raper		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

This project will track the implementation of the Finance Department Operations Review findings. This study was conducted to analyze the efficiency and internal controls of the City's Finance Department. Specifically, the consultants reviewed the cash receipts/billing, purchasing, grants management and accounting/budget monitoring and reporting activities.

### FY13/14

In FY13/14 the Finance Department will complete annual project and other budget carryforwards by October in order to facilitate transparency and project manager review of projects to ensure projects are remaining within approved appropriations. A "true-up" of carryforward budget amounts will be conducted after finalization of the City's FY12/13 audit and financial reports in early 2014.

The Finance Department has begun the process to cross-train key functions within the department by shifting employees to different functions within the organization effective July 2013. It is intended that the cross-training will take place over the course of an entire fiscal year to ensure the employees are adequately trained on all functions of the position.

The Finance Department has begun developing grant tracking procedures in lieu of the IFAS Grant Tracking module and has been working with the audit firm to ensure appropriate tracking of all necessary information for single audit as well as for grant tracking and reporting purposes. The new procedures will be tested and revised as part of the FY12/13 single audit process which will be complete in March 2014.

The Finance Department will begin a review of financial policies in FY13/14, focusing first on necessary updates to existing policies. We will then determine what additional policies should be implemented (best practice) and begin developing the remaining policies for implementation in FY13/14 and FY14/15.

Begin developing foundation for programmatic budget and performance measures.

### FY14/15

While the foundation for programmatic budget and performance measures will begin to be developed in

FY13/14, this phase of the project will not be complete until FY14/15 as we begin the new budget cycle and develop the budgets and budget document format for the change to program budgeting. This piece of the project will require changes to the financial system set-up to accommodate identified programs not currently tracked separately within the system as well as decisions on how to handle City-wide and departmental cost allocation.

As part of the audit services RFP process, and in coordination with the newly (to be) selected audit firm, the Finance Department will develop an internal audit schedule to ensure thorough review of all finance processes through the annual financial and internal control audit procedures. Any processes not included in the annual financial audit will be performed internally, or by a consultant hired specifically for that purpose.

FY15/16

IT Master Plan will be budgeted as part of the FY15/16 budget.

### **Status Update**

11/12/2013 - rrapier: Updated to split out tasks intended to be completed this fiscal year and those which will cross into FY14/15 and FY15/16.

10/10/2013 - dandrews: The proposed carry forward appropriations (from FY 2012-13 to FY 2013-14) have been requested by departments and reviewed by Finance. The carry forwards will be presented to the City Manager for review / approval (in accordance with R2013-52) prior to the close of the September 30, 2013 accounting period.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete Annual Project Carry forwards	Finance, Administration	Deanna Andrews	5%	10/15/2013	Complete
Prepare Foundation for Programmatic Bud	Finance, Administration	Sara Gallegos	15%	6/30/2014	On Time
Cross-Train key functions	Finance, Administration	Deanna Andrews	10%	6/30/2014	On Time
Update Existing Financial Policies	Finance, Administration	Deanna Andrews	15%	6/30/2014	On Time
Develop Grant Tracking Procedures	Finance, Administration	Deanna Andrews	15%	6/30/2014	On Time

**Project Progress: 5% of 60% Complete**



**CITY of NAPA**

# Project Tracking Report

**Project Priority** High      **Project Number** FD-00627      **Project Status** On Time  
**Project Title** Transition Ladder Truck to ALS      **Phase** 1 of 1  
**Project Start Date** 7/24/2013      **Project Due Date** 3/31/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Fire      **Project Leader** Callanan  
**Project Budget** \$40,000  
**Funding Sources**

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

## Project Description

Transition Ladder Truck from a Basic Life Support unit to an Advanced Life Support Unit.

## Status Update

10/10/2013 - mrandolph: The MOU changes necessary to make the ladder truck ALS have been adopted. We have started to purchase the necessary equipment.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Language change in NCFA MOU	City Manager	Nancy Weiss	10%	10/31/2013	Complete
Purchase ALS Equipment	Fire	John Callanan	30%	12/31/2013	On Time
Reconfigure CAD Deployment	IT	Gus Ulloth	40%	2/28/2014	Not Started
Implement ALS Truck In service	Fire	John Callanan	20%	3/31/2014	Not Started

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



CITY of NAPA

# Project Tracking Report

**Project Priority** High      **Project Number** FD-00630      **Project Status** Not Started  
**Project Title** Fire Station 5-Architectural Services & Schematic      **Phase** 1 of 1  
**Project Start Date** 7/29/2013      **Project Due Date** 6/30/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Fire      **Project Leader** Callanan  
**Project Budget** \$505,000  
**Funding Sources**

City Manager's Report     City Council's Report

## Project Description

Complete Phase 1 of the Fire Station No. 5 development plan.

## Status Update

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Architectural Services RFP	Public Works	Mark Andrilla	40 %	10/31/2013	Not Started
RFP Evaluation	Public Works/Fire	Mark Andrilla	20 %	12/31/2013	Not Started
Award Contract/Council Approval	Public Works/Fire	Mark Andrilla	20 %	1/31/2014	Not Started
Development of architectural plans	Public Works/Fire	Mark Andrilla	20 %	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	REC-00641	<b>Project Status</b>	Not Started
<b>Project Title</b>	Senior Center Facility Modernization Master Plan			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	1/2/2014	<b>Project Due Date</b>	6/1/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Dave Perazzo		
<b>Project Budget</b>	\$35,000				
<b>Funding Sources</b>	General Fund				

City Manager's Report     City Council's Report

## Project Description

The existing Senior Center is over 40 years old and was constructed when Napa was less than one-half of its current population. It does not currently meet existing senior recreation and social needs, now or in the near future. In its current configuration, many of the rooms are either too large or too small and much of the existing facility space is inefficient for existing service groups and senior activities. Additionally, very little modernization has occurred since it was first constructed so much of the facility is old and dated. Parking continues to be a challenge, as there are too few parking spaces which creates parking conflicts when more than one large group/organization is scheduled to use the facilities.

The Senior Center Facility Modernization Project will look at modernization of the existing buildings, developing more efficient use of the buildings and the possibility of planning additional building space, and creatively developing additional parking space.

This project will overlap two-fiscal years (FY13/14 and FY14/15) and will be split into two project phases. Phase I, which will begin January 2014 will focus on developing the RFQ, selection of a planning/design firm and inventory of existing facilities. Phase II, which will begin in July 2014, will include a facility and needs assessment, community input/public meetings and development of overall findings and future recommendations.

## Status Update

10/11/2013 -Project is scheduled to start in January

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Phase I - Development of RFQ	Recreation	Dave Perazzo	30%	1/31/2014	Not Started
Phase I - Selection of Planning Firm		Dave Perazzo	30%	3/31/2014	Not Started
Phase I - Facility Inventory		Dave Perazzo	40%	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** Medium      **Project Number** REC-00620      **Project Status** Not Started  
**Project Title** Skate Board Park Design and Implementation      **Phase** 2 of 2  
**Project Start Date** 7/1/2013      **Project Due Date** 6/30/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Recreation      **Project Leader** Perazzo  
**Project Budget** \$1,400,000  
**Funding Sources** Quadrant Funds

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

## Project Description

This is the second phase of the development of a new Skate Park facility. The first phase of the project determined the location and design firm selection process for the new Skate Park. This phase will include the actual design and construction of the project. The design portion will include the public interactive process related to design, amenities and location of the new skate park. The designs and specifications will then be prepared for construction. This phase will also include any necessary bidding, completion of contracts and agreements and final construction of the project.

## Status Update

10/11/2013 - dperazzo: The department is presently working to finalize the selection of the design build firm for the project. The selection committee has made a recommendation that has been supported by the Parks and Recreation Advisory Commission. Staff is verifying reference and background information on the selected firm and will be bringing the recommendation to the City Council in November. The second phase of the project will include design and construction and on track to start in January.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design Process	Recreation	Dave Perazzo	25 %	1/31/2014	Not Started
Bidding Process for Construction	Recreation	Dave Perazzo	25 %	3/3/2014	Not Started
Construction of Skate Park	Recreation	Dave Perazzo	50 %	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** Medium      **Project Number** REC-00636      **Project Status** On Time  
**Project Title** Kennedy Park Master Plan - Phase 2      **Phase** 1 of 2  
**Project Start Date** 7/1/2013      **Project Due Date** 10/30/2013  
**Requested Start Date**      **Requested Due Date** 4/15/2014  
**Lead Department** Recreation      **Project Leader** Larry Mazzuca  
**Project Budget** \$90,000  
**Funding Sources** Quadrant Funds

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

## Project Description

Development of a Site Master Plan for Kennedy Park. The City's Park and Recreation Facilities Park Master Plan states the need to finish master planning this park. Approximately 40-50% (65-75 acres) of the park is currently undeveloped. The City's Parks and Recreation Facilities Master Plan states that future city developed recreation elements should be designed for this park due in large part to its available space.

This project will focus on determining where future unmet recreational facility needs will be located. Unmet recreational facility needs are prioritized in the City Park and Facilities Master Plan and were determined by a process that included input from the community and local sports organizations.

## Status Update

10/11/2013 - lmazzuca: RFQ will be completed and distributed to interested firms by the end of October 2013. The goal is to schedule and hold interviews prior to the end of December 2013.

7/29/2013 - lmazzuca: Due to department operational priorities and staffing vacancy impacts, this project has fallen behind schedule. The RFQ should be completed by the end of September 2013. It is anticipated that the project will be completed in early 2014.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Complete RFQ	Recreation	L. Mazzuca	20%	10/15/2013	On Time
Select/Interview/Recommend Design Firms	Recreation	L. Mazzuca	15%	12/1/2013	Not Started
Hold Public Meetings	Recreation	L. Mazzuca	30%	1/30/2014	Not Started
Complete Draft Master Plan	Recreation	L. Mazzuca	25%	3/15/2014	Not Started
Recommend Draft/Final MP to City Council	Recreation	L. Mazzuca	10%	4/15/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00629	<b>Project Status</b>	On Time
<b>Project Title</b>	Relocation of Parks and Recreation Admin Office			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	4/1/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Cindy Bannister		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>					

City Manager's Report     City Council's Report

## Project Description

Due to the anticipated Flood Control By-Pass construction start date of April 1, 2014, it is required that the Parks and Recreation Administrative offices, located at 1100 West Street, be relocated. Estimated square footage that is needed to house the administrative and recreation staff, provide for adequate storage and a functional conference room, is approximately 5,500 square feet. The location should be easily accessible to the community, the downtown government center, and to the corporation yard where field staff are currently assigned. The facility should be ADA compliant and provide appropriate parking. The administrative facility services the Napa community interested in registering for recreation programs, for reserving park facilities, for requesting street tree services, and submitting special event applications. The volume of customers is highest April through October.

To minimize the impact on the community during the transition to a new facility, the move should take place between the months of November through January. This would also coincide with the distribution of the winter/spring recreation activity guide to publicize our new location.

The current facility is a modified house that has served as the administrative facility since the mid-1980's. The city currently owns the facility and the property where the facility is located. The facility is maintained by the facilities division of the department.

## Status Update

10/11/2013 - cbannister: Estimated move-in date is April 1, 2014. Time lines have been adjusted accordingly. City Council approved appropriations for current Fiscal Year and authorized the City Manager to enter into the lease agreement at their October 15, 2013 meeting. The draft lease is completed; still needs final City Attorney review and final tenant improvement plan. Cost estimates are being secured for physical move, build-out of customer lobby, and two new office desks/workstations. Staff have begun the process of reviewing files to convert to electronic files, reducing the number of boxes to be moved.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Identify and visit available properties	PW, Admin	Jeff Freitas	15%	8/15/2013	Complete
Secure appropriations for expenditures	Finance, Accounting	Deanna Andrews	5%	10/15/2013	Complete
Negotiate and enter into lease agreement	PW, Admin	Jeff Freitas	15%	10/31/2013	On Time
Develop site plan for Tenant Improvement	Recreation	Cindy Bannister	15%	10/31/2013	On Time
Calculate costs, one-time & ongoing	Recreation	Cindy Bannister	5%	11/1/2013	On Time
Physical Move	Recreation	Cindy Bannister	15%	2/15/2014	Not Started
Community Outreach and Public Relations	Recreation	Cindy Bannister	5%	3/31/2014	Not Started
Construct Tenant Improvements	Recreation	Cindy Bannister	25%	3/31/2014	Not Started

**Project Progress: 20% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

**Project Priority** High                      **Project Number** PD-00624                      **Project Status** Behind

**Project Title** Transition NSIB/County to City Oversight & Admin.                      **Phase** 1 of 1

**Project Start Date** 7/25/2013                      **Project Due Date** 12/31/2013

**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

Transition of Napa Special Investigations Bureau (NSIB) from current County administration to City of Napa administration and oversight.

## Status Update

9/27/2013 - spotter: Task added-"County to develop MOU"- to replace "Develop a JPA" for involved entities.

9/26/2013 - spotter: The City Attorney's Office originally drafted a JPA for review by participating agencies (and it was completed within the timeline). The County has now taken on responsibility for developing an MOU that will be acceptable for all involved agencies. This portion of the project is now out of our hands.

The role and scope of NSIB is being redefined in the MOU currently being drafted by County Council and we hope to be able to review the draft within a month.

A secure location has been identified and Chief Melton will be meeting with the City Manager to discuss this issue soon.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop a JPA for involved entities	Police	Potter	5%	8/30/2013	Withdrawn
Redefine the role and scope of NSIB	Police	Potter	50%	9/30/2013	On Time
County to develop an MOU	Police	Potter	15%	10/31/2013	On Time
Secure a location	Police	Potter	5%	10/31/2013	On Time
Transfer financial accounts to City	Police	Potter	25%	12/31/2013	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PD-00625	<b>Project Status</b>	Complete
<b>Project Title</b>	Integrate Mental Health into Daily Police			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/24/2013	<b>Project Due Date</b>	10/1/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Police	<b>Project Leader</b>	Potter		
<b>Project Budget</b>	\$0				

## Funding Sources

- City Manager's Report     City Council's Report

## Project Description

Integrate Napa County Health and Human Services (Mental Health & Drug/Alcohol) into daily Police Operations.

## Status Update

9/26/2013 - spotter: The case load has been built by police employees and by the part-time Napa County Health and Human Services Agency (HHSA) Mental Health employee assigned to work out of the Police Department. The case load will continue to be updated as clients are added or moved to other care providers.

The workstation has been identified on the second floor of the police building and computer and telephone access have been provided.

HHSA has provided an full-time employee on a part-time basis to work with us. They are still recruiting a part-time bilingual person to fill this position. Once a qualified person has been identified and hired HHSA will replace the current employee with the bilingual one.

This project has been completed.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Begin Building Case Load	Police	Potter	30%	10/1/2013	Complete
Identify Workstation within Police Dept	Police	Potter	30%	10/1/2013	Complete
Identify Qualified County Employee	Police	Potter	40%	10/1/2013	Complete

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





**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PD-00660	<b>Project Status</b>	On Time
<b>Project Title</b>	Geographic Neighborhood Policing			<b>Phase</b>	2 of 3
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	3/1/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Police	<b>Project Leader</b>	Steve Potter		
<b>Project Budget</b>	\$0				

## Funding Sources

- City Manager's Report     City Council's Report

## Project Description

The purpose of this project is 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

9/27/2013 - spotter: Revised dates for project added. Delays caused by the community survey which was an important component of the web site upgrade. The community survey is now complete and the web site is close to completion. Once the web site is completed staff training will take place as well as the

beginning of community meetings. Our plan is to have the entire project completed before March 1, 2014.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Train Department Staff	Police	Potter	30%	3/1/2014	Not Started
Establish a list/line of Resources	Police	Potter	10%	3/1/2014	On Time
Review/Develop Crime Analysis reports	Police	Potter	20%	3/1/2014	Not Started
Complete Police web-site update	Police	Potter	30%	3/1/2014	On Time
Begin Neighborhood meetings	Police	Potter	10%	4/1/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	PW-00650	<b>Project Status</b>	On Time
<b>Project Title</b>	City Facility Study/Planning			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	8/12/2013	<b>Project Due Date</b>	12/27/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$120,000				
<b>Funding Sources</b>	General Fund				

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

## Project Description

The City has completed several studies over the past decade to examine the feasibility of consolidating City facilities. A comprehensive evaluation of alternatives tiering off previous studies is the required next step in order to determine current costs and opportunities, options for phasing, and potential financing strategies available.

Currently, the City's administrative staff is scattered among seven separate office buildings in the downtown area. The City owns five of these buildings while two are leased spaces. The City spends approximately \$200,000 per year on leases for office space. The Parks and Recreation Services Department will also be required to relocate when the Flood Project's Bypass construction contract begins in early 2014, creating an additional need for space.

The current facilities do not fully support the operational needs of the departments and the buildings are inefficient to operate and maintain due to their age and separation. The evaluation of consolidation alternatives will address operational deficiencies and tie-in the recent facility study for Police and Fire Administration that conducted an operational needs assessment and prepared recommended facility program requirements. The upcoming evaluation will recommend the most favorable locations for safety and non-safety consolidated facilities in order to best leverage City property assets and create the greatest economic impacts by potentially making some of the City's downtown properties available for redevelopment.

## Status Update

10/9/2013 - jlucido: The consultant has gathered the necessary data and is underway with the analysis of alternatives as part of the consolidation study. The study will present the costs and benefits of consolidating downtown City offices and the costs and benefits of the status quo of operating offices out of multiple downtown facilities.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Project Initiation and Research	PW, Admin	Julie Lucido	20%	9/20/2013	Complete
Evaluation of Existing City Facilities	PW, Admin	Julie Lucido	20%	10/4/2013	Complete
Workshop with Staff	PW, Admin	Julie Lucido	10%	11/6/2013	Not Started
Analysis of Site Alternatives	PW, Admin	Julie Lucido	40%	11/15/2013	Not Started
Final Feasibility Report/Presentation	PW, Admin	Julie Lucido	10%	12/20/2013	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00651	<b>Project Status</b>	On Time
<b>Project Title</b>	Downtown Two-way Street Conversion			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	5/6/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$1,500,000				
<b>Funding Sources</b>	GF (\$500,000) & PBID (\$1,000,000)				
<input type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>					

## Project Description

In May 2012 the City Council formally adopted the Downtown Napa Specific Plan, which documents recommended improvements and planning strategies to enhance the downtown and oxbow areas. In addition to addressing land uses, zoning, and aesthetic design guidelines; the plan recommends traffic circulation modifications including the conversion of First Street, Second Street, Third Street and Fourth Street from one-way streets to two-way configurations in downtown east of Jefferson.

The full list of improvements documented in the Downtown Napa Specific Plan will take multiple years to complete; however, the first phase of work, which will convert the traffic flow on First Street and Second Street (from Main Street to Jefferson Street) to two-way operations, is scheduled to be complete by Spring 2014. As part of this project, the one-way direction of Franklin Street between First Street and Clay Street will be reversed from northbound to southbound as shown in the Downtown Specific Plan. The downtown business community has identified this first two-way conversion project as a critical project for downtown circulation and access. Phase 2 will complete the two-way conversion for Third Street and Fourth Street and will be undertaken after Phase 1.

## Status Update

10/9/2013 - jlucido: The awarding of the Downtown Two-way Street Conversion Project--Phase 1 design-build contract and budget adjustment will be presented to City Council for consideration on October 15, 2013.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Negotiate Design/Build Contract--Ph. 1	PW, Admin	Julie Lucido	10 %	9/2/2013	Complete
Contract/Budget Amend to Council-Ph. 1	PW, Admin	Julie Lucido	5 %	10/1/2013	Complete
RFQ for Ph. 2 Design/Build	PW, Admin	Julie Lucido	5 %	1/17/2014	Not Started
Construction of Phase 1	PW, Admin	Mark Tomko	60 %	3/31/2014	Not Started
Select/Negotiate Contract-Ph. 2	PW, Admin	Julie Lucido	15 %	4/11/2014	Not Started
Contract to Council-Ph. 2	PW, Admin	Julie Lucido	5 %	5/6/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00647	<b>Project Status</b>	On Time
<b>Project Title</b>	Work Order Asset Management Program			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	10/1/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Maintenance	<b>Project Leader</b>	Phil Brun		
<b>Project Budget</b>	\$1,200,000				
<b>Funding Sources</b>	General Fund, Water Enterprise Fund				
<input type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>					

## Project Description

### BACKGROUND

The Public Works and Parks and Recreation Departments own, operate and manage a wide variety of community infrastructure assets to serve the public including streets, sidewalks, traffic signals, streetlights, storm drain system, water system, parks, trees, building facilities, and many others. Currently, staff manages and tracks the condition, location, age, potential for failure, cost to replace and records of work performed on these assets through a variety of information silos including discrete databases and physical paper files. Most commonly this critical information is undocumented and only exists in the memory of experienced staff which is often lost through attrition. Consequently, it is difficult for management to optimize business processes and apply performance measures due to incomplete information.

### PROJECT

The Workorder Asset Management Program (WAM) is a computer based system to capture and manage data related to where assets are located, what condition they are in, when they need to be replaced, and who has worked on them. As with any software solution, a successful implementation effort requires an investment in the right technology, hiring consultant services to guide staff and adding part-time or limited-term staff to perform implementation tasks. WAM is a data centric program therefore it is critical that we gather information on all City infrastructure assets as part of implementation.

Project implementation will require approximately 2-years to complete. In the first phase of the project (FY13-14) a software system will be selected, data layers for each type of infrastructure will begin to be built in the GIS system, and the work management processes will begin to be built for Water and Street assets as the software implementation proceeds. Phase 2 (FY14-15) will include the completion of processes for Water and Streets, building processes for Storm Drain, Trees, Parks and other facilities, and implementation of a customer interface application that will replace the CRM system.

## Status Update

10/8/2013 - pbrun:

Staff continues to negotiate final terms of an agreement with the software vendor, Cartegraph. This has caused a slight delay in taking the agreement to Council. Original plan was Council approval in October,

however it has been delayed to November. The delay should not have any effect on future tasks. One area of deliverables that staff continues to negotiate is asset data collection. It appears that the agreement with Cartegraph will include data collection for streets, sidewalks, trees, storm drains and other assets using high resolution 3-D video (similar to Google Earth). This is a much more efficient and economical means of collecting data on the City's assets than the original proposal to use part-time staff to survey over a two-year period.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Agreement with Software Vendor	PW, Water	Michael Hether	5%	10/31/2013	Behind
Build GIS Data Layers	Information Technology	Scott Nielsen	40%	5/30/2014	Not Started
Work Order Processes for Street Assets	PW, Maintenance	Jeff Folks	30%	6/30/2014	Not Started
Work Order Processes for Water Assets	PW, Water	Michael Hether	25%	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00652	<b>Project Status</b>	On Time
<b>Project Title</b>	Oxbow Bypass Project			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	N/A--Measure A/Federal Funds				

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

## Project Description

The Oxbow Bypass is a key phase in the overall Napa River/Napa Creek Flood Protection Project. The Bypass construction will significantly reduce the flooding on the Napa River and will function as a City Park during normal Napa River flow conditions. During rain events exceeding a 2-5 year storm, the Bypass will convey river flows to reduce the risk of flooding. Federal funding in the amount of \$16.6 million was allocated to the Oxbow Bypass project through a US Army Corps of Engineers (ACOE) supplemental work plan approved in June 2013. The estimates for construction of the Bypass have varied from \$16 million to \$23 million.

The Oxbow Bypass construction contract was advertised for contractor proposals on August 26, 2013 by the ACOE. The bid documents when originally advertised excluded the floodwalls, lighting and electrical. On September 11, 2013, Napa County Flood Control District (NCFCD) received confirmation that the floodwalls, electrical, and lighting would be included in the bid documents as an optional item.

As of September 13, 2013, the ACOE has not confirmed that federal funding will be available to pay for the floodwalls, electrical, and lighting. Staff will continue to coordinate with the NCFCD on project.

## Status Update

10/9/2013 - jlucido: The Flood District with City staff participation presented the final design of the Oxbow Bypass plan to the Parks and Recreation Committee on September 25, 2013. The presentation focused on changes to the plan since 2011. The Committee was informed that the upper river access that was to function as a kayak launch will not be constructed as part of this project. The structure required to support this river access would not be allowed under the current environmental permit and would significantly increase efforts for construction and long term maintenance.

The ACOE advertised the Oxbow Bypass for contractor proposals. The due date has been extended to October 28, 2013. The ACOE has informed the Flood District that the floodwalls are eligible for federal funding. If the successful contractor's proposal is above the current level of federal funding (total budget of \$16.6 million) the ACOE will request additional funding for the floodwalls.

The Flood District staff issued a Request for Qualifications from consultant teams to prepare an analysis to reevaluate the cost benefit ratio of the Flood Project features remaining after the Oxbow Bypass. Statements of Qualifications were submitted to the Flood District in early October and City staff will be included on the selection committee.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Aid NCFCD with Bypass Outreach	PW, Admin	Julie Lucido	10%	9/25/2013	Complete
Coordinate w/ ACOE/NCFCD on Bid Docs	PW, Admin	Julie Lucido	5%	10/31/2013	On Time
Construction/Encroachment Oversight	PW, Admin	Mark Tomko	50%	6/30/2014	On Time
Aid NCFCD on Post Bypass Evaluation	PW, Admin	Julie Lucido	35%	6/30/2014	On Time

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00646	<b>Project Status</b>	On Time
<b>Project Title</b>	LED Streetlights			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	8/1/2013	<b>Project Due Date</b>	5/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Maintenance	<b>Project Leader</b>	Phil Brun		
<b>Project Budget</b>	\$1,575,000				
<b>Funding Sources</b>	California Energy Commission Loan				

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

## Project Description

The City of Napa owns approximately 4,500 high pressure sodium cobra head street lights and approximately 500 metal halide and high pressure sodium decorative post top streetlights. Light Emitting Diode (LED) technology has emerged as the next generation of streetlights as a means of both saving energy and improving street lighting. In 2011, approximately 300 LED streetlights were installed on Trancas, Soscol, Jefferson, California and Maxwell Bridge through an Energy Efficiency Conservation Block Grant. Based on the energy savings, reduced maintenance, and improved lighting generated by this small project, Staff identified an opportunity to replace all streetlights with LED technology. In January 2013, the City received approval for a 1% interest loan from the California Energy Commission to cover the estimated project cost of \$1,900,000. Based on the CEC loan criteria, the City would use energy cost savings to pay the debt service on the loan.

## Status Update

10/8/2013 - pbrun:

On September 19, 2013, Staff issued a notice to proceed on the project. Tanko Lighting started the inventory/audit phase of the project on September 30th. Installation is scheduled to start in mid-November.

Public outreach for the project includes: Marketplace Magazine (October), Napa Register (October), and project page on City website.

9/10/2013 - pbrun:

In May/June of 2013, staff conducted a Request for Qualifications process to select a design/build contractor for the project.

The project will replace 4,700 existing streetlights with LED fixtures. Once completed, all City owned streetlights will be new LED fixtures.

On August 20th, City Council approved an agreement with Tanko Lighting to provide design/build services for the project.

Last updated 11/12/2013

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design/Build Agreement with Contractor	PW, Maintenance	Phil Brun	1%	9/13/2013	Complete
Design	PW, Maintenance	Mark Tomko	10%	11/29/2013	On Time
Inventory/Audit of Existing System	PW, Maintenance	Mark Tomko	10%	11/29/2013	On Time
PG&E Rate Changes	PW, Maintenance	Phil Brun	2%	2/28/2014	Not Started
Installation	PW, Maintenance	Mark Tomko	75%	2/28/2014	Not Started
CEC Loan Payments	PW, Maintenance	Phil Brun	2%	5/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

**Project Priority** Medium      **Project Number** PW-00653      **Project Status** On Time  
**Project Title** Five-way Intersection Preliminary Study      **Phase** 1 of 2  
**Project Start Date** 8/1/2013      **Project Due Date** 6/30/2014  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** PW, Admin      **Project Leader** Julie Lucido  
**Project Budget** \$250,000  
**Funding Sources**

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

## Project Description

The City's General Plan documents identify improving traffic operations at the intersection of Silverado Trail (SR 121)/Third Street/Coombsville Road/East Avenue ("Five-Way Intersection") as a priority project for the City. Silverado Trail (SR 121) is identified as a crucial corridor. Traffic studies have documented that this intersection has operated at a Level of Service F since before 2000. The non-standard geometry and traffic volumes at this intersection create operational deficiencies that can be improved by adding and modifying turn pockets and optimizing the traffic signalization system. The project is expected to modify the intersection geometry and signal operations to improve the level of service.

A Project Initiation Document (PID) will be prepared as the first phase of this project. The efforts will identify and evaluate alternatives, specify a work plan for overall project development, and gain Caltrans approvals.

## Status Update

10/11/2013 - jlucido: A Request for Qualifications and Proposals (RFQ/P) was issued by the City on September 11, 2013. Due to the level of interest by consultants, five weeks was allowed for consultant research and preparation of qualification statements and proposals. The proposals are due on October 15, 2013 and City staff expects to select a consultant by the first week in November.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Issue RFQ/RFP	PW, Admin	Julie Lucido	10%	9/11/2013	Complete
Select Consultant/Negotiate/Contract	PW, Admin	Julie Lucido	20%	11/5/2013	On Time
Initiate PID/Coordinate w/Caltrans	PW, Admin	Julie Lucido	20%	1/15/2014	Not Started
Preparation of Draft PID Document	PW, Admin	Julie Lucido	50%	6/30/2014	Not Started

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



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	PW-00654	<b>Project Status</b>	On Time
<b>Project Title</b>	Sustainability Plan Implementation			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2013	<b>Project Due Date</b>	6/30/2014		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$110,000				
<b>Funding Sources</b>	General Fund (For Plastic Bag Ordinance)				

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

## Project Description

EV Charging Stations –Staff is currently pursuing the acquisition of the first City electric vehicle (EV) charging station and electric hybrid vehicle. The first station will be installed in the Police Department parking lot. The charging station will accommodate the concurrent charging of two vehicles. With one dedicated for City vehicles and one available for use by the public. Staff is also applying for a grant under the Transportation Fund for Clear Air Program in order to pursue a project to install additional charging stations. The current preferred location for the additional stations is at the City parking lot located at the corner of Coombs Street and Second Street. This site already has adequate electrical infrastructure to support EV charging stations which substantially reduces the costs.

PACE-Assembly Bill (AB) 811 was signed into law on July 21, 2008, and AB 474, effective January 1, 2010, amended Chapter 29 of Part 3 of Division 7 of the Streets & Highways Code of the State of California (“Chapter 29”) and authorizes a legislative body to designate an area within which authorized public officials and free and willing property owners may enter into voluntary contractual assessments to finance the installation of distributed generation renewable energy sources, energy efficiency, and/or water conservation improvements that are permanently fixed to real property, as specified. The financing for these improvements has come to be known as PACE, which stands for Property Assessed Clean Energy. The City has joined a program that covers commercial properties. Staff is evaluating an option of joining an additional program that includes the ability for residential properties to participate in PACE. This will require Council action.

Plastic Bag Ban Ordinance-Project is to prepare and present ordinance for City Council consideration and approval that would ban single use retail carry-out plastic bags. Staff will coordinate with other cities and county on efforts

## Status Update

10/11/2013 - jlucido:

EV Charging Stations –Staff has ordered th first EV charging station and is pursuing the acquisition of an electric hybrid vehicle. Staff has also been infomed that NCTPA has recommened the grant for the

Last updated 10/15/2013

Transportation Fund for Clear Air Program.

PACE residential-Initial discussions have begun with a PACE program that would include residential properties. Solano County joined this program in August after substantial review and analysis of the program. City staff in cooperation with Napa County representatives will further research the program and bring to City Council for consideration if the program is determined to be no risk to the City.

Plastic Bag Ban Ordinance-City staff facilitated a meeting with representatives from the county and all of the cities in Napa County to determine next steps in a coordinated effort to potentially ban single use retail plastic bags. Not all of the jurisdictions have made the decision to pursue the ordinance but all are participating at this time in initial discussions. City staff will complete a draft ordinance by the end of October and will begin meeting with business groups and holding public meetings to gather comments and input.

**Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Adopt PACE Residential Program	PW, Admin	Julie Lucido	25 %	11/30/2013	On Time
EV Charging Station	PW, Admin	Julie Lucido	25 %	11/30/2013	On Time
Single Use Plastic Bag Ban Ordinance	PW, Admin	Julie Lucido	50 %	5/30/2014	On Time
<b>Project Progress: 0% of 100% Complete</b>					



# CITY of NAPA

## FY 2013-2014 Capital Improvement Projects 1<sup>st</sup> Quarter

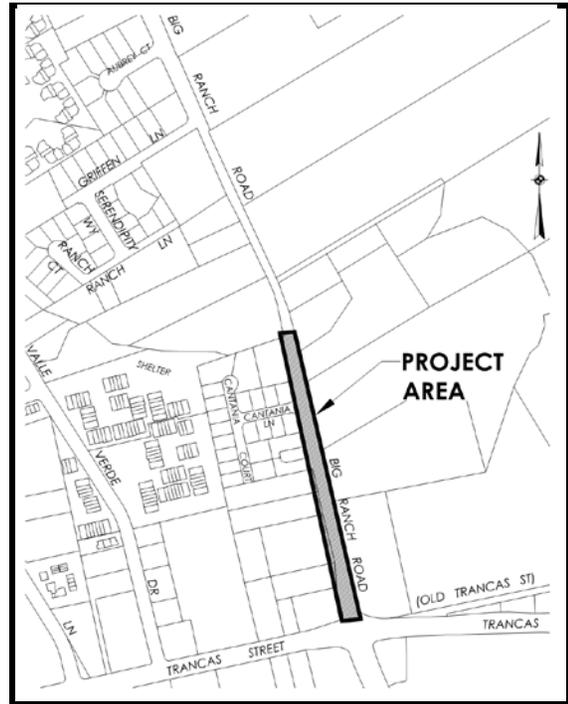
<b>Project</b>	<b>Page #</b>
○ Big Ranch Road Widening Project	101
○ China Point Overlook Project	102
○ Fire Station No. 1 Seismic Retrofit Project	103
○ Fire Station No. 5 (Browns Valley Station)	104
○ Linda Vista Bridge Over Napa Creek	105
○ Main Street Boat Dock Project	106
○ Napa River Dredging Project	107
○ Saratoga Drive Extension Project	108

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## **BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02**

### **PROJECT DESCRIPTION:**

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



### **PROJECT MANAGEMENT:**

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

### **PROJECT STATUS:**

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across four parcels. A total of \$1,807,000 has been appropriated from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way, complete the design, and construct the project. A contract with Riechers Spence Associates to complete the design is underway and is approximately 85% complete. Completion of design is scheduled for the spring of 2014. Right-of-way acquisition documents were completed in January 2012.

### **PROJECT SCHEDULE:**

	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			85%									
Bid & Award												
Construction												

### **BUDGET STATUS:**

PROJECT BUDGET: \$1,807,000

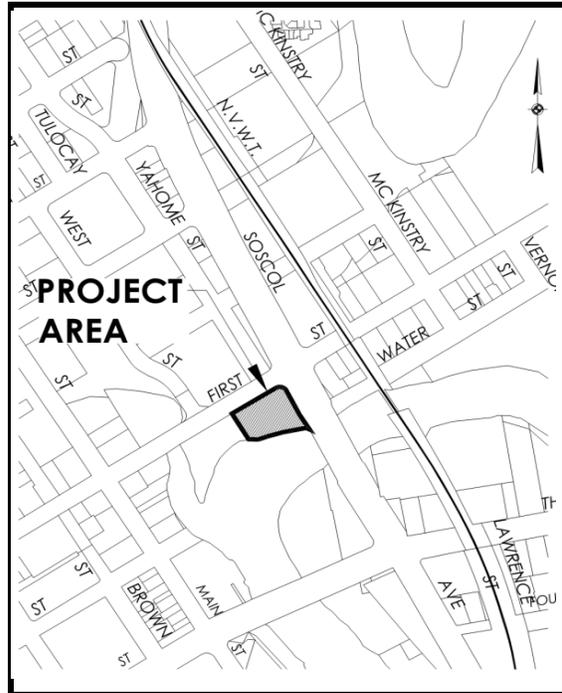
BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design prior to 2011, and approximately \$80,000 has been spent to date on the design and preparing right-of-way documents since January 2011.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## CHINA POINT OVERLOOK PROJECT PK06RA03

### PROJECT DESCRIPTION:

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



### PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer  
Public Works Department, Engineering Division

### PROJECT STATUS:

The project is in the design phase. It is being designed for the former Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project's location being adjacent to the Napa River, the City will be working closely with the Flood District and the Army Corps of Engineers, as was done with the Napa Riverfront Green project. GSM has provided 95% construction plans for review and comments. Project advertisement was anticipated for the summer of 2013 with construction to begin that fall. However, as of April 2013, project advertisement has been postponed until 2014 per the direction of the City Manager pending State Department of Finance's final determination on the availability of Redevelopment Funds and when they can be spent. With the anticipation that funding will become available the beginning of 2014, project advertisement is currently scheduled for the spring of 2014 with construction to begin that summer.

### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013			2014			2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			95%									
Bid & Award												
Construction												

### BUDGET STATUS:

PROJECT BUDGET: \$660,000

BUDGET EXPENDED TO DATE: Approximately \$53,000 has been spent to date on design (\$8,000 for in-house engineering costs and \$45,000 in consultant design costs).

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

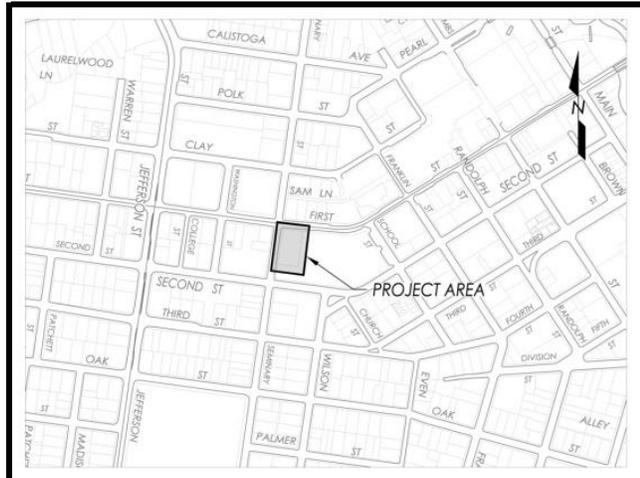
## FIRE STATION NO. 1 SEISMIC RETROFIT PROJECT NO. MS12FD02

### PROJECT DESCRIPTION:

This project will provide seismic retrofit upgrades to the Fire Station No. 1 structure as required to prevent catastrophic structural failure during a large earthquake event and will include the replacement of the chronically leaking roof.

### PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer  
Public Works Department - Engineering Division



### PROJECT STATUS:

Bids were opened on August 1, 2013, and SW Allen Construction was awarded the contract on August 6, 2013. Construction officially began on September 1, 2013. Modular units have been set up in the City parking area south of the station to house a reduced crew and equipment. The remaining personnel have been temporarily assigned to other fire stations. Demolition was the first order of work and is nearly complete as the contractor has exposed the repair areas and removed the existing roofing material on the office and dorm wings of the building. Many of the existing building materials in the 1960's era station contain asbestos and lead which was carefully removed by a special abatement contractor and strictly monitored by a City-hired consultant in accordance with methods mandated by state and federal regulations. Unanticipated field conditions are common with work on older buildings such as Fire Station No. 1. However, there have been a significant number of unforeseen issues that have come to light as the demolition process uncovered the various structural elements. City staff, the structural engineer, and the contractor have worked together to address these issues as the work progresses. With the removal of the roofing material, clear access has been provided to the roof joists which are currently being connected to the building perimeter masonry wall with special seismic ties. Placement of the new roofing material on the office and dorm wings, to weather proof the structure, and seismic work inside the apparatus bay will follow.

PROJECT SCHEDULE:	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design	100%											
Bid & Award		100%										
Construction			30%									

### BUDGET STATUS:

PROJECT BUDGET: \$174,000 for design costs. \$700,000 was moved to this account from the CIP Building Reserve Fund as part of the 2013/2014 budget to pay for project construction. A request for an additional \$50,000 to pay for the work associated with the unanticipated field conditions discussed above is scheduled for City Council action at their October 15, 2013 meeting.

BUDGET EXPENDED TO DATE: Approximately \$358,568 has been spent to date on consultant selection, the preliminary analysis, project design, construction and construction monitoring.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

**FIRE STATION NO. 5**  
**PROJECT NO. FC09FD01**

**PROJECT DESCRIPTION:**

The project consists of construction and staffing of a new fire station at the southwest corner of the intersection of Browns Valley Road and Laurel Street. The station will serve the demands of the City's new growth and provide responsive emergency access to the Browns Valley area and other areas west of Highway 29.



**PROJECT MANAGEMENT:**

Ernie Cabral, Associate Civil Engineer  
 Public Works Department - Engineering Division

**PROJECT STATUS:**

Staff is currently processing an amendment that will change the general plan/zoning designation for the site from Multifamily to Public Serving. The Public Serving designation is consistent with the proposed use and allows for the appropriate setbacks and other layout constraints. The processing of the amendment includes action by the Planning Commission and City Council. The next step will be the hiring of a design consultant team to assist with the use permit and design processes.

PROJECT SCHEDULE:	Q1			Q2			Q3			Q4		
	2013			2014			2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			5%									
Bid & Award												
Construction												

**BUDGET STATUS:**

PROJECT BUDGET: \$6,309,000 total project budget including land purchase, design, construction, equipment and staffing. \$2,050,000 is budgeted for FY 13/14.

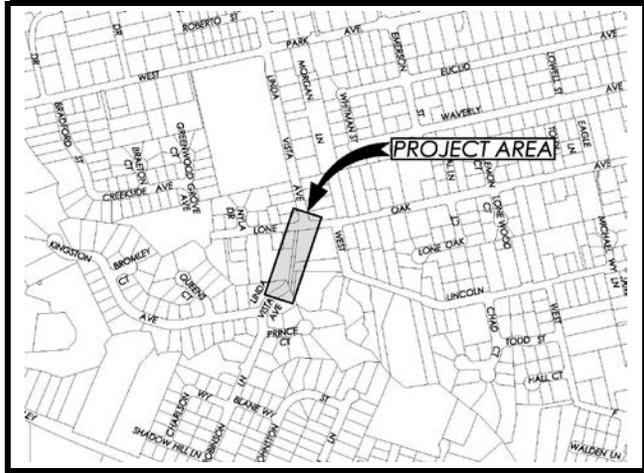
BUDGET EXPENDED TO DATE: Approximately \$3,158 has been spent to date on General Plan/Zoning amendment processing and preliminary project scheduling and coordination.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## LINDA VISTA BRIDGE OVER NAPA CREEK PROJECT NO. BR14PW02

### PROJECT DESCRIPTION:

Construct a new bridge over Napa Creek to connect Linda Vista Avenue from Robinson Lane to Lone Oak Avenue. The project will provide connectivity to the area and improve traffic circulation and is necessary to provide responsive emergency access from the proposed Fire Station 5 to the area west of Highway 29 and south of Trancas Street/Redwood Road.



### PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer  
Public Works Department - Engineering Division

### PROJECT STATUS:

City staff has met with property owners within, and adjacent to, the project limits and completed approximately 75% of the boundary and topographic survey work. When the survey work is complete, staff will use this information to prepare alternate road alignments. The alternate road alignments will then be presented at community meetings followed by a report to the City Council to discuss what transpired.

PROJECT SCHEDULE:	Q1			Q2			Q3			Q4		
	2013			2014			2014			2014		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design			20%									
Bid & Award												
Construction												

### BUDGET STATUS:

PROJECT BUDGET: \$60,000 FY2013/2014

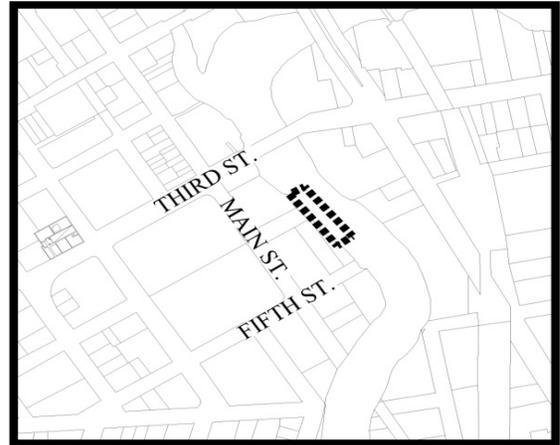
BUDGET EXPENDED TO DATE: Approximately \$11,596 has been spent to date on boundary and topographic survey work in preparation for a road alignment study.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## MAIN STREET BOAT DOCK PROJECT PROJECT NO. 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 complement the new Riverfront development.



**PROJECT AREA**

**PROJECT MANAGEMENT:**

Mark A. Tomko, Senior Civil Engineer  
Public Works Department - Construction Division

**PROJECT STATUS:**

Construction      This project had an in-water work window from August 1 to October 1. The in-water work included the installation of 15 piles, removal of 5 piles, installation of a 197-foot retaining wall, dredging 2000 cubic yards of material, and installing the 176-foot dock and gangway. The piles and sheet pile wall were installed with minimal vibrations. The dredging operation encountered soil conditions that were not expected. The dredge operation was setup to be primarily soil that could be disposed of at the Napa County Flood District disposal site off of Hartle Court. The material dredged primarily contained large rock. This changed the operation and resulted in the material having to be taken to Winter Island (near Pittsburg). This limited the amount of material dredged to 1565 cubic yards due to the additional cost of hauling to Winter Island and the added cost for the set up of the disposal equipment at the Flood Control disposal site. The contractor was able to complete the in-water portion of the work by October 1, and punchlist items of work remain to be completed. The ribbon cutting to open the dock is scheduled for 5:30 pm on October 23.

**PROJECT SCHEDULE:**

	Q1			Q2			Q3			Q4		
	2013						2014					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction			98%									

CONTRACT BUDGET: \$1,875,000  
BUDGET EXPENDED TO DATE: \$1,345,985

NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget. The \$1,875,000 includes Public Works administrative charges, permitting, and construction.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

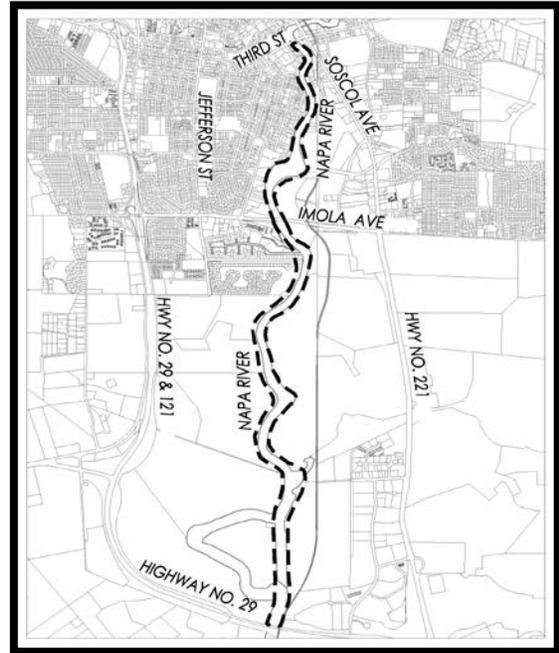
## NAPA RIVER DREDGING PROJECT PROJECT NO. PWRIVERDRG

### 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 the Butler Bridge to Third Street.

### PROJECT MANAGEMENT:

Julie Lucido, Senior Civil Engineer  
Public Works Department, Special Projects Division



PROJECT AREA

### PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has less than \$400,000 out of a rough estimate of \$2M to perform limited maintenance dredging from the State Highway 29 (Butler) Bridge to Third Street. Nevertheless, the Corps agreed to begin tasks for a dredge project for this reach. The Corps completed their new hydrographic survey in May 2012. In addition, the Napa County Flood Control District (District) agreed to start the dredge sampling and analysis process with the Corps' Dredged Materials Management Office ('DMMO') for the river dredge. Depending on the Corps' ability to fund a river dredge project, the City remains open to contributing available funds as well. The District and City are partnering on an effort to form a financing district to fund future maintenance dredging. Contracts with a specialized consultant were executed in September 2013 to evaluate types of financing districts and pursue the formation of type of district that best fits the project objectives. The consultant has begun the analysis and is preparing a submittal of the potential district options.

### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2013			2014			2014			2014		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting												
Bid & Award												
Construction												
Financing District Formation			20%									

### BUDGET STATUS (for financing district formation):

PROJECT BUDGET: \$50,000

BUDGET EXPENDED TO DATE: None





# CITY of NAPA

## Report on Service Center (CRM) activity Q1 FY 2013-14

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 27 different types of specific service requests.

This report focuses on the service request component of the CRM system, and specifically, the 24 service requests that are processed by the Public Works and Parks and Recreation Services departments. These two departments handle the bulk of external service requests.

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

A total of **457 external service requests** were processed and closed by Public Works and Parks and Recreation via the CRM system in the first quarter of FY 2013-14. This is 17 fewer requests than submitted in the fourth quarter of FY 2012-13 and 49 fewer than the number submitted one year ago in the first quarter of FY 2012-13.

The accompanying table shows the total number of service requests made in the 24 request types handled by Public Works and Parks and Recreation Services during the period July 1-Sept 30, 2013, and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

**Only 4 of request 24 categories exceeded their SLA and each of these was only marginally over the limit. Handling of requests within the SLA improved steadily through FY 2012-13 and this trend continues as 2013-14 begins.**

## External Service Requests closed by Public Works and Parks and Recreation Services

July 1-Sept 30, 2013

Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	8	1.68	5
City landscaping issue	9	5.92	6
Clogged storm drain	0	0	1
Construction site problems	1	2.08	1
Dead Animal	24	0.26	1
Graffiti	18	0.55	2
Light out	89	0.85	3
Litter or debris	30	0.74	2
Miscellaneous park/public space issue	4	4.74	5
New streetlight	1	0.96	5
Ongoing drainage problem	3	1.74	5
Park issue	25	5.92	5
Pollution report	0	0	1
Pothole	40	1.87	2
Rough road surface	7	2.48	5
Sign problem	14	0.56	2
Street sweeping	10	0.37	2
Traffic signal malfunction	10	1.23	1
Tree issue	161	4.15	5
Utility pole issue	2	6.4	5
Water leak	0	0	1
Water pressure problem	0	0	1
Water quality issue	0	0	1
Weeds	1	8.83	5

(Categories highlighted in green have an average time to close of request within the Service Level Agreement. )