CITY of NAPA

# Third Quarter Report
# FY 2011-2012

**CITY MANAGER**
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May 1, 2012

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 3rd quarter financial report for FY2011-12. 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.

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,

Mike Parness
City Manager

## Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the third quarter of the 2011-12 fiscal year.

## Management's Overview

The City's two year budget for fiscal years 2011-12 and 2012-13 was adopted by the City Council on June 21, 2011. 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 2011-12 first quarter report was presented to the City Council on November 15, 2011, and the second quarter report was presented February 7, 2012. The numbers in this report are based on the FY 2011-12 revenues and expenditures through March 31, 2012. A discussion of the significant budget items is presented below.

## FY 2011-12 Budget

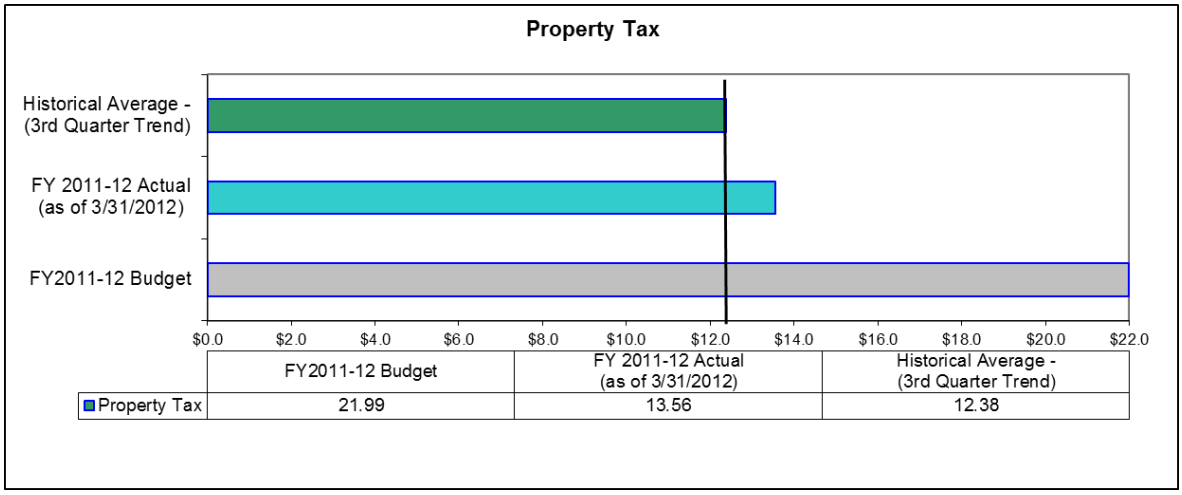
The FY 2011-12 budget as originally adopted estimated revenues of $58.2 million to fund expenditures of $62.4 million with the resulting $4.2 million shortfall to be funded from operating reserves. As of March 31, 2012, the budget had been amended (through FY 2010-11 carry forwards, budget resolutions or other approved budget adjustments) to total $59.7 million in revenues and $63.8 million in expenditures, reducing the budget shortfall to $4.1 million.

As of the third quarter, FY 2011-12 operating revenues are projected to exceed the current budget level by $0.9 million ($60.6 million total), due in large part to strong Transient Occupancy Tax receipts. Operating expenditures are projected to total $62.0 million, or $1.8 million under the current budget. The savings ($1.6 million in salary savings, $0.2 million in contingency) is "one-time" as many of these positions have recently been, or are in the process of being filled. Additionally, a portion of this savings will be requested in the Mid Cycle Budget as carry forward appropriation. A full description and justification for the carry forward will be presented to the City Council in June. The impact of the increased revenues, and one-time expenditure savings result in the reduction of the budget shortfall to $1.4 million.

## Major Revenues

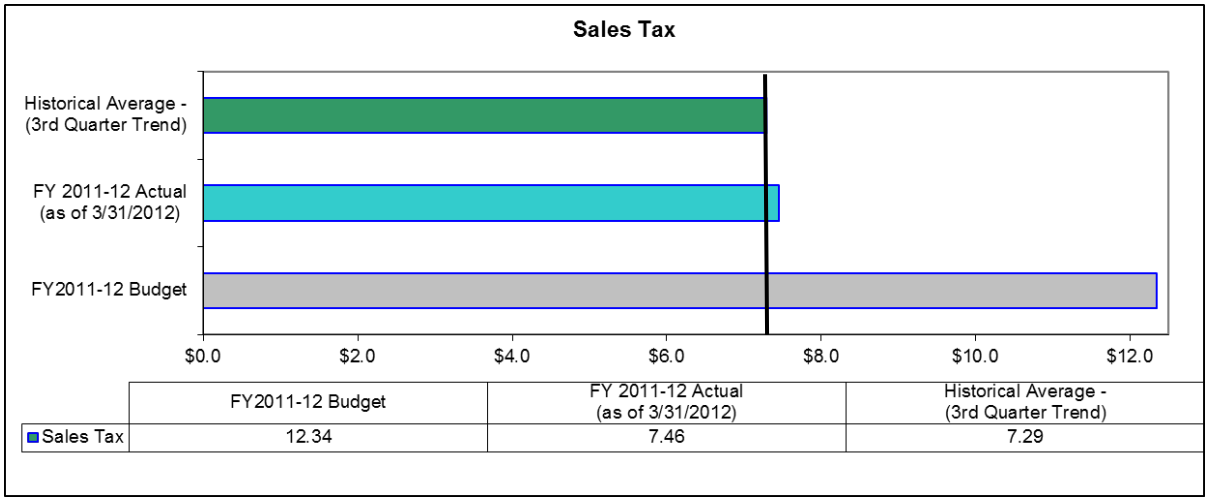
Property Tax - FY 2011-12 Property Tax receipts were budgeted at $21.4 million, and adjusted upward in the 1st Quarter Report to $22.0 million to reflect a 0.27 percent increase in the City's assessed valuation for FY 2011-12 compared to FY 2010-11.

The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (12.2%) and industrial property (5.1%). The following graph tracks the Actual Property Tax received through March 31, 2012 as compared to the third quarter average trend over the past five years and shows that we are $1.2 million ahead of that trend. Although the comparison to the historical trend supports an increase to the property tax budget, based on the most recent information from the County, we anticipate the additional receipts to total approximately $0.4 million. The difference between the trend and the current projection is caused by the timing of the property tax receipts – meaning the County received more full payments in December than compared to previous years.




Sales Tax - FY 2011-12 Sales Tax was originally budgeted at $12.0 million, but was adjusted upward in the 1st Quarter Report to $12.3 million, to more accurately reflect the continued economic recovery. Specifically we have seen increases in General Retail (e.g. Department Stores), Food Products (e.g. Restaurants), Transportation (e.g. Service Stations) and Construction (e.g. Building Materials) sales tax receipts over the previous quarter.

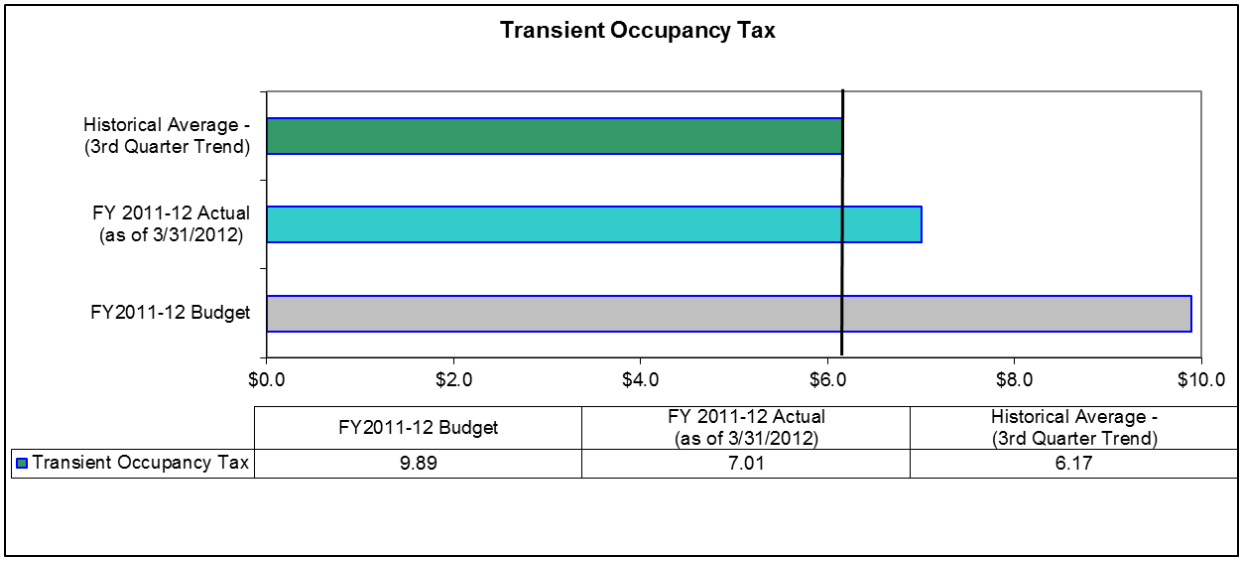
The following graph tracks the Sales Tax on collections through March 31, 2012 (sales through December 31, 2011) as compared to the third quarter average trend over the past five years and indicates that we are ahead of that trend by $0.17 million. Sales Tax receipts for FY 2011-12 are projected to be consistent with budget ($12.34 million).




Transient Occupancy Tax (TOT) - FY 2011-12 TOT revenue was originally budgeted at $9.4 million, but adjusted upward to $9.9 million in the 1st Quarter Report to reflect the improvement in the City's tourism business. There are currently 23 hotels, 18 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 remitted by hotels, inns, etc. through March 31, 2012) as compared to the third quarter average trend over the past five years and indicates that we are ahead of the third quarter trend by $0.84 million. TOT receipts for FY 2011-12 are projected to be over the current budget by approximately $750K, due mainly to higher than normal tourism in the Napa Valley due to the mild winter.

It is projected that Transient Occupancy Tax revenues will exceed the budget by $0.8 million by the end of the year (June 30, 2012), based on the most recent receipts.

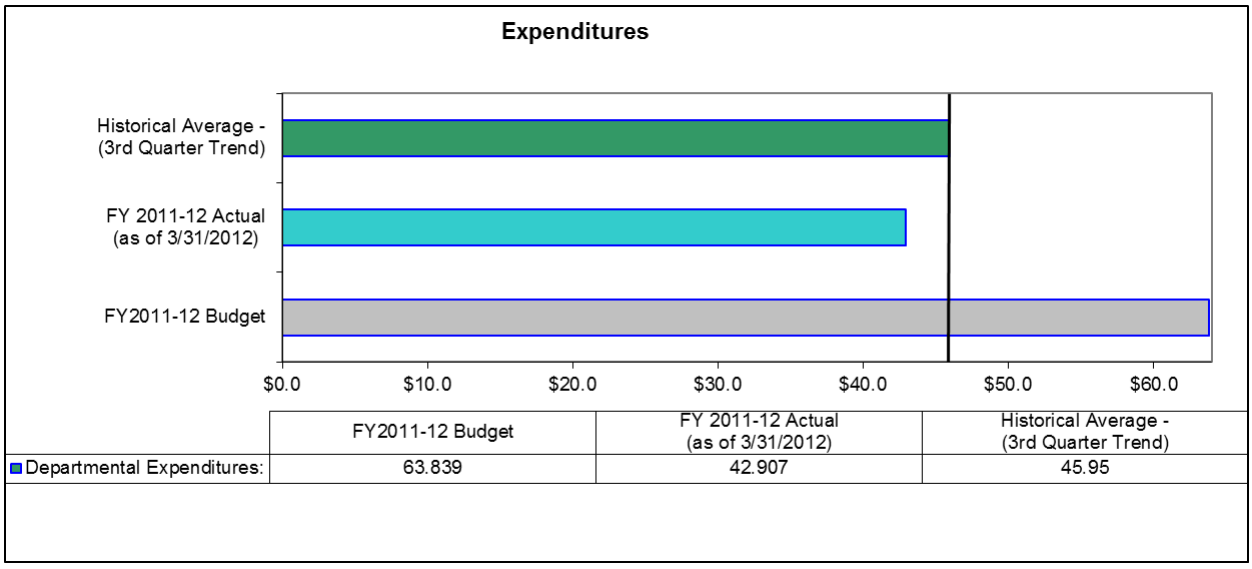


Other Taxes - Other Taxes includes Franchise fees. The original budget of $2.1 million was erroneously overstated by approximately $0.5 million. The proposed adjustment will correct the error.

## Expenditures

As of March 31, 2012 all departments were operating within their approved budgets.

The following graph tracks the General Fund Expenditures as compared to the third quarter average trend over the past four years and indicates that we are behind the third quarter trend by $3.0 million. Departmental projections anticipate increased expenditures in the 4th quarter as vacant positions are filled, resulting in a projected $1.8 million under expenditure.




The following table provides the expenditure budget and actual spent to date for each department through March 31, 2012. No budget adjustments to the General Fund are being requested at this time, however additional discussion is provided for those departments projecting year end under expenditures.

**Financial Update - May 1st 2012**
**General Fund**

| Operating Expenditures | | | | | | |
|---|---|---|---|---|---|---|
| City Council / City Clerk | 993,924 | 646,864 | 65.08% | 993,924 | 100.00% | |
| City Manager | 1,168,888 | 873,136 | 74.70% | 1,168,888 | 100.00% | |
| Finance | 5,499,485 | 3,423,235 | 62.25% | 5,299,485 | 96.36% | |
| City Attorney | 938,190 | 569,370 | 60.69% | 938,190 | 100.00% | |
| Human Resources | 1,078,321 | 734,256 | 68.09% | 1,078,321 | 100.00% | |
| Community Development | 3,234,915 | 2,174,203 | 67.21% | 3,234,915 | 100.00% | |
| General Government | 3,077,628 | 1,671,872 | 54.32% | 2,877,628 | 93.50% | |
| Police Department | 20,980,160 | 14,132,635 | 67.36% | 19,980,160 | 95.23% | |
| Fire Department | 13,356,672 | 9,101,449 | 68.14% | 12,956,672 | 97.01% | |
| Public Works | 6,858,935 | 5,040,567 | 73.49% | 6,858,935 | 100.00% | |
| Parks & Recreation | 6,652,355 | 4,539,303 | 68.24% | 6,652,355 | 100.00% | |
| **Total Operating Expenditures** | **63,839,473** | **42,906,889** | **67.21%** | **62,039,473** | 97.18% | - |

**Finance:** The Finance Department is projecting an under expenditure of approximately $200K. This savings is related to salary savings in Finance and IT, related to the Director of Finance position (filled September, 2011) and the Finance Manager (currently vacant).

**General Government:** The General Government Department is projecting an under expenditure of approximately $200K. This savings is related to the "Contingency" budget which will be spent only if so directed by the City Council.

**Police Department:** The Police Department is projecting an under expenditure of approximately $1.0 M. This savings is related to salary savings due to vacant positions throughout the year. It is anticipated all of these vacancies will be filled within the next few months. A portion of this under expenditure will be requested as carry forward funds during the Mid Cycle Review (June 2012).

**Fire Department:** The Fire Department is projecting an under expenditure of approximately $400K. $200K of this savings is related to salary savings due to vacant positions in the first half of the year. The remaining $200K of the savings is related to savings in overtime in support of Emergencies. A portion of this under expenditure will be requested as carry forward funds during the Mid Cycle Review (June 2012).

## Operating Position

As of March 31, 2012, the FY 2011-12 General Fund is projected to remain in a deficit position with projected expenditures exceeding anticipated revenues by $1.4 million. This shortfall has been reduced by $2.7 million from an operating deficit of $4.1 million due to the combined impact of $0.9 million increase in Revenues, and $1.8 million projected under expenditure (one time savings). As previously noted, a portion of the $1.8 million will be requested as carry forward appropriations in the Mid Cycle Budget. A full description and justification for the carry forward will be presented to the City Council in June. Consistent with the adopted budget, any remaining shortfall will be remedied with a planned use of undesignated General Fund Reserves.

## Other City Funds

In addition to the General Fund, the Quarterly Report also includes a summary of the City's Proprietary Funds. These funds are made up of Enterprise Funds and Internal Service Funds.

**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, Golf and Water.

**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 following table notes the revenues and expenditures for each of the Proprietary Funds through March 31, 2012.

| Proprietary Fund | | FY 2011-12 Budget (as of 3/31/2012) | FY 2011-12 Actual (as of 3/31/2012) | Actual to Date % |
|---|---|---|---|---|
| Solid Waste & MDF | Revenues | 24,794,700 | 18,701,165 | 75.42% |
| Solid Waste & MDF | Operating Expenditures | 25,367,543 | 15,222,801 | 60.01% |
| Solid Waste & MDF | Capital & Non Recurring Expenditures | 1,388,893 | 125,900 | 9.06% |
| *Fund Balance Addition/(Reduction)* | | *(1,961,736)* | *3,352,465* | - |
| Golf Operating Revenue | Operating Revenues | 1,761,095 | 1,220,953 | 69.33% |
| Golf Operating Expenditures | Operating Expenditures | 1,717,374 | 1,216,205 | 70.82% |
| *Fiscal Year Net Operating Position* | | *43,721* | *4,748* | |
| *Fund Balance Addition/(Reduction)* | | *43,721* | *4,748* | - |
| Water | Revenues | 28,857,109 | 17,216,231 | 59.66% |
| Water | Operating Expenditures | 29,061,959 | 16,734,077 | 57.58% |
| Water Capital Expenditures | Capital & Non Recurring Expenditures | 9,485,707 | 4,490,300 | 47.34% |
| *Fund Balance Addition/(Reduction)* | | *(9,690,556)* | *(4,008,146)* | - |
| Fleet Replacement Revenues | | 3,342,824 | 2,668,365 | 79.82% |
| Fleet Replacement Expenditures | | 4,357,686 | 2,842,805 | 65.24% |
| *Fund Balance Addition/(Reduction)* | | *(1,014,862)* | *(174,440)* | |
| Central Stores Revenues | | 510,000 | 381,008 | 74.71% |
| Central Stores Expenditures | | 551,597 | 399,790 | 72.48% |
| *Fund Balance Addition/(Reduction)* | | *(41,597)* | *(18,782)* | |
| IT Replacement Revenues | | 169,550 | 121,617 | 71.73% |
| IT Replacement Expenditures | | 169,550 | 72,499 | 42.76% |
| *Fund Balance Addition/(Reduction)* | | - | *49,118* | |
| Risk Management Revenues | | 4,020,672 | 3,167,024 | 78.77% |
| Risk Management Expenditures | | 4,318,299 | 2,665,695 | 61.73% |
| *Fund Balance Addition/(Reduction)* | | *(297,627)* | *501,329* | |
| Post Employment Benefit Revenues | | 1,247,829 | 586,155 | 46.97% |
| Post Employment Benefit Expenditures | | 1,247,829 | 1,340,956 | 107.46% |
| *Fund Balance Addition/(Reduction)* | | - | *(754,801)* | |

## Additional Discussion

*Solid Waste & Materials Diversion Facility* – Solid Waste and MDF activity was anticipated to draw on available fund balance in FY 2011-12 due mainly to the continued planned capital expenditures currently underway. These capital projects include: Hidden Glen Park, Electrical Transformer Upgrade, Capital Maintenance Activities (e.g. exterior painting of the MDF Building, Concrete work). Beyond the already identified capital projects within the Fund, most of the available balance will also be presented to City Council as part of the Mid Cycle adjustments with a staff recommendation for them to be earmarked for Covered Compost and/or Anaerobic Digestion CIP at the MDF for FY2012-13.

*Golf* – The Golf Course fund in FY 2011-12 appears stronger than in recent years, due mainly to a strong winter season due to milder winter weather, and also an infusion from the General Fund to help offset cash flow issues.

*Water* – Water Fund activity was anticipated to draw on available fund balance in FY 2011-12 due mainly to completion of the Barwick Jamieson Water Treatment Plant, final expenditure of the 2007 Water Revenue Bonds and continued implementation of planned capital expenditures currently underway. These capital projects include: Installation of Cathodic Protection on Water Facilities,

Water Main Replacements and Reconfigurations, Dwyer Road Pump Station, and SCADA System Improvements. The recent water rate increase of 8% instituted October 2011 was not reflected in the original budget projections, and should assist in offsetting reduced revenue in the first half of FY12 due to an unseasonably cool summer in 2011.

*Fleet Replacement* – Fleet Management & Replacement was anticipated to draw on available fund balance in FY 2011-12 due to the replacement costs of the vehicles scheduled for replacement this year.

*Central Stores* – Central Stores was anticipated to be underfunded in FY 2011-12. A revised Operating Cost methodology is being prepared for inclusion in the FY 2012-13 Mid Cycle budget. The goal in FY 2012-13 would be to cover the operating costs of Central Stores, as well as cover the existing deficit of the fund.

*IT* – IT Replacement covers the General Fund computers and IT equipment for the City. 4th quarter planned equipment purchases will result in a balanced fund by year end.

*Risk Management* – Risk Management was anticipated to draw on available fund balance in FY 2011-12 due to adjustments in the 2nd quarter for current litigation needs.

*Post-Employment Benefits* – Post Employment Benefits appears to be over spent as of March 31, however a reimbursement from the OPEB Trust for payments made to the Retirees occurs at the end of every year, which will bring this fund back into balance.

## What We Are Watching

Nationally:

Although it is too soon to be overly optimistic for the future, it does appear recovery from the economic recession is making slow but steady progress. Several months of strong economic news have improved the outlook for the U.S. economy, however interest rates remain low, and the world-wide financial situation remains unsettled.

The National League of Cities released its 2011 City Fiscal Conditions Report in September, 2011. The report reveals that general city revenues are continuing to fall, with a projected 2.3% decrease by the end of 2011. Nationwide, this is the fifth straight year of declines in revenue with probable further declines in 2012. Cities are responding by cutting personnel (72%), delaying infrastructure projects (60%) and increasing service fees (41%). One in three (36%) cities report modifications to employee health care benefits." Napa has been fortunate in that our revenues are remaining steady, or even showing slight gains, however the fragility of the national outlook reminds us that fiscal caution is still a necessity.

State:
At the State level, the City of Napa is dealing with the ramifications from the recent Supreme Court ruling that eliminated redevelopment agencies statewide, which will have an impact on the city's ability to provide economic development locally. In order to maintain existing levels of economic development, it will be necessary to provide supplemental funding from various city sources, including the general fund.

On the broader state economic level, the condition of the economy remains fragile which has potential of having a significant negative impact on all California cities. There is evidence though that the State's economic recovery is gathering momentum – unemployment in California fell one-half of a percent between November 2011 and February 2012 to 10.9 percent, the lowest level in nearly three years (May, 2009), as reported by the State Employment Development Department. Further, payrolls expanded for the sixth straight month.

Regardless of the positive signs, if the revenues do not recover at the rate assumed in the State's Budget, additional reduction triggers will be imposed. We have the need to remain cautious even though we appear to be on a slow but steady path of recovery.

Local Economic Condition:
Although the City of Napa is seeing some positive movement in the housing market and tourism trade, financial recovery will not be obtained until the property values begin to rise. We are also continuing to see slow but steady growth in sales tax revenue. Staff will continue to closely monitor these key revenue sources as we enter the final quarter of the fiscal year.

Departments continue to be proactive in the management of expenditures; and that, along with a higher than anticipated vacancy rate in the first nine months of the year, results in a projection of approximately $1.8 million under expenditure.

As we enter the final quarter of the fiscal year, Staff will continue to closely monitor the key expenditures and projections for all City funds (including Enterprise and Internal Service Funds).

**Recommendation**
Adopt a Resolution Approving and Adopting Amendment to the Budget for the 2011-12 Fiscal Year, with the following adjustments:

Revenues:

- Increase Property Tax Revenues by $400,000 *(41940.31111)*
- Increase Transient Occupancy Tax Revenues by $750,000 *(41940.31402)*
- Decrease Other Tax Revenues by $466,400 *(41940.31602)*
- Increase Licenses and Permits Revenues by $350,000 *(41940.32101)*
- Decrease Investment Earnings by $50,000 *(41940.36101)*
- Decrease Miscellaneous Revenues by $80,000 *(45215.36201 -$40,000; 43177.36401 – $7,500; 41940.36201 – $32,500)*

## Financial Update - General Fund

**Attachment A**

| | FY 2011-12 Budget (as of 3/31/2012) | FY 2011-12 YTD (as of 3/31/2012) | *% to date (Budget to Actual)* | *Projected* | *Third Quarter Adjustment* |
|---|---|---|---|---|---|
| **Operating Revenues** | | | | | |
| Property Tax | 21,989,907 | 13,560,196 | *62%* | *22,389,907* | *400,000* |
| Sales Tax | 12,342,763 | 7,455,423 | *60%* | *12,342,763* | *-* |
| Transient Occupancy Tax | 9,890,293 | 7,011,115 | *71%* | *10,640,293* | *750,000* |
| Business License Tax | 2,672,500 | 2,114,143 | *79%* | *2,672,500* | *-* |
| Other Taxes | 2,066,400 | 796,383 | *39%* | *1,600,000* | *(466,400)* |
| Licenses and Permits | 1,000,000 | 1,225,083 | *123%* | *1,350,000* | *350,000* |
| Charges for Services | 4,642,916 | 3,707,413 | *80%* | *4,642,916* | *-* |
| Intergovernmental | 637,112 | 561,579 | *88%* | *637,112* | *-* |
| Investment Earnings | 200,000 | 103,913 | *52%* | *150,000* | *(50,000)* |
| Miscellaneous Revenues | 220,843 | 131,120 | *59%* | *140,843* | *(80,000)* |
| Transfers In | 4,045,154 | 3,033,033 | *75%* | *4,045,154* | *-* |
| **Sub-Total Operating Revenues** | **59,707,888** | **39,699,400** | *66%* | **60,611,488** | **903,600** |
| | | | | | |
| **Operating Expenditures** | | | | | |
| City Council / City Clerk | 993,924 | 646,864 | *65%* | *993,924* | *-* |
| City Manager | 1,168,888 | 873,136 | *75%* | *1,168,888* | *-* |
| Finance | 5,499,485 | 3,423,235 | *62%* | *5,299,485* | *-* |
| City Attorney | 938,190 | 569,370 | *61%* | *938,190* | *-* |
| Human Resources | 1,078,321 | 734,256 | *68%* | *1,078,321* | *-* |
| Community Development | 3,234,915 | 2,174,203 | *67%* | *3,234,915* | *-* |
| General Government | 3,077,628 | 1,671,872 | *54%* | *2,877,628* | *-* |
| Police Department | 20,980,160 | 14,132,635 | *67%* | *19,980,160* | *-* |
| Fire Department | 13,356,672 | 9,101,449 | *68%* | *12,956,672* | *-* |
| Public Works | 6,858,935 | 5,040,567 | *73%* | *6,858,935* | *-* |
| Parks & Recreation | 6,652,355 | 4,539,303 | *68%* | *6,652,355* | *-* |
| **Sub-Total Operating Expenditures** | **63,839,473** | **42,906,889** | *67%* | **62,039,473** | **-** |
| | | | | | |
| ***Operating Surplus/ (Deficit)*** *(Operating Revenues less Total Expenditures)* | ***(4,131,584)*** | | | ***(1,427,984)*** | |

| Financial Update - General Fund | | | | | Attachment A *(continued)* |
|---|---|---|---|---|---|
| | FY 2011-12 Budget (as of 3/31/2012) | FY 2011-12 YTD (as of 3/31/2012) | *% to date (Budget to Actual)* | *Projected* | Third Quarter Adjustment |
| ***Non-Recurring Revenues*** | | | | | |
| *Property Tax (Excess ERAF)* | *2,589,895* | *2,582,362* | *100%* | *2,589,895* | - |
| *Charges for Services* | *1,480,406* | *12,224* | *1%* | *1,473,245* | - |
| *Intergovernmental* | *1,242,297* | *501,322* | *40%* | *1,242,297* | - |
| *Investment Earnings* | - | *26,594* | | *26,594* | - |
| *Transfers In* | *31,000* | - | | - | - |
| ***Non-Recurring Revenues*** | ***5,343,599*** | ***3,122,502*** | ***58%*** | ***5,332,031*** | - |
| ***Non Recurring Expenditures*** | | | | | |
| *City Council / City Clerk* | *17,715* | *7,000* | | *17,715* | - |
| *City Manager* | *38,132* | *33,709* | | *38,132* | - |
| *Finance* | *23,470* | *24,500* | | *23,470* | - |
| *City Attorney* | *86,563* | - | *0%* | *86,563* | - |
| *Human Resources* | *40,724* | - | *0%* | *40,724* | - |
| *Community Development* | *831,662* | *256,228* | *31%* | *831,662* | - |
| *General Government* | *1,640,000* | *39,015* | | *1,640,000* | - |
| *Police Department* | *800,833* | *270,238* | *34%* | *800,833* | - |
| *Fire Department* | *157,161* | *149,519* | *95%* | *157,161* | |
| *Public Works* | *868,296* | *44,053* | *5%* | *868,296* | - |
| ***Non-Recurring Expenditures*** | ***4,504,557*** | ***824,262*** | ***18%*** | ***4,504,557*** | - |
| ***Net Impact of Non Recurring*** | ***839,042*** | | | ***827,474*** | - |
| | | | | | |
| ***Total Impact to Fund Balance*** | ***(3,292,542)*** | | - | ***(600,510)*** | |

In accordance with Resolution R2011 93 Section 8 and 9, 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 reported to the city council as part of the quarterly financial report.

The appropriations authorized by the City Manager in FY 2011-12 are listed below:

| Budget Adjustment Summary | Revenues | Expenditures |
|---|---|---|
| Police Department - Grant | 6,834.34 | 6,834.34 |
| Planning Department - EIR | 137,500.00 | 137,500.00 |
| Parks & Recreation - Donations | 12,783.00 | 12,783.00 |
| 911 Memorial Donations | 19,102.38 | 19,102.38 |
| PWA - NAPA ON ICE | 24,857.28 | 24,857.28 |
| **TOTAL** | **201,077.00** | **201,077.00** |

CITY of NAPA

## Introduction

This report represents the City's investment portfolio as of March 31, 2012. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

## Investment Approach

The City's investments are guided by an Investment Policy which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council on June 21, 2011 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City is a passive investor and relies on an investment advisor and the State investment pool known as the Local Agency Investment Fund (LAIF).

## Current Market Conditions

The economy continues to gain strength, and 2012 is likely to be characterized by moderate expansion unless there are additional shocks to the economic system. Among the positive signs: expanding employment, manufacturing growth, strong auto sales, rising consumer confidence and spending. Uncertainty remains regarding Europe's sovereign debt and a possible slowdown in China that may cool global growth and demand. Analysts continue to monitor high oil prices, but there is no evidence that U.S. consumers have pulled back or that manufacturing or economic activities have slowed because as a result. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. LAIF rates have remained fairly constant around 0.35% – 0.45% since December 2009.

### Total Return Comparison
### Periods Ending March 31, 2012

| | Past Quarter | Past Year | Past 3 Years | Past 5 Years |
|---|---|---|---|---|
| **City of Napa** | **0.44%** | **3.34%** | **3.38%** | **4.77%** |
| Merrill Lynch 1-5 Year Government Index | -0.11% | 3.03% | 2.42% | 4.39% |
| LAIF | 0.09% | 0.41% | 0.60% | 1.60% |

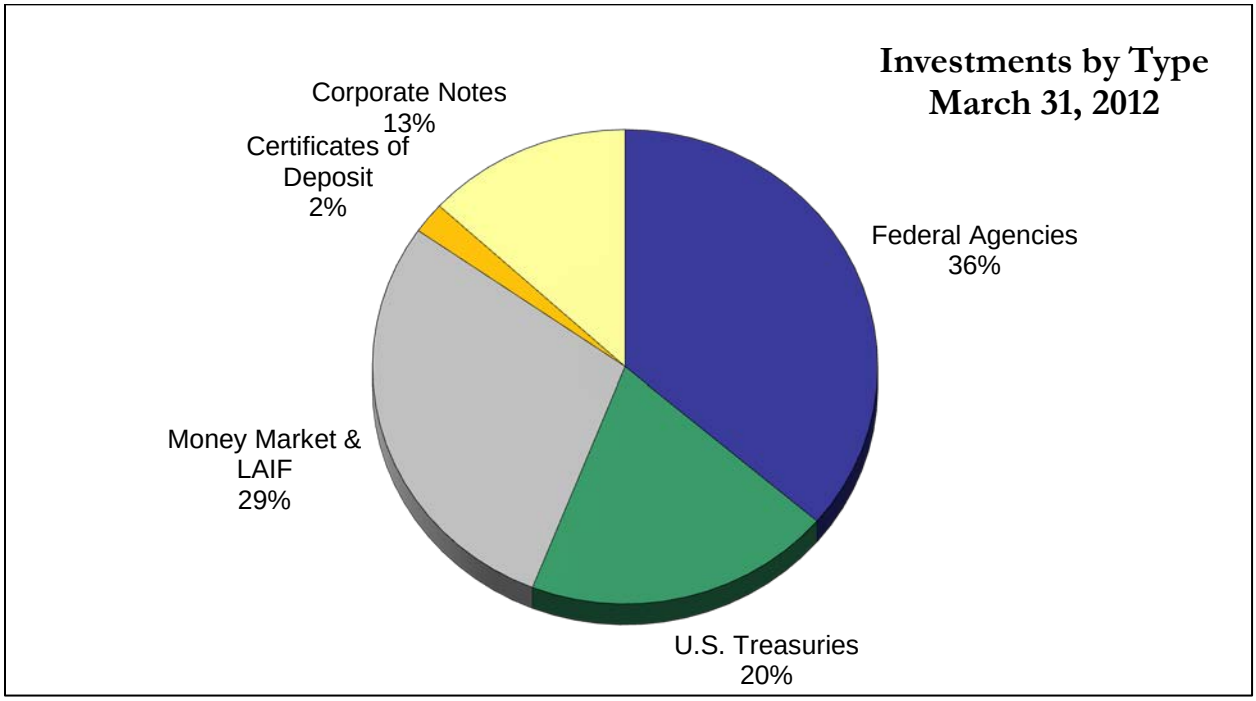
** Returns for periods under one year are periodic; all other returns are annualized.*

CITY of NAPA

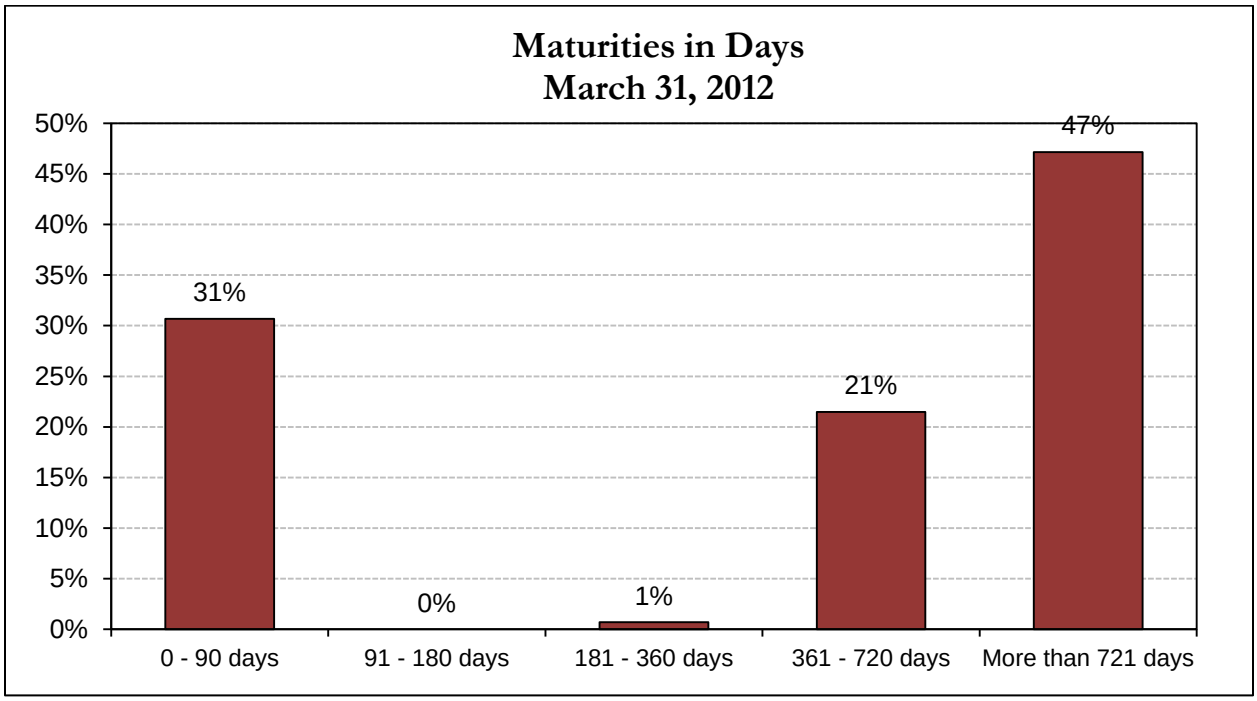
## Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of March 31, 2011 invested funds totaled $70,673,554, which is $1.3 million more than the $69.4 million invested funds total at the end of the 3rd quarter of FY 2010/11. 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 March 31, 2012 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.




The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of March 31, 2012, 31% of the City's funds were invested in very short-term liquid investments, 22% of the funds were invested with maturities between 90 days and 2 years, and 47% 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 Federal Reserve policy, 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

# City of Napa
## Quarterly Investment Report - Holdings Report
as of March 31, 2012

| CUSIP | Description | S&P Rating FY Quarter 1Q12 | S&P Rating FY Quarter 2Q12 | Par Value | Purchase Date | Coupon Rate | Maturity Date | Original Cost | Yield to Maturity | Accrued Interest | Market Value |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **LAIF and Money Market** | | | | | | | | | | | |
| N/A | California Asset Management Trust | AAAm | AAAm | 122,805.98 | 3/31/2012 | 0.28% | 4/1/2012 | 122,805.98 | 0.28% | - | 122,805.98 |
| N/A | Local Agency Investment Fund | NR | NR | 20,192,211.48 | 3/31/2012 | 0.37% | 4/1/2012 | 20,192,211.48 | 0.37% | - | 20,192,211.48 |
| | ***Total LAIF and Money Market*** | | | **20,315,017.46** | | | | **20,315,017.46** | **0.37%** | **-** | **20,315,017.46** |
| **U.S. Treasuries** | | | | | | | | | | | |
| 912828JD3 | U.S. Treasury | AA+ | AA+ | 620,000.00 | 1/27/2012 | 3.38% | 6/30/2013 | 648,263.28 | 0.17% | 5,288.74 | 643,976.56 |
| 912828LC2 | U.S. Treasury | AA+ | AA+ | 935,000.00 | 10/31/2011 | 2.63% | 7/31/2014 | 990,223.44 | 0.46% | 4,113.10 | 982,627.03 |
| 912828RQ5 | U.S. Treasury | AA+ | AA+ | 1,000,000.00 | 11/30/2011 | 0.38% | 11/15/2014 | 999,375.00 | 0.40% | 1,421.70 | 997,500.00 |
| 912828MH0 | U.S. Treasury | AA+ | AA+ | 1,415,000.00 | 1/27/2012 | 2.25% | 1/31/2015 | 1,497,191.60 | 0.31% | 5,335.41 | 1,483,870.70 |
| 912828MR8 | U.S. Treasury | AA+ | AA+ | 100,000.00 | 3/2/2010 | 2.38% | 2/28/2015 | 100,296.87 | 2.31% | 206.52 | 105,312.50 |
| 912828MR8 | U.S. Treasury | AA+ | AA+ | 500,000.00 | 3/30/2010 | 2.38% | 2/28/2015 | 495,410.16 | 2.57% | 1,032.61 | 526,562.50 |
| 912828MR8 | U.S. Treasury | AA+ | AA+ | 945,000.00 | 3/29/2012 | 2.38% | 2/28/2015 | 995,867.58 | 0.52% | 1,951.63 | 995,203.13 |
| 912828NP1 | U.S. Treasury | AA+ | AA+ | 650,000.00 | 4/7/2011 | 1.75% | 7/31/2015 | 643,476.79 | 1.99% | 1,906.25 | 674,019.45 |
| 912828PJ3 | U.S. Treasury | AA+ | AA+ | 200,000.00 | 11/30/2010 | 1.38% | 11/30/2015 | 198,554.69 | 1.53% | 924.18 | 204,812.40 |
| 912828PJ3 | U.S. Treasury | AA+ | AA+ | 665,000.00 | 5/19/2011 | 1.38% | 11/30/2015 | 657,572.93 | 1.63% | | 681,001.23 |
| 912828PS3 | U.S. Treasury | AA+ | AA+ | 650,000.00 | 5/19/2011 | 2.00% | 1/31/2016 | 658,711.16 | 1.70% | 2,178.57 | 680,722.90 |
| 912828QA1 | U.S. Treasury | AA+ | AA+ | 650,000.00 | 7/28/2011 | 2.25% | 3/31/2016 | 676,433.82 | 1.35% | 39.96 | 687,629.15 |
| 912828KZ2 | U.S. Treasury | AA+ | AA+ | 1,500,000.00 | 2/23/2012 | 3.25% | 6/30/2016 | 1,660,488.28 | 0.75% | 12,321.43 | 1,648,593.00 |
| 912828LP3 | U.S. Treasury | AA+ | AA+ | 1,100,000.00 | 11/15/2011 | 3.00% | 9/30/2016 | 1,209,914.06 | 0.90% | 90.16 | 1,199,773.30 |
| 912828RX0 | U.S. Treasury | AA+ | AA+ | 975,000.00 | 1/9/2012 | 0.88% | 12/31/2016 | 975,304.69 | 0.87% | 2,156.25 | 969,896.85 |
| 912828RX0 | U.S. Treasury | AA+ | AA+ | 1,455,000.00 | 1/26/2012 | 0.88% | 12/31/2016 | 1,452,328.71 | 0.91% | 3,217.79 | 1,447,384.53 |
| | ***Total U.S. Treasuries*** | | | **13,360,000.00** | | | | **13,859,413.06** | **0.92%** | **42,184.30** | **13,928,885.23** |
| **Federal Agencies** | | | | | | | | | | | |
| 31331KHF0 | Federal Farm Credit Bureau | AA+ | AA+ | 665,000.00 | 4/25/2011 | 1.62% | 4/25/2012 | 664,933.50 | 1.62% | 4,668.30 | 665,474.81 |
| 880591DT6 | Tennessee Valley Authority | AA+ | AA+ | 274,713.54 | 6/5/2008 | 6.79% | 5/23/2012 | 305,160.04 | 3.76% | 6,632.20 | 277,211.78 |
| 880591DT6 | Tennessee Valley Authority | AA+ | AA+ | 410,286.46 | 6/17/2008 | 6.79% | 5/23/2012 | 446,116.78 | 4.35% | 9,905.23 | 414,017.61 |
| 313376TR6 | Federal Home Loan Banks | AA+ | AA+ | 510,000.00 | 2/1/2012 | 0.30% | 8/1/2013 | 510,000.00 | 0.24% | 226.95 | 510,265.20 |
| 880591DW9 | Tennessee Valley Authority | AA+ | AA+ | 225,000.00 | 9/4/2008 | 4.75% | 8/1/2013 | 231,655.50 | 4.08% | 1,781.25 | 238,265.78 |
| 880591DW9 | Tennessee Valley Authority | AA+ | AA+ | 225,000.00 | 9/26/2008 | 4.75% | 8/1/2013 | 233,664.75 | 3.87% | 1,781.25 | 238,265.78 |
| 880591DW9 | Tennessee Valley Authority | AA+ | AA+ | 275,000.00 | 4/15/2010 | 4.75% | 8/1/2013 | 299,392.50 | 1.96% | 2,177.08 | 291,213.73 |
| 313374Y61 | Federal Home Loan Banks | AA+ | AA+ | 750,000.00 | 7/21/2011 | 0.50% | 8/28/2013 | 748,957.50 | 0.57% | 343.75 | 751,864.50 |
| 313374Y61 | Federal Home Loan Banks | AA+ | AA+ | 1,550,000.00 | 12/16/2011 | 0.50% | 8/28/2013 | 1,553,518.50 | 0.37% | 710.42 | 1,553,853.30 |
| 3133XRX88 | Federal Home Loan Banks | AA+ | AA+ | 625,000.00 | 11/10/2008 | 4.00% | 9/6/2013 | 626,375.63 | 3.95% | 1,736.11 | 657,760.00 |
| 31331KET3 | Federal Farm Credit Bureau | AA+ | AA+ | 365,000.00 | 3/30/2011 | 0.98% | 9/23/2013 | 363,930.55 | 1.10% | 79.49 | 368,085.71 |
| 31359MTG8 | Federal National Mortgage Association | AA+ | AA+ | 340,000.00 | 8/3/2011 | 4.63% | 10/15/2013 | 370,102.24 | 0.57% | 7,250.97 | 362,317.94 |
| 3133XSAE8 | Federal Home Loan Banks | AA+ | AA+ | 420,000.00 | 4/9/2009 | 3.63% | 10/18/2013 | 440,018.04 | 2.50% | 6,893.54 | 441,051.66 |
| 3135G0EZ2 | Federal National Mortgage Association | AA+ | AA+ | 350,000.00 | 10/26/2011 | 0.41% | 10/25/2013 | 349,858.57 | 0.35% | 243.74 | 350,645.05 |
| 3135G0FG3 | Federal National Mortgage Association | AA+ | AA+ | 400,000.00 | 11/14/2011 | 0.60% | 11/14/2013 | 400,000.00 | 0.60% | 913.33 | 400,332.40 |
| 3133762C8 | Federal Home Loan Banks | AA+ | AA+ | 1,635,000.00 | 11/30/2011 | 0.38% | 11/27/2013 | 1,632,727.35 | 0.45% | 2,111.88 | 1,635,331.91 |
| 3133762C8 | Federal Home Loan Banks | AA+ | AA+ | 280,000.00 | 1/12/2012 | 0.38% | 11/27/2013 | 280,193.20 | 0.34% | 361.67 | 280,056.84 |
| 3133XSP93 | Federal Home Loan Banks | AA+ | AA+ | 230,000.00 | 6/29/2011 | 3.13% | 12/13/2013 | 243,220.40 | 0.76% | 2,156.25 | 240,715.01 |
| 31398A5W8 | Federal National Mortgage Association | AA+ | AA+ | 390,000.00 | 6/29/2011 | 0.75% | 12/18/2013 | 389,980.50 | 0.75% | 836.88 | 392,691.39 |
| 31398A5W8 | Federal National Mortgage Association | AA+ | AA+ | 125,000.00 | 8/3/2011 | 0.75% | 12/18/2013 | 125,370.00 | 0.62% | 268.23 | 125,862.63 |

CITY of NAPA

# City of Napa
## Quarterly Investment Report - Holdings Report
as of March 31, 2012

| CUSIP | Description | S&P Rating FY Quarter 1Q12 | S&P Rating FY Quarter 2Q12 | Par Value | Purchase Date | Coupon Rate | Maturity Date | Original Cost | Yield to Maturity | Accrued Interest | Market Value |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 3134G3BF6 | Federal Home Loan Mortgage Corporation | AA+ | AA+ | 800,000.00 | 12/21/2011 | 0.63% | 12/23/2013 | 802,312.80 | 0.48% | 1,361.11 | 803,054.40 |
| 313376UF0 | Federal Home Loan Banks | AA+ | AA+ | 650,000.00 | 2/6/2012 | 0.38% | 1/29/2014 | 650,754.00 | 0.32% | 480.73 | 649,860.25 |
| 3137EACR8 | Federal Home Loan Mortgage Corporation | AA+ | AA+ | 280,000.00 | 2/4/2011 | 1.38% | 2/25/2014 | 280,817.60 | 1.28% | 385.00 | 285,919.76 |
| 31398AVZ2 | Federal National Mortgage Association | AA+ | AA+ | 400,000.00 | 11/16/2009 | 2.75% | 3/13/2014 | 407,014.00 | 2.32% | 550.00 | 419,074.00 |
| 31331GTJ8 | Federal Farm Credit Bureau | AA+ | AA+ | 615,000.00 | 10/6/2010 | 2.63% | 4/17/2014 | 649,230.90 | 1.02% | 7,354.38 | 640,122.75 |
| 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 | 470,119.50 |
| 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 | 847,485.38 |
| 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 | 552,358.56 |
| 3137EACD9 | Federal Home Loan Mortgage Corporation | AA+ | AA+ | 775,000.00 | 8/8/2009 | 3.00% | 7/28/2014 | 775,406.10 | 2.99% | 4,068.75 | 823,226.70 |
| 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 | 253,239.25 |
| 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 | 253,232.50 |
| 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 | 169,911.52 |
| 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 | 302,654.90 |
| 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 | 350,442.51 |
| 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 | 268,942.38 |
| 31359MA45 | Federal National Mortgage Association | AA+ | AA+ | 385,000.00 | 8/29/2011 | 5.00% | 4/15/2015 | 443,897.30 | 0.72% | 8,876.39 | 435,080.03 |
| 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 | 227,303.78 |
| 3137EACM9 | Federal Home Loan Mortgage Corporation | AA+ | AA+ | 1,000,000.00 | 9/9/2011 | 1.75% | 9/10/2015 | 1,036,030.00 | 0.83% | 1,020.83 | 1,033,199.00 |
| 3137EACM9 | Federal Home Loan Mortgage Corporation | AA+ | AA+ | 1,450,000.00 | 9/30/2011 | 1.75% | 9/10/2015 | 1,494,312.00 | 0.96% | 1,480.21 | 1,498,138.55 |
| 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 | 670,428.85 |
| 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 | 1,030,059.00 |
| 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 | 393,063.95 |
| 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 | 338,215.80 |
| 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 | 678,223.95 |
| 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 | 686,478.65 |
| 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 | 674,467.16 |
| 313373SZ6 | Federal Home Loan Banks | AA+ | AA+ | 650,000.00 | 7/29/2011 | 2.13% | 6/10/2016 | 658,989.50 | 1.83% | 4,258.85 | 681,913.05 |
| | ***Total Federal Agencies*** | | | **24,870,000.00** | | | | **25,388,679.56** | **1.41%** | **120,815.43** | **25,631,499.16** |
| **Certificates of Deposit** | | | | | | | | | | | |
| 78009NDY9 | Royal Bank of Canada | A | A | 500,000.00 | 2/10/2012 | 0.49% | 2/8/2013 | 500,000.00 | 0.49% | 347.08 | 499,907.86 |
| 06417EYU1 | Bank of Nova Scotia | A | A | 500,000.00 | 2/10/2012 | 0.99% | 2/10/2014 | 500,000.00 | 0.99% | 703.55 | 500,022.00 |
| 96121TLT3 | Westpac Bank | A | A | 500,000.00 | 2/16/2012 | 1.45% | 2/14/2014 | 500,000.00 | 1.47% | 904.75 | 501,965.00 |
| | ***Total Certificates of Deposit*** | | | **1,500,000.00** | | | | **1,500,000.00** | **0.99%** | **1,955.38** | **1,501,894.86** |
| **Corporate Notes** | | | | | | | | | | | |
| 92976WBK1 | Wachovia (Wells Fargo) | A+ | AA- | 500,000.00 | 1/25/2011 | 2.32% | 5/1/2013 | 514,473.50 | 0.77% | 1,930.71 | 509,186.50 |
| 459200GR6 | IBM | A+ | A+ | 310,000.00 | 2/1/2010 | 2.10% | 5/6/2013 | 312,064.60 | 1.89% | 2,622.08 | 315,522.03 |
| 91159HGW4 | US Bancorp | A | A+ | 400,000.00 | 6/14/2010 | 2.00% | 6/14/2013 | 399,500.00 | 2.04% | 2,377.78 | 406,711.20 |
| 06406HBK4 | Bank of New York Mellon | A+ | AA- | 160,000.00 | 8/29/2008 | 5.13% | 8/27/2013 | 160,593.60 | 5.04% | 774.44 | 169,645.44 |
| 91159HGY0 | US Bancorp | A | A+ | 185,000.00 | 9/13/2010 | 1.38% | 9/13/2013 | 184,761.35 | 1.42% | 127.19 | 186,606.73 |
| 91159HGY0 | US Bancorp | A | A+ | 20,000.00 | 9/14/2010 | 1.38% | 9/13/2013 | 19,981.20 | 1.41% | 13.75 | 20,173.70 |
| 91159HGY0 | US Bancorp | A | A+ | 300,000.00 | 9/28/2010 | 1.38% | 9/13/2013 | 301,038.00 | 1.26% | 206.25 | 302,605.50 |
| 46623EJE0 | JPMorgan Chase | A | A | 125,000.00 | 1/11/2012 | 2.05% | 1/24/2014 | 125,357.50 | 1.91% | 476.91 | 127,166.00 |
| 46623EJE0 | JPMorgan Chase | A | A | 140,000.00 | 1/12/2012 | 2.05% | 1/24/2014 | 140,432.60 | 1.89% | 534.14 | 142,425.92 |
| 717081AR4 | Pfizer | AA | AA | 225,000.00 | 5/11/2009 | 4.50% | 2/15/2014 | 236,047.50 | 3.37% | 1,293.75 | 241,661.93 |

CITY of NAPA

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|---|---|---|---|---|---|---|---|---|---|---|---|
| 717081AR4 | Pfizer | AA | AA | 30,000.00 | 5/21/2009 | 4.50% | 2/15/2014 | 31,590.00 | 3.28% | 172.50 | 32,221.59 |
| 24422ERA9 | Deere & Company | A | A | 75,000.00 | 3/3/2011 | 1.60% | 3/3/2014 | 74,925.75 | 1.63% | 93.33 | 76,341.38 |
| 459200GW5 | IBM | A+ | A+ | 650,000.00 | 5/12/2011 | 1.25% | 5/12/2014 | 649,389.00 | 1.28% | 3,137.15 | 658,032.05 |
| 36962G4C5 | General Electric Capital Corporation | AA+ | AA+ | 45,000.00 | 8/12/2009 | 5.90% | 5/13/2014 | 47,779.65 | 4.44% | 1,017.75 | 49,460.99 |
| 36962G4C5 | General Electric Capital Corporation | AA+ | AA+ | 385,000.00 | 8/12/2009 | 5.90% | 5/13/2014 | 408,327.15 | 4.47% | 8,707.42 | 423,166.21 |
| 36962G4C5 | General Electric Capital Corporation | AA+ | AA+ | 140,000.00 | 9/30/2010 | 5.90% | 5/13/2014 | 158,544.40 | 2.08% | 3,166.33 | 153,878.62 |
| 14912L4V0 | Caterpillar Financial | A | A | 130,000.00 | 5/20/2011 | 1.38% | 5/20/2014 | 129,931.10 | 1.39% | 650.45 | 131,938.30 |
| 149123BU4 | Caterpillar Financial | A | A | 250,000.00 | 5/27/2011 | 1.38% | 5/27/2014 | 249,810.00 | 1.40% | 1,184.03 | 253,976.25 |
| 46625HHN3 | JPMorgan Chase | A | A | 130,000.00 | 1/9/2012 | 4.65% | 6/1/2014 | 137,361.90 | 2.21% | 2,015.00 | 138,582.21 |
| 06406HBZ1 | Bank of New York Mellon | A+ | A+ | 260,000.00 | 11/23/2011 | 1.70% | 11/24/2014 | 259,727.00 | 1.74% | 1,571.56 | 264,069.52 |
| 713448BM9 | PepsiCo | A- | A- | 210,000.00 | 6/10/2010 | 3.10% | 1/15/2015 | 216,552.00 | 2.38% | 1,374.33 | 223,517.28 |
| 713448BM9 | PepsiCo | A- | A- | 100,000.00 | 6/30/2010 | 3.10% | 1/15/2015 | 102,363.00 | 2.55% | 654.44 | 106,436.80 |
| 713448BM9 | PepsiCo | A- | A- | 70,000.00 | 10/18/2010 | 3.10% | 1/15/2015 | 75,110.00 | 1.32% | 458.11 | 74,505.76 |
| 713448BM9 | PepsiCo | A- | A- | 90,000.00 | 10/26/2010 | 3.10% | 1/15/2015 | 96,694.20 | 1.28% | 589.00 | 95,793.12 |
| 46625HHP8 | JPMorgan Chase | A | A+ | 210,000.00 | 3/23/2010 | 3.70% | 1/20/2015 | 212,662.80 | 3.41% | 1,532.42 | 221,434.50 |
| 46625HHP8 | JPMorgan Chase | A | A+ | 100,000.00 | 3/25/2010 | 3.70% | 1/20/2015 | 100,810.00 | 3.51% | 729.72 | 105,445.00 |
| 46625HHP8 | JPMorgan Chase | A | A+ | 165,000.00 | 2/24/2011 | 3.70% | 1/20/2015 | 169,849.35 | 2.90% | 1,204.04 | 173,984.25 |
| 94980VAA6 | Wells Fargo | A+ | AA- | 300,000.00 | 3/25/2010 | 4.75% | 2/9/2015 | 312,144.00 | 3.83% | 2,058.33 | 321,801.30 |
| 94980VAA6 | Wells Fargo | A+ | AA- | 200,000.00 | 2/24/2011 | 4.75% | 2/9/2015 | 212,148.00 | 3.11% | 1,372.22 | 214,534.20 |
| 084670AV0 | Berkshire Hathaway | AA+ | AA+ | 395,000.00 | 2/11/2010 | 3.20% | 2/11/2015 | 394,672.15 | 3.22% | 1,755.56 | 420,804.96 |
| 084670AV0 | Berkshire Hathaway | AA+ | AA+ | 70,000.00 | 6/14/2010 | 3.20% | 2/11/2015 | 71,690.50 | 2.65% | 311.11 | 74,573.03 |
| 742718DM8 | Procter & Gamble | AA- | AA- | 250,000.00 | 11/18/2010 | 3.50% | 2/15/2015 | 268,127.50 | 1.72% | 1,118.06 | 268,290.50 |
| 06406JHB4 | Bank of New York Mellon | A | A+ | 205,000.00 | 8/16/2010 | 4.95% | 3/15/2015 | 228,599.60 | 2.29% | 451.00 | 223,107.45 |
| 06406JHB4 | Bank of New York Mellon | A | A+ | 230,000.00 | 10/6/2010 | 4.95% | 3/15/2015 | 259,113.40 | 1.96% | 506.00 | 250,315.67 |
| 002824AX8 | Abbott Laboratories | AA | AA | 500,000.00 | 5/17/2011 | 2.70% | 5/27/2015 | 516,855.00 | 1.83% | 4,650.00 | 526,490.00 |
| 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 | 657,742.08 |
| 742718DS5 | Procter & Gamble | AA- | AA- | 150,000.00 | 11/18/2010 | 1.80% | 11/15/2015 | 148,773.00 | 1.97% | 1,020.00 | 154,756.65 |
| 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 | 319,050.00 |
| 478160AY0 | Johnson & Johnson | AAA | AAA | 250,000.00 | 5/20/2011 | 2.15% | 5/15/2016 | 249,237.50 | 2.21% | 2,030.56 | 260,302.73 |
| | ***Total Corporate Notes*** | | | **8,895,000.00** | | | | **9,115,450.80** | **2.29%** | **63,440.75** | **9,296,257.35** |
| | **Total LAIF and Securities** | | | **68,940,017.46** | | | | **70,178,560.88** | **1.12%** | **228,395.86** | **70,673,554.06** |

RESOLUTION R2011 84

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 21st day of June, 2011, by the following vote:

AYES: Inman, van Gorder, Mott, Krider, Techel

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: _____
Dorothy Roberts, City Clerk

Approved as to form:

_____
Michael W. Barrett, City Attorney

EXHIBIT "A"

# CITY OF NAPA,
# STATEMENT OF INVESTMENT POLICY
June 2011

## 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 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 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).

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 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.

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 2010

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

California Government Code Section 53601 Requirement:

1) Purchases may not exceed 180 days.
2) Purchases are restricted to 40% of the agency's surplus money.
3) No more than 30% of the 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.

**4. Certificate of Deposit**

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

California Government Code Section 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.

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

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

City of Napa 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.

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

California Government Code Section 53601 Requirement:
1) Prime quality of the highest ranking or of the highest letter and numerical rating as provided for by nationally recognized statistical-rating organization.
2) Issuing corporation must be organized and operating within the United States.
3) Issuing corporation must have total assets in excess of five hundred million dollars ($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.

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

California Government Code Section 53601 Requirement:
1) Maximum of five years maturity
2) Shall be rated A or better by a nationally recognized statistical ratings organization.
3) May not exceed 30% of surplus money

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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.

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

City of Napa Limitation: None

LAIF Limitations:

1) $50,000,000 per account
2) No more than 15 transactions in a month

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

California Government Code Section 53601 Requirement:

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

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

1) Maximum maturity - 30 days
2) Maximum par value total size - 20%
3) Maximum par value per institution - 20%
4) Credit -
   a) Securities shall be marked to market daily and shall be maintained at a value no lower than $102.
   b) Securities acceptable as collateral shall be U.S. Treasury 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.

**9. 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.

**10. 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

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
7) Federal (Fed) funds.

**B. ADDITIONAL GUIDELINES**

1. Adequate liquidity equivalent to six-month expenditures shall be maintained.
2. No more than 50% of the portfolio shall mature beyond 2 years.
3. Securities shall not be purchased with trading or speculation (such as anticipating an appreciation of capital value through changes in market interest rates) as the dominant criterion for the section of the security,

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2010

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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 2011-2012
# Project Tracking
# 3rd Quarter


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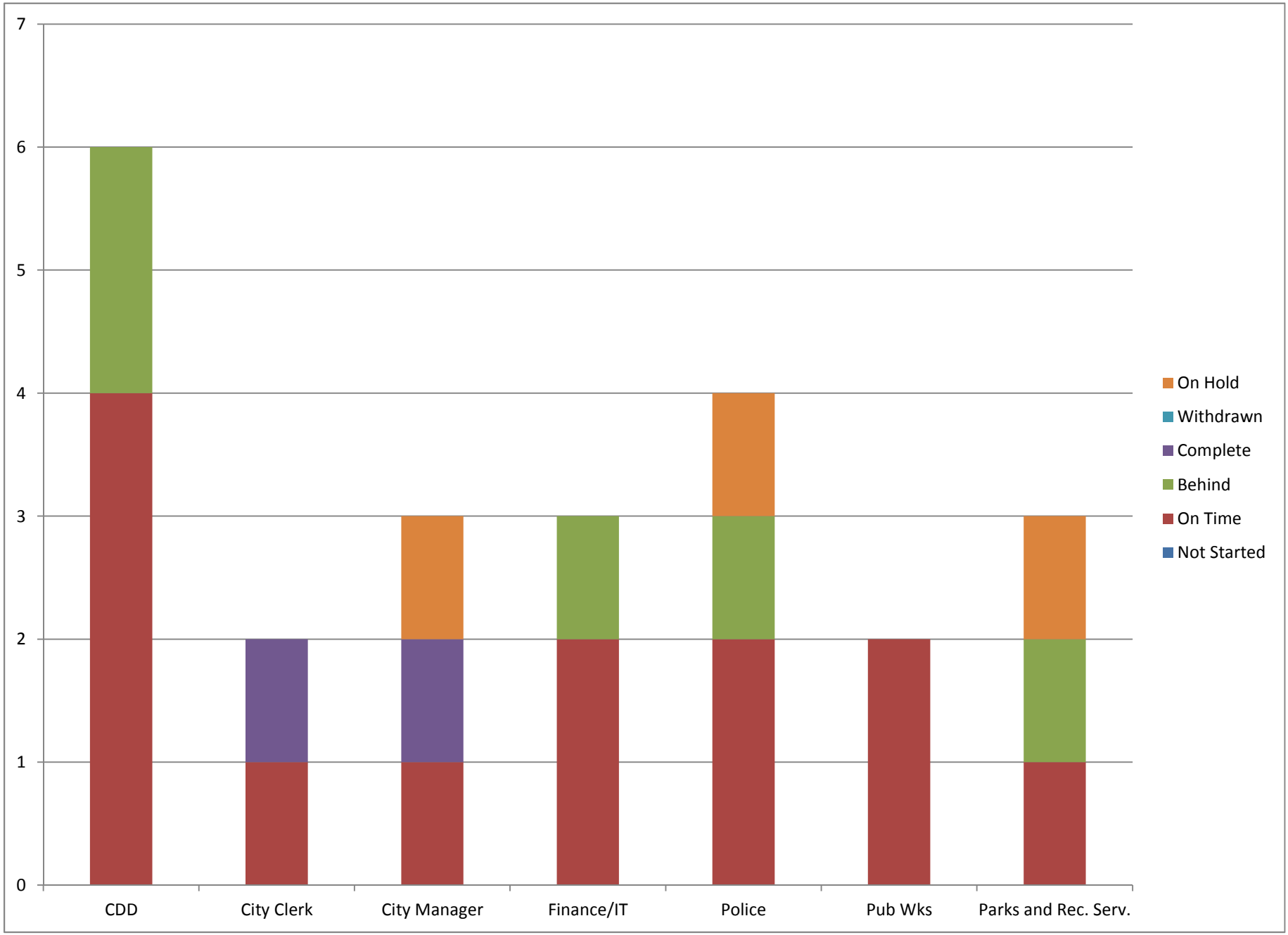


# Project Tracking Summary

**by Department**

## CDD, Planning

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| CDD-00541 | Downtown Specific Plan | 3 of 3 | On Time | 4/30/2012 | Julianne Ward |
| CDD-00543 | Public Art Master Plan and Guidelines | 1 of 1 | On Time | 6/30/2012 | Mike Allen |
| CDD-00556 | Heritage Napa | 3 of 4 | On Time | 6/30/2012 | Kevin Eberle |
| | Total Projects for CDD, Planning: 3 | | | | |

## City Clerk

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| CLK-00482 | Records Management  Phase 2 | 2 of 2 | On Time | 6/30/2012 | R. Ryan |
| CLK-00553 | Enhanced Intranet (iCON) System | 1 of 1 | Complete | 6/30/2012 | R Ryan/D Roadman |
| | Total Projects for City Clerk: 2 | | | | |

## City Manager

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| CM-00557 | City-County Government Center Feasibility Analysis | 2 of 2 | On Time | 6/30/2012 | Weiss/LaRochelle |
| CM-00558 | Community Climate Survey | 1 of 1 | Complete | 3/9/2012 | Barry Martin |
| CM-00559 | City Council Comes to You | 2 of 2 | On Hold | 2/15/2012 | Barry Martin |
| | Total Projects for City Manager: 3 | | | | |

## Economic Development

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| ED-00525 | Napa 9/11 Memorial Garden | 2 of 3 | Behind | 6/30/2012 | Micah Hinkle |

# Project Tracking Summary

**by Department**

## Economic Development

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| ED-00527 | Sustainability Plan and EECBG Grant Implementation | 2 of 2 | On Time | 6/30/2012 | LaLiberte |
| | Total Projects for Economic Development: 2 | | | | |

## Finance, Accounting

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| FIN-00549 | Budget Balancing and Restructuring Process | 1 of 1 | On Time | 6/30/2012 | Joe Gray |
| | Total Projects for Finance, Accounting: 1 | | | | |

## Finance, Collections

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| FIN-00550 | Cost Allocation Plan/User Fee Study | 2 of 2 | Behind | 6/30/2012 | Deanna Andrews |
| | Total Projects for Finance, Collections: 1 | | | | |

## Housing

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| HSG-00526 | Inclusionary Zoning Ordinance Update | 3 of 3 | Behind | 6/30/2012 | JMW/CDD/Consultant |
| | Total Projects for Housing: 1 | | | | |

## Information Technology

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| IT-00554 | IFAS - Implementation of Final System Modules | 3 of 3 | On Time | 6/30/2012 | J. Brott |

# Project Tracking Summary

**by Department**

## Information Technology

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| | Total Projects for Information Technology: 1 | | | | |

## Police

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| PD-00528 | AMR Ambulance Contract for Dispatch Services | 1 of 1 | On Time | 6/30/2012 | Shirley Perkins |
| PD-00529 | Social Media Program Implementation | 1 of 1 | Behind | 6/30/2012 | Debbie Peecook |
| PD-00530 | Analyze & Implement Police Reserve Officer Program | 1 of 1 | On Hold | 6/30/2012 | Steve Potter |
| PD-00539 | Geographic Neighborhood Policing | 1 of 1 | On Time | 6/30/2012 | Gary Pitkin |
| | Total Projects for Police: 4 | | | | |

## PW, Maintenance

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| PW-00540 | Sidewalk Improvement Program | 1 of 2 | On Time | 6/29/2012 | Phil Brun |
| | Total Projects for PW, Maintenance: 1 | | | | |

## PW, Transportation Engineering

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| PW-00547 | Saratoga Drive Extension Project | 2 of 3 | On Time | 6/30/2012 | Jason Holley |
| | Total Projects for PW, Transportation Engineering: 1 | | | | |

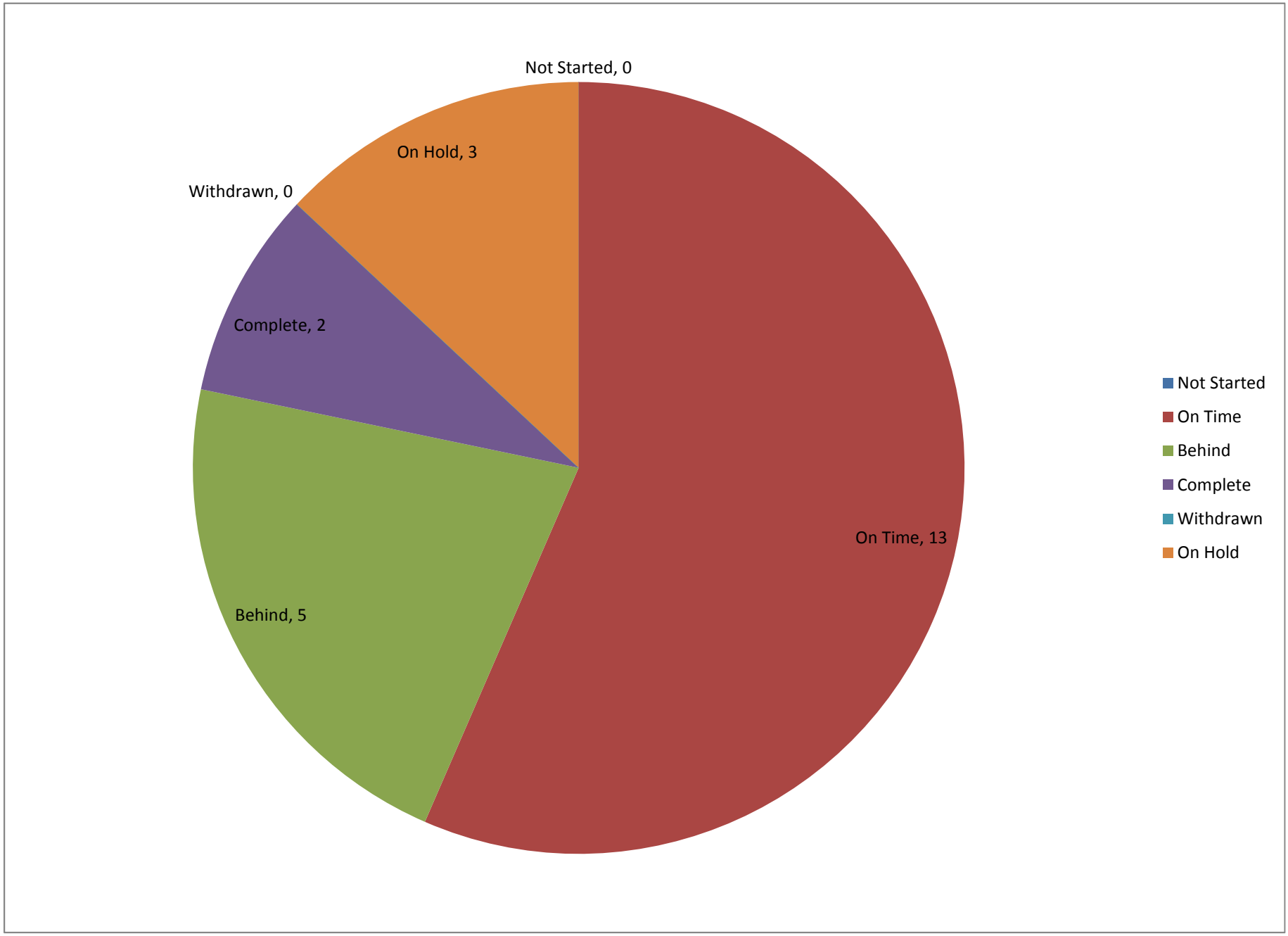
# Project Tracking Summary

**by Department**

**Recreation**

| Project # | Project Title | Phase | Status | Due Date | Project Leader |
|---|---|---|---|---|---|
| REC-00531 | Playground Equipment Replacement | 1 of 1 | On Time | 6/30/2012 | Dave Perazzo |
| REC-00533 | Parking Garage Renovations | 1 of 1 | Behind | 6/30/2012 | Dave Perazzo |
| REC-00534 | New Skate Park - Site Selection and Design | 1 of 2 | On Hold | 6/30/2012 | Larry Mazzuca |
| | Total Projects for Recreation: 3 | | | | |

## Project Summary by Status



# Project Tracking Summary

**by Project Status**

## Behind

| Project # | Project Title | Phase | Due Date | Lead Department | Project Leader |
|---|---|---|---|---|---|
| ED-00525 | Napa 9/11 Memorial Garden | 2 of 3 | 6/30/2012 | Economic Developmen | Micah Hinkle |
| FIN-00550 | Cost Allocation Plan/User Fee Study | 2 of 2 | 6/30/2012 | Finance, Collections | Deanna Andrews |
| HSG-00526 | Inclusionary Zoning Ordinance Update | 3 of 3 | 6/30/2012 | Housing | JMW/CDD/Consultant |
| PD-00529 | Social Media Program Implementation | 1 of 1 | 6/30/2012 | Police | Debbie Peecook |
| REC-00533 | Parking Garage Renovations | 1 of 1 | 6/30/2012 | Recreation | Dave Perazzo |
| | Total Projects with Behind Status: 5 | | | | |

## Complete

| Project # | Project Title | Phase | Due Date | Lead Department | Project Leader |
|---|---|---|---|---|---|
| CLK-00553 | Enhanced Intranet (iCON) System | 1 of 1 | 6/30/2012 | City Clerk | R Ryan/D Roadman |
| CM-00558 | Community Climate Survey | 1 of 1 | 3/9/2012 | City Manager | Barry Martin |
| | Total Projects with Complete Status: 2 | | | | |

## On Hold

| Project # | Project Title | Phase | Due Date | Lead Department | Project Leader |
|---|---|---|---|---|---|
| CM-00559 | City Council Comes to You | 2 of 2 | 2/15/2012 | City Manager | Barry Martin |
| PD-00530 | Analyze & Implement Police Reserve Officer Program | 1 of 1 | 6/30/2012 | Police | Steve Potter |
| REC-00534 | New Skate Park - Site Selection and Design | 1 of 2 | 6/30/2012 | Recreation | Larry Mazzuca |
| | Total Projects with On Hold Status: 3 | | | | |

# Project Tracking Summary

**by Project Status**

**On Time**

| Project # | Project Title | Phase | Due Date | Lead Department | Project Leader |
|---|---|---|---|---|---|
| CDD-00541 | Downtown Specific Plan | 3 of 3 | 4/30/2012 | CDD, Planning | Julianne Ward |
| CDD-00543 | Public Art Master Plan and Guidelines | 1 of 1 | 6/30/2012 | CDD, Planning | Mike Allen |
| CDD-00556 | Heritage Napa | 3 of 4 | 6/30/2012 | CDD, Planning | Kevin Eberle |
| CLK-00482 | Records Management  Phase 2 | 2 of 2 | 6/30/2012 | City Clerk | R. Ryan |
| CM-00557 | City-County Government Center Feasibility Analysis | 2 of 2 | 6/30/2012 | City Manager | Weiss/LaRochelle |
| ED-00527 | Sustainability Plan and EECBG Grant Implementation | 2 of 2 | 6/30/2012 | Economic Developmen | LaLiberte |
| FIN-00549 | Budget Balancing and Restructuring Process | 1 of 1 | 6/30/2012 | Finance, Accounting | Joe Gray |
| IT-00554 | IFAS - Implementation of Final System Modules | 3 of 3 | 6/30/2012 | Information Technolog | J. Brott |
| PD-00528 | AMR Ambulance Contract for Dispatch Services | 1 of 1 | 6/30/2012 | Police | Shirley Perkins |
| PD-00539 | Geographic Neighborhood Policing | 1 of 1 | 6/30/2012 | Police | Gary Pitkin |
| PW-00540 | Sidewalk Improvement Program | 1 of 2 | 6/29/2012 | PW, Maintenance | Phil Brun |
| PW-00547 | Saratoga Drive Extension Project | 2 of 3 | 6/30/2012 | PW, Transportation En | Jason Holley |
| REC-00531 | Playground Equipment Replacement | 1 of 1 | 6/30/2012 | Recreation | Dave Perazzo |
| | Total Projects with On Time Status: 13 | | | | |

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | CDD-00541 | **Project Status** | On Time |
| **Project Title** | Downtown Specific Plan | | | **Phase** | 3 of 3 |
| **Project Start Date** | | | | **Project Due Date** | 4/30/2012 |
| **Requested Start Date** | | | | **Requested Due Date** | |
| **Lead Department** | CDD, Planning | | | **Project Leader** | Julianne Ward |
| **Project Budget** | $787,101 | | | | |
| **Funding Sources** | Redevelopment and General Fund | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Preparation of a Downtown Specific Plan to guide future development focusing on land use, infrastructure, parking and design. The process included in Phase I preparation of an RFQ/RFP to select a consultant; designating a Steering Committee to guide the process; public outreach to engage the community in outlining a land use vision and development strategies; and analysis of infrastructure, parking and fiscal needs. Phase II included continued public outreach, completion of the downtown historic survey context statement and survey, streetscape design, design guidelines and development of the preliminary draft Specific Plan, as well as preparation of the administrative draft Environmental Impact Report (EIR). Phase III includes Steering Committee review of the preliminary draft Specific Plan, a joint Planning Commission/City Council meeting, additional public outreach, and circulation of the draft Specific Plan and draft EIR for adoption hearings scheduled in the spring of 2012.

Phase I (Completed in FY 08-09) - Consultant selection, designation of a steering committee, project scope development and refinement, public outreach, initial technical studies.
Phase II (Completed in FY 09-10/FY 10-11) - Historic analysis, public outreach, preliminary draft plan formation and administrative draft environmental review.
Phase III (Scheduled for completion in FY 11-12) - Release of a final draft Downtown Specific Plan and draft EIR, public outreach, public hearings and plan adoption.

## Status Update

4/18/2012 - rtooker: The Revised Draft Downtown Specific Plan and Draft EIR were completed and circulated for public review and comment between January 27, 2012 and March 12, 2012. During the public comment period, the Planning Commission conducted a public hearing to receive oral testimony on the Plan and the Draft EIR. Thirteen comments were received at the close of the public comment period and a Final EIR was then prepared. The Planning Commission conducted another public hearing on the Revised Draft Downtown Specific Plan and Final EIR at their April 5, 2012 meeting and forwarded a recommendation to the City Council to certify the EIR and adopt the Plan with the associated General Plan and Municipal Code revisions. The City Council adoption hearing will be held on May 1, 2012.

12/20/2011 - jward: The Downtown Specific Plan Steering Committee completed its review of the draft

Downtown Specific Plan ("draft plan") at its 10th meeting on October 26, 2011 and the draft plan's public review period ended on November 11, 2011. Comments received on the draft plan were compiled into a matrix which was included in the packet for review by the Planning Commission and City Council at their joint meeting on November 15, 2011. The draft plan has also been presented to Leadership Napa Valley, the Napa County Board of Realtors and the Napa Chamber of Commerce LAC since the joint City Council/Planning Commission meeting. The next steps in the process are to complete the administrative draft EIR and prepare a final draft plan. Staff review of the administrative EIR is nearing completion, but is behind by about 45 days as a result of consultant work. The draft EIR was planned for release in mid-December, but will now be released in early February for the state-required 45-day comment period. Once comments are received on the draft EIR, a final EIR and final Downtown Specific Plan will be prepared for adoption in the spring of 2012.

10/7/2011 - rtooker: The preliminary draft Downtown Specific Plan was released for public review and comment on September 9, 2011 with comments due on November 11, 2011. During the comment period, the Steering Committee held three meetings (a fourth is scheduled on October 26th) to review the preliminary draft plan and recommend revisions. Following the Steering Committee's review, a joint Planning Commission/City Council workshop will be held to review the preliminary draft plan and consider the Steering Committee and public comments. Following this workshop, a final draft Specific Plan will be prepared and circulated along with the draft EIR in December 2011 for a 45-day comment period. Comments received during this period will be incorporated into a final Specific Plan and final EIR and the adoption hearings will be scheduled for the Planning Commission and City Council in the spring of 2012.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Release prelim. draft specific plan | CDD, Planning | Julianne Ward | 10% | 9/9/2011 | Complete |
| First Steering Committee mtg | CDD, Planning | Julianne Ward | 10% | 9/19/2011 | Complete |
| Second Steering Committee mtg | CDD, Planning | Julianne Ward | 10% | 9/28/2011 | Complete |
| Third Steering Committee mtg | CDD, Planning | Julianne Ward | 10% | 10/6/2011 | Complete |
| Final Steering Committee mtg | CDD, Planning | Julianne Ward | 10% | 10/26/2011 | Complete |
| Joint PC/CC workshop | CDD, Planning | Julianne Ward | 10% | 11/15/2011 | Complete |
| Release final draft plan and EIR | CDD, Planning | Julianne Ward | 25% | 12/16/2011 | Complete |
| Review comments on draft plan and EIR | CDD, Planning | Julianne Ward | 5% | 2/3/2012 | Complete |
| Circulate final plan and final EIR | CDD, Planning | Julianne Ward | 0% | 2/23/2012 | Complete |
| Planning Commission hearing | CDD, Planning | Julianne Ward | 5% | 3/15/2012 | Complete |
| City Council hearing | CDD, Planning | Julianne Ward | 5% | 4/17/2012 | On Time |

**Project Progress: 95% of 100% Complete**

# Project Tracking Report

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|---|---|---|---|---|---|
| **Project Priority** | Medium | **Project Number** | CDD-00556 | **Project Status** | On Time |
| **Project Title** | Heritage Napa | | | **Phase** | 3 of 4 |
| **Project Start Date** | 7/1/2011 | | **Project Due Date** | 6/30/2012 | |
| **Requested Start Date** | | | **Requested Due Date** | | |
| **Lead Department** | CDD, Planning | | **Project Leader** | Kevin Eberle | |
| **Project Budget** | $40,000 | | | | |
| **Funding Sources** | State grant, general fund | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Heritage Napa is a multi-year project started in 2008 to update the City's Historic Resources Inventory and Historic Preservation Ordinance. For FY 2011/12, staff is continuing with Phase 3 of the project which includes completion of the Alta Heights Survey, adoption of an interim "crosswalk" between the City's resource rating system and the State rating system, updating the Historic Resources Inventory to include new survey data, and amending the Historic Preservation Ordinance.

## Status Update

4/18/2012 - keberle: At their February 2, 2012 meeting, the Cultural Heritage Commission (CHC) removed 72 6Z-designated properties (no further review necessary) from the Historic Resources Inventory as recommended in the five new surveys. The CHC also held a workshop on historic district signage at their February 1, 2012 meeting, and gave staff direction on further investigation into potential historic district signage for the Napa Abajo-Fuller Park Historic District. An intensive workshop on revisions to the City's Historic Preservation Ordinance was also held by the CHC on April 5, 2012. Direction was provided to return to the CHC on June 5, 2012 with the initial draft of the ordinance. On April 3, 2012, the City Council adopted a list of 76 6L-designated properties of residences that are not individually resources but collectively form an important character to the underlying neighborhoods, some of which are potential landmark districts. These 76 properties would not be part of the Historic Resources Inventory, but they would receive staff-level design review due to their contribution to the historic fabric of their neighborhoods. In conjuction with the adoption of that list, the Council adopted an amendment to the Zoning Ordinance to require a staff-level design review permit for certain alterations to 6L-designated properties.

1/5/2012 - keberle: CHC reviewed and recommended Council approval of a Zoning Ordinance text amendment to require a staff-level design review permit for certain alterations to properties which have been given a "6L" rating in recent new historic surveys.

1/5/2012 - keberle: The CHC updated the City's Historic Resources Inventory with the creation of an Appendix A listing 76 properties with a State status code of 6L which are "ineligible for local listing, but may warrant consideration in local planning." These properties will require design review for

modifications to ensure that there do not adversely impact the larger histroic districts.

1/5/2012 - keberle: The CHC reviewed amendments the City's Historic Resources Inventory to remove 72 properties assigned a State status code of 6Z which although located in potential historic districts, as recommened in the recently completed surveys for Alta Heights and Spencer's Addition, are not individually historic resources. The CHC continued its review to its February 2012 meeting to consider two specific properties where property owners expressed an interest in retaining these homes on the inventory.

12/1/2012 - keberle: The CHC updated the City's Historic Resources Inventory by removing 335 properties assigned a State status code of 6Z (ineligible for listing), as recommended by the recently completed surveys for Downtown, Spencer's Addition, Alta Heights and West Napa.

12/1/2012 - keberle: The CHC adopted Historic Status Code Crosswalk to be used by the CHC, staff and the public as an interim "bridge" between the City's current historic resource rating system and the State status codes for resource rating. Once the Histroic Preservation Ordinance is amended in mid-2012, the bridge will not longer be applicable because the State status codes will be melded into the City's codes.

10/11/2011 - keberle: City staff sent individual notification of the availability of the draft Alta Heights Survey to all 700 property owners in the area and held a public meeting on July 29, 2011. The document was subsequently reviewed by the Cultural Heritage Commission on August 4, 2011 and adopted by the City Council on August 16, 2011. The final document was sent to the State Office of Historic Preservation on September 15, 2011.

7/15/2011 - keberle: Draft document completed on 7/15/11

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Complete the Alta Heights Survey | CDD, Planning | Kevin Eberle | 35 % | 3/1/2012 | Complete |
| Adopt an interim "crosswalk" policy | CDD, Planning | Kevin Eberle | 5 % | 4/2/2012 | Complete |
| Remove 335 6Z properties from HRI | CDD, Planning | Kevin Eberle | 5 % | 5/1/2012 | Complete |
| Adopt ordinance estab. 76 6L properties | CDD, Planning | Kevin Eberle | 5 % | 5/1/2012 | Complete |
| Amend Historic Preservation Ordinance | CDD, Planning | Kevin Eberle | 50 % | 6/29/2012 | On Time |

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

CITY of NAPA

# Project Tracking Report

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|---|---|---|---|---|---|
| **Project Priority** | Medium | **Project Number** | CDD-00543 | **Project Status** | On Time |
| **Project Title** | Public Art Master Plan and Guidelines | | | **Phase** | 1 of 1 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | 6/30/2012 | | |
| **Lead Department** | CDD, Planning | **Project Leader** | Mike Allen | | |
| **Project Budget** | $0 | | | | |
| **Funding Sources** | N/A | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

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

## Status Update

4/18/2012 - mallen: The announcement for applicants to the Public Art Steering Committee (PASC) was released in early-February and interviews will be conducted by the City Manager's office in April. City Council appointments of Committee members are scheduled in May 2012 and the PASC will review the Master Plan for adoption by the City Council in the summer.

12/23/2011 - mallen: Receiver sites for public art have been identified with anticipated refinements to the sites with the aid of the Public Art Steering Committee (PASC) once they are appointed. The PASC is expected to be up for review and selection by the City Council in late-Februrary or early-March. The Administrative Draft Public Art Program Guidelines are nearly complete and preparation of the Draft Public Art Program Guidelines is expected to be completed by the end of January 2012.

10/12/2011 - mallen: The City Clerk has prepared modified "Commissions and Boards" applications in preparation of the committee selection process. Subsequently, a preliminary art evaluation, selection, and approval process has been drafted, as well as a Public Art Vision/Mission Statement. The next steps are the identification of receiver sites in conjunction with the Parks and Recreation Department as well as the continued preparation of the Public Art Program Guidelines.

A public outreach implementation plan has been prepared which is comprised of three main components: 1) the Public Art Steering Committee selection, 2) Community workshop or presentation, and 3) Stakeholder input. The City's art advisior consultant, Chandra Cerrito, has contacted several potential committee members from the local art community to inform them of the forthcoming committee seat selections after the new year.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Draft a public outreach process | CDD, Planning | Mike Allen | 10% | 7/31/2011 | Complete |
| Draft an evaluation process | CDD, Planning | Mike Allen | 15% | 10/31/2011 | Complete |
| Identify receiver sites | CDD, Planning | Mike Allen | 15% | 12/31/2011 | Complete |
| Draft public art program guidelines | CDD, Planning | Mike Allen | 20% | 1/31/2012 | Complete |
| Circulate draft program/public review | CDD, Planning | Mike Allen | 15% | 3/31/2012 | Behind |
| Complete final draft plan | CDD, Planning | Mike Allen | 15% | 4/30/2012 | Not Started |
| Adoption by City Council | CDD, Planning | Mike Allen | 10% | 6/30/2012 | Not Started |

**Project Progress: 60% of 100% Complete**

Last updated 4/19/2012

CITY of NAPA

# Project Tracking Report

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|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | CLK-00553 | **Project Status** | Complete |
| **Project Title** | Enhanced Intranet (iCON) System | | | **Phase** | 1 of 1 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | City Clerk | **Project Leader** | R Ryan/D Roadman | | |
| **Project Budget** | $0 | | | | |
| **Funding Sources** | | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

iCON, or the Intranet for the City of Napa provides timely, accurate, and pertinent information to City staff. Information on the Intranet should reflect the needs and interests of the users of the site. Content should always be accurate, up-to-date, easy-to-understand, well-written, and technically accurate.

To meet these goals, the Clerk Department has centralized the redesign process of iCON to reflect expectations for and easy access to content.

## Status Update

4/19/2012 - rryan: This project is in maintenance status. All department pages have been redesigned. Department pages are updated as needed or at the request of departments and occur continuously.

12/28/2011 - rryan: The Clerk Department restructured the City's Intranet, iCON for ease of use and access to citywide forms and information. Each department page was redesigned to provide consistency and content. Additional pages were created to provide value to the dynamic nature of the content.

Site statistics indicate that of the pages created since August, a majority have received over 1,000 hits, with the "For All Employees" page receiving over 1200 hits and the "Recent Updates" page receiving over 1300 hits. This is a positive indication of usage.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Redesign all City Department pages. | City Clerk | R Ryan/D Roadman | 10% | 10/28/2011 | Complete |
| Redesign Finance Dept pages. | City Clerk | R. Ryan/D. Roadman | 20% | 10/28/2011 | Complete |
| Create additional pages for ease of use. | City Clerk | R. Ryan/D. Roadman | 10% | 12/30/2011 | Complete |
| Create documentation. | City Clerk | R. Ryan/D. Roadman | 20% | 2/29/2012 | Complete |
| Redesign Clerk Dept pages. | City Clerk | R Ryan/ D Roamdan | 20% | 5/31/2012 | Complete |
| Redesign Human Resources pages. | City Clerk | R Ryan/D Roadman | 20% | 6/29/2012 | Complete |

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

Last updated 4/23/2012

CITY of NAPA

# Project Tracking Report

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|---|---|---|---|---|---|
| **Project Priority** | Medium | **Project Number** | CLK-00482 | **Project Status** | On Time |
| **Project Title** | Records Management Phase 2 | | | **Phase** | 2 of 2 |
| **Project Start Date** | 11/8/2011 | | **Project Due Date** | 6/30/2012 | |
| **Requested Start Date** | | | **Requested Due Date** | | |
| **Lead Department** | City Clerk | | **Project Leader** | R. Ryan | |
| **Project Budget** | $45,000 | | | | |
| **Funding Sources** | City Clerk | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Primary goal for the project this year is to restructure the main database for the City's Records in the SIRE system. The plan is to remove current structure, create new databases (records folders), and repopulate the database with a more intuitive and easy to understand system. It will include removing records with no administrative value that were scanned when the SIRE system was purchased years ago, repopulation, new database creation, reindexing, quality control, and assuring that all documents are saved via an OCR (optical character recognition) process to allow staff easier access to search by "keywords".

The City Clerk and Deputy Clerk have already worked on the new record structure with the vendor. Next step is to finalize the structure and then take the draft to the Departments to receive input and suggested changes.

The migration of records, reindexing and repopulation of the records will be labor intensive and require "all hands" in the clerk office for several weeks. Additionally, a portion of this project will include updated procedures for scanning and a Trusted System policy. A "Trusted System" will allow the Clerk staff to destroy certain electronically saved records after they have been scanned by way of an accepted system. This policy is contingent upon the Secretary of State's uniform policy for statewide standards.

## Status Update

4/19/2012 - rryan: Records have been scanned and returned from vendor on disk. Meetings with Housing, Human Resources, City Manager, and Police Departments have been undertaken to identify records and determine retention. The policy and procedure for creating a trusted system related to the SIRE database has been substantially completed. Initial vetting with the City Attorney Department and the State of California has proven hopeful to the finalization of the policy.

12/28/2011 - rryan: There has been no substantial changes since the 10/13/2011 update. The Clerk Department cannot move forward without indication of the availability of carryover funds.

The Clerk Department has responded to the Human Resources Department need to update their retention

schedule. We have identified their records, and met regarding retention. After finalizing the new retention schedule, it will be brought to Council along with the updated Police Department retention schedule as described below.

10/13/2011 - droberts: A large portion of this project is contingent upon the use of funds still pending on carryover request as of the date of this writing since the migration of records from one database to a new one can only be done by the SIRE vendor. As stated, a draft structure has already been created (on paper). We have been making some great progress in the records arena as of late: City Clerk staff created a new electronic records structure within the SIRE system for Police permanent records (1940 to 2006) working closely with Police Dept. staff. This project was a huge success. The Clerk office created the database in-house (this is normally done by the vendor, but staff has honed skills to learn the ability to create these structures themselves, saving the City $$). City Clerk staff trained PD staff in utilizing the database and structuring indexing fields, and assisted them in the purchase of a new scanner and provided training material that can be used across departments with regard to how to scan to the city system. This project will allow the Police Dept. to destroy hard copy records after the Clerk office has an approved "Trusted System" in place. This has been beneficial for Police and for the Clerk staff, in that it has been a good precursor to our bigger project for city records maintained by the Clerk as the official records custodian.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Scan records | City Clerk | Staff/vendor | 5% | 3/30/2012 | Complete |
| Create new databases | City Clerk | RR/DR | 15% | 4/30/2012 | Not Started |
| Meet w/ departs- record structure | City Clerk | DR/RR | 10% | 6/30/2012 | On Time |
| Record Retention | City Clerk | RR/LB | 10% | 6/30/2012 | On Time |
| New policies/ Trusted System | City Clerk | RR/LB | 5% | 6/30/2012 | On Time |
| Reindex; OCR | City Clerk | All Clerk staff | 40% | 6/30/2012 | Not Started |
| Migrate records to new databases | City Clerk | RR/ vendor | 15% | 6/30/2012 | Not Started |

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

# Project Tracking Report

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|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | CM-00559 | **Project Status** | On Hold |
| **Project Title** | City Council Comes to You | | | **Phase** | 2 of 2 |
| **Project Start Date** | 10/3/2011 | **Project Due Date** | 2/15/2012 | | |
| **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

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

## Status Update

4/20/2012 - bmartin: After the Nov-Dec 2011 meetings, Council asked for a new approach to develop a larger attendance for the CCTY meetings. Additional meetings were postponed while a new approach is developed and neighborhood issues are researched.

1/9/2012 - bmartin: Two CCTY meetings have been completed - one in Nov 2011 and one in Dec 2011. The final two meetings will be scheduled in the NW and SW quadrants of the City with the goal of completion of the series by mid Feb 2012.

10/21/2011 - bmartin: The project continues to be difficult to schedule, but the first CCTY meeting is set for Nov 3, 2011 with additional meetings to follow as Council is available.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Plan meeting content and organize | City Manager | Barry Martin | 30% | 10/31/2011 | On Hold |
| Schedule meetings and secure locations | City Manager | Barry Martin | 20% | 11/15/2011 | On Hold |
| Execute meetings | City Manager | Barry Martin | 50% | 2/15/2012 | On Hold |

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

Last updated 4/23/2012

CITY of NAPA

# Project Tracking Report

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|---|---|---|---|---|---|
| **Project Priority** | Medium | **Project Number** | CM-00557 | **Project Status** | On Time |
| **Project Title** | City-County Government Center Feasibility Analysis | | | **Phase** | 2 of 2 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | City Manager | **Project Leader** | Weiss/LaRochelle | | |
| **Project Budget** | $207,500 | | | | |
| **Funding Sources** | General Fund | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

The City-County Government Center Feasibility Analysis is a joint project between the City and County and is focused on determining the feasibility of combining City and County administrative operations within a shared government center. Its intent is to manage limited resources by achieving economies of scale, provide opportunities for shared efficiencies in operations and space, reduce costs through elimination of duplicated facilities, promote economic development through reduction of the government footprint in Downtown Napa, and provide a higher level of service for government related business through an upgraded facility addressing the current and future needs of the Napa Community. This effort will also include an analysis to explore opportunities for the City and County to share or consolidate services in conjunction with co-located facilities as appropriate.

In order to provide information on the City-County feasibility analysis, the project is divided into three separate but related components as defined below:

1) City-County Space Needs Assessment – Planning study to determine space needs of City and County administrative operations and determine space efficiencies and design concepts in respects to massing and contextual setting. Lead consultant Jones Lang LaSalle (JLL)
2) Organizational and Shared Services Analysis – Analysis of organizational structure to identify opportunities to share or consolidate services to better serve the public and provide operational efficiencies. Lead consultant Management Partners(MP)
3) Public Safety Feasibility Study – The preferred location of the City –County Center would be the existing City Hall superblock off of School Street. This location would require the relocation of the existing Fire Station #1 and Police Department. The Public Safety Feasibility Study would determine the current and future space needs of both Police and Fire and look into programming a new joint facility at the exiting CSB Building site located off of 1st Street or an alternate site. The feasibility of the relocation of the public safety operations is the starting point for the City-County Center to be located at the preferred site. Lead consultant RRM Design Group (RRM)

The three studies will make up the base information on determining if the City-County Center is a feasible option for the City and County. All three studies are anticipated to be complete in March/April 2012 and

upon completion, recommendations from City and County staff will be presented to the City Council and County Board of Supervisors.

(See CM-00439 for Phase 1 info)

## Status Update

4/23/2012 - nweiss: City-County Shared Services Analysis: Consultants completed initial analysis focusing on 6 areas where services sharing efforts might be most productive. Met with staff and electeds to gather data. The initial report and recommendations for next steps were presented at a joint City-County meeting on April 17, 2012. Recommendations for moving forward include:
~ Prepare joint policy statement between City and County electeds to pursue unified service delivery
~ Pursue new and expanded service sharing in public works fleet management and streets and roads maintenance activities (including enginereering design and CIP administration; signs, striping and joint purchasing for streets maintenance; and shared bidding opportunities)
~ Finalize Fire Prevention consolidation business plan
~ Longer term opportunities may include shared corporation yards and/or shop and store facilities including feasibility of a joint compressed natural gas facility and preparing data collection standards and workload metrics to provide consistent data among the agencies ( i.e., permit processing).
~When planning for new city facilities, evaluate options for co-location with County services such as public safety, administrative functions, permit processing etc.

4/12/2012 - mhinkle: RRM completed draft space needs assessment and is currently under review by Fire and Police Admin. Program to be adjusted and final report to be prepared upon feedback from PD/FD admin. JLL completed draft space needs report and final version and additional scope pending direction from County/City. No additional action will occur for JLL until direction from County/City.

1/6/2012 - mhinkle: RRM Scope - RRM completed initial data gathering and will be presenting draft concepts to Police and Fire department staff on 1/17-1/19. Once data and needs confirmed, RRM will work on draft concept plans.

1/6/2012 - mhinkle: JLL Scope - JLL completed data gathering and are finalizing findings including the adjacency diagram. Next step is combined meetings with the County to discuss space needs. This activity is likely to occur in January/February.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| MP Org Services Agreement for Services | City Manager | N. Weiss | 5% | 10/18/2011 | Complete |
| RRM Pub Safety Agreement for Services | PW, Admin | Hinkle/LaRochelle | 10% | 11/1/2011 | Complete |
| JLL Space Needs Assmnt Data Collect | PW, Admin | Hinkle/LaRochelle | 5% | 11/15/2011 | Complete |
| RRM Pub Safety Feasability Data Collect | PW, Admin | Hinkle/LaRochelle | 10% | 11/30/2011 | Complete |
| MP Org Services Data Collect | City Manager | N. Weiss | 10% | 11/30/2011 | Complete |
| RRM Pub Safety Feasability Draft Finding | PW, Admin | Hinkle/LaRochelle | 10% | 2/1/2012 | Complete |
| MP Org Services Draft Findings | City Manager | N. Weiss | 10% | 2/1/2012 | Complete |
| JLL Space Needs Draft Findings | PW, Admin | Hinkle/LaRochelle | 10% | 2/1/2012 | Complete |
| MP Org Services Final Report | City Manager | N. Weiss | 10% | 3/2/2012 | Complete |

Last updated 4/24/2012

| | | | | | |
|---|---|---|---|---|---|
| JLL Space Needs Fianl Report | PW, Admin | Hinkle/LaRochelle | 10% | 3/2/2012 | Behind |
| RRM Public Safety Final Report | PW, Admin | Hinkle/LaRochelle | 10% | 3/2/2012 | Behind |

**Project Progress: 80% of 100% Complete**

Last updated 4/24/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** Medium **Project Number** CM-00558 **Project Status** Complete

**Project Title** Community Climate Survey **Phase** 1 of 1

**Project Start Date** 1/9/2012 **Project Due Date** 3/9/2012

**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

Prepare, distribute and tabulate a web-based survey of the community on satisfaction with City services

## Status Update

4/20/2012 - bmartin: This survey was completed and the results were presented at the City Council Workshop that was held on February 16, 2012.

1/9/2012 - bmartin: Preparation of the 2012 survey will begin the week of 1/9/12, with the goal of duplicating the questions used one year ago for purposes of comparison. Project completion date has been moved forward to allow results to be prepared prior to the Council retreat in mid February.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Prepare survey | City Manager | Barry Martin | 25 % | 1/18/2012 | Complete |
| Distribute and publicize survey | City Manager | Barry Martin | 25 % | 1/23/2012 | Complete |
| Collect responses and prepare report | City Manager | Barry Martin | 50 % | 2/13/2012 | Complete |

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

Last updated 4/23/2012

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | | **Project Number** | ED-00525 | **Project Status** | Behind |
| **Project Title** | Napa 9/11 Memorial Garden | | | **Phase** | 2 of 3 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | Economic Development | **Project Leader** | Micah Hinkle | | |
| **Project Budget** | $250,000 | | | | |
| **Funding Sources** | $120K Art Fund + Donations | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

The 9/11 Memorial Garden utilizes 6 pieces of artifact steel from the World Trade Center. The memorial location would be off of Main Street across from the Napa Valley Opera House adjacent to Napa Creek. This community project relies on donations and in kind service for completion. Community support of the project comes from the 9/11 Memorial Coalition with project management, contracting and oversight from the City. The memorial includes full park improvement and would be one of the largest 9/11 memorials on the west coast.

## Status Update

4/23/2012 - mhinkle: The project fundraising remains behind schedule. Project team is looking into splitting into two phases. Phase 1 would be the memorial improvements which include the construction of the foundation base and installation of four steel beams and glass panels. Phase 2 would complete the park improvements. Based on construction cost estimates we would be able to proceed with phase 1. The phasing of the project allows the memorial to commence in order to be installed by 9/11/12; however, the project will not be complete and the landscaping improvements would come at a later date. Fundraising remains critical. Staff will work with design team to evaluate a modified plan to reduce the costs in an attempt to build a complete project with current resources or obtainable resources.

1/6/2012 - mhinkle: Construction drawings are complete and under review by City departments. Fundraising activities continue to be the project driver and additional community volunteers have been brought in to assist. A grant from the City public art fund will be requested on 1/17/12 in order to move art fabrication forward.

10/21/2011 - mhinkle: Fundraising activity continues to slow project progress. New marketing and fundraising plan to be developed by lead project team.

9/27/2011 - mhinkle: The design team is working on construction documents and is targeting 12/2 for

submittal to the City for permit review. Fundraising is the critical element to the project as the needed funds to complete the project is estimated at $150K -$250K depending on the ability to obtain construction material donations. Detailed cost estimates will be prepared once construction documents have been completed. Target completion of the project is Spring 2012, but that date is dependent on fundraising efforts.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Complete Project Detail Design | Economic Development | Hinkle | 20% | 12/2/2011 | Complete |
| Fundraising | Fire | Darren Drake | 25% | 2/1/2012 | Behind |
| Plan Review for Construction Permits | PW, Engineering | Whan | 20% | 5/1/2012 | On Time |
| Construction Contract | City Attorney | Peter Spoerl | 10% | 5/15/2012 | Not Started |
| Construction Management/Inspection | PW, Engineering | Whan | 25% | 6/30/2012 | Not Started |

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

Last updated 4/23/2012

CITY of NAPA

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | ED-00527 | **Project Status** | On Time |
| **Project Title** | Sustainability Plan and EECBG Grant Implementation | | | **Phase** | 2 of 2 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | Economic Development | **Project Leader** | LaLiberte | | |
| **Project Budget** | $699,800 | | | | |
| **Funding Sources** | ARRA - EECBG Grant | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

The City received a $699,800 allocation through the ARRA-EECBG grant and will use these funds to retrofit streetlights and lights in City facilities, establish a fluorescent light recycling program, hire a two-year limited term Sustainability Program Coordinator, and develop a Sustainability Plan.

## Status Update

4/17/2012 - afox: The public comment draft Sustainability Plan has been released. It is anticipated that a City Council workshop will be held on May 15, 2012, followed by a recommendation to City Council to adopt the plan in June. The 2010 Local Government Operations Greenhouse Gas Inventory was completed in February 2012, and the results were incorporated into the Sustainability Plan. Fluorescent lights continue to be collected at six locations in Napa (two were recently added), and as of March 31, 2012, one-and-a-half tons of fluorescent lights were recycled through the program. The Phase II City Lighting Retrofit project is complete, and as a result lights in nine City facilities were retrofitted. In total, 87% of the Energy Efficiency and Conservation Block Grant funds have been expended.

12/21/2011 - afox: A draft City of Napa Sustainability Plan (including both City Government Operations and Community sections) is complete and undergoing revisions by the Sustainability Coordinator. Development of a final Sustainability Plan remains on-schedule, and a public draft will be available by February 2012. Fluorescent lights continue to be collected and recycled, and this project is considered complete since the contract has been paid-in-full. The Phase II City Lighting Retrofits project is scheduled to be complete by December 31st, with all remaining fixtures delivered and installed during the last two weeks of December. In total, 82% of the Energy Efficiency and Conservation Block Grant has been expended.

10/5/2011 - afox: An internal City Sustainability Plan draft will be completed in the coming weeks, and a draft of the Communty Sustainability Plan will follow shortly thereafter. City staff created the content of the City Plan, and sixteeen public meetings, a bilingual survey, and community leader interviews were held to gather input for the Community Plan. The remaining EECBG projects continue to move forward. To date, over 3,000 fluorescent lights or tubes have been collected for recycling, and phase II of the City facility lighting retrofits project is 98% complete.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Complete Draft Sustainability Plan | Economic Development | LaLiberte | 50% | 11/30/2011 | Complete |
| Complete Phase II of City Retrofits | Recreation | Perazzo | 10% | 12/31/2011 | Complete |
| Complete Final Sustainability Plan | Economic Development | LaLiberte | 30% | 6/26/2012 | On Time |
| Complete Fluorescent Recycling Project | PW, Materials Diversion | Kevin Miller | 10% | 6/30/2012 | Complete |

**Project Progress: 70% of 100% Complete**

Last updated 4/19/2012

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | FIN-00549 | **Project Status** | On Time |
| **Project Title** | Budget Balancing and Restructuring Process | | | **Phase** | 1 of 1 |
| **Project Start Date** | 7/1/2011 | | **Project Due Date** | 6/30/2012 | |
| **Requested Start Date** | 7/1/2011 | | **Requested Due Date** | 6/30/2012 | |
| **Lead Department** | Finance, Accounting | | **Project Leader** | Joe Gray | |
| **Project Budget** | $0 | | | | |
| **Funding Sources** | | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Coordinate process for development and implementation of balanced General Fund Budget.

## Status Update

4/23/2012 - jgray: Presented the updated LTFP, which included updated Financial Goals and Policy Statements, to Council in March 2012. Also presented to Council in March 2012 were the Financial Audits and Memorandum of Internal Controls of the City. The Third Quarter Report is on time for a May 2012 presentation to Council. The Cost Allocation Plan and Mid-Cycle Review are on time for presentation to Council for June 2012, both of which will be reviewed with departments internally and the City Manager before Council approval. Additionally, the Fee Study is in near final form and our goal is to complete by July 2012.

1/11/2012 - jgray: Updated the timeline for key budget impact items for FY11/12 and the LTFP. These include status updates and completion timeframes for: Cost Allocation Plan; Second Quarter Report; LTFP (including White Paper topics); Council Workshop; and Fee Study - all of which are on track for city council presentment in March 2012. The Third Quarter Report is scheduled for May 2012 and the Mid-Cycle Review for June 2012. All of these items will be reviewed with departments internally and the city manager before city council approval.

10/13/2011 - wzenoni: Updated financial projections for FY 2012/13 and 2013/14 completed. Departmental target reductions identified. Departments have submitted proposed budget reductions for FY 2012/13. City Manager will review proposed budget reductions with department heads in November 2011 and with City Council in March 2012.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Identify target budget reduction levels | Finance, Accounting | Deanna Andrews | 25% | 8/1/2011 | Complete |
| Review budget revisions with Council | City Manager | M. Parness | 15% | 3/31/2012 | Complete |
| Coordinate dept'l budget review | Finance, Accounting | Joe Gray | 40% | 3/31/2012 | On Time |
| Finalize budget plan for FY 2012-13 | Finance, Accounting | Joe Gray | 20% | 6/30/2012 | Not Started |

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

Last updated 4/23/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** Medium **Project Number** FIN-00550 **Project Status** Behind

**Project Title** Cost Allocation Plan/User Fee Study **Phase** 2 of 2

**Project Start Date** 7/1/2011 **Project Due Date** 6/30/2012

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

**Lead Department** Finance, Collections **Project Leader** Deanna Andrews

**Project Budget** $50,000

**Funding Sources** General Fund

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Coordinate cost allocation plan/user fee analysis. Coordinate review with all City departments, review study results, analyze potential impacts of implentation of study recommendations and develop implementatiion plan. Finance Department is serving as lead but all City departments will participate in this project. Most recent cost allocation plan/user fee analysis was completed in 2007 and was based on information from the FY 2005-06 budget. Consultant was selected and field analysis began in FY 2010/11.

## Status Update

4/20/2012 - dandrews: The Cost Allocation Plan report is complete and has been updated with FY 2010-11 actual expenditures. Revisions will be incorporated into and presented with the Mid Cycle Review budget in June, 2012.

The User Fee Analysis has been received by Finance and is currently under review. A revised fee schedule and implementation plan (including public outreach, when applicable) will be developed with Council guidance, and presented for consideration in August, 2012.

1/6/2012 - dandrews: The Cost Allocation Plan report is complete. It is currently being updated with FY 2010-11 actual expenditures, and will be incorporated into, and presented with, the Mid Cycle Review budget in June 2012.

The Draft User Fee Analysis is currently behind schedule. The Fee Study is now scheduled to be received by Finance in January, and presented to Council in March, 2012.

10/13/2011 - wzenoni: Draft Cost Allocation Plan report submitted to staff on August 1, 2011. Draft report

is currently being reviewed by staff from all impacted departments. Draft User Fee Analysis is currently being completed by consultant with draft report due by October 31, 2011.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Draft Cost Allocation Plan Report | Finance, Accounting | Deanna Andrews | 30% | 8/1/2011 | Complete |
| Draft User Fee Analysis | Finance, Accounting | Deanna Andrews | 25% | 10/31/2011 | Complete |
| Consultant Submittal of Final Reports | Finance, Accounting | Deanna Andrews | 10% | 12/31/2011 | Behind |
| Council Review | Finance, Accounting | Deanna Andrews | 10% | 2/7/2012 | Behind |
| Public Outreach | Finance, Accounting | Deanna Andrews | 10% | 2/21/2012 | Behind |
| Council Adoption of New Rates | Finance, Accounting | Deanna Andrews | 10% | 3/31/2012 | Behind |
| Implementation of New Rates | Finance, Accounting | Deanna Andrews | 5% | 6/30/2012 | Not Started |

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

CITY of NAPA

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | Medium | **Project Number** | IT-00554 | **Project Status** | On Time |
| **Project Title** | IFAS - Implementation of Final System Modules | | | **Phase** | 3 of 3 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | Information Technology | **Project Leader** | J. Brott | | |
| **Project Budget** | $193,157 | | | | |
| **Funding Sources** | General Fund | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Final Phase of IFAS Project includes implementation of remaining modules including contract management, grants management, bid/quote online and fixed assets.

## Status Update

4/18/2012 - jbrott: After completing initial setup of the Contract Management module and meeting with field staff, it was determined that 90% of the functionality of the module has been achieved through development of reports and workflows for the Purchasing module. Additional reports and procedural changes to Purchasing will achieve the remaining functionality provided by the Contract Management module. The Contract Module will not be implemented at this time.

Initial work on Bid/Quote online determined that the module has yet to be successfully deployed. As a result, staff is pursuing non-IFAS solutions to provide vendors with the ability to submit bids online. By not implementing these two modules, we anticipate a small reduction in our annual maintenance contract with SunGard.

The Fixed Assets module has been configured and assets moved from spreadsheets into IFAS. Finance staff is continuing to review reports and testing the depreciation functionality. Completion is expected by the end of the fiscal year.

Staff is beginning to research the functionality and configuration needed for the Grants module and will be working with field staff administering grants to determine the best course of action.

1/4/2012 - rmeyer/jgray: Consultant has been on site to work with departments on implementation of the Contract Tracking module. We have experienced delays due to software needs for electronic signatures and/or a way to automate the contract routing process to make it more efficient and timely. Issues with the current contracting process were discovered that have led us to place the implementation on hold until the process issues can be resolved. The module should not be implemented without a clear process defined. Staff is working with City Management to hold meetings on the process so we can move the implementation forward.

The other modules (Fixed Assets, Grants Management, Bid/Quote Online) will realistically be implemented no sooner than the end of FY12/13 and will depend on staff resources to develop, test and implement. The order and time of completion of remaining module implementation will be reevaluated by 6/30/12.

10/13/2011 - wzenoni: Consultant has been selected to work with staff to assist with implementation of the first module - contract management.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Contract Management | Finance, Accounting | J. Brott | 25% | 12/31/2011 | Complete |
| Fixed Assets | Finance, Accounting | J. Brott | 25% | 6/30/2012 | On Time |
| Grants Management | Finance, Accounting | J. Brott | 25% | 6/30/2012 | Behind |
| Bid/Quote Online | Finance, Accounting | J. Brott | 25% | 6/30/2012 | Complete |

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

Last updated 4/18/2012

CITY of NAPA

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | HSG-00526 | **Project Status** | Behind |
| **Project Title** | Inclusionary Zoning Ordinance Update | | | **Phase** | 3 of 3 |
| **Project Start Date** | 7/1/2011 | | **Project Due Date** | 2/21/2012 | |
| **Requested Start Date** | | | **Requested Due Date** | 6/30/2012 | |
| **Lead Department** | Housing | | **Project Leader** | JMW/CDD/Consultant | |
| **Project Budget** | $0 | | | | |
| **Funding Sources** | Inclusionary Housing Fund | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

The Inclusionary Zoning Ordinance Update will account for changed regulations and economy. This will allow the City to obtain affordable housing units to offset the need created by new development. Economic "nexus" studies have been completed by consultant. In this final phase staff will review the studies and recommendations with key stakeholders, revise the ordinance, and facilitate a public process.

## Status Update

4/12/12 - jwinter: Stakeholder meetings resulted in significant revisions to staff recommendations. The summary and policy recommendation document has been revised, and along with draft ordinance revision will be presented to single large stakeholder group in May. The ordinance revision will be presented to Planning Commission in June or early July, and to City Council in July or August.

A proposal to form a countywide task force for further affordable housing funding recommendations was presented to and adopted by City Council in April.

1/6/2012 - jwinter: The first two rounds of stakeholder meetings (development community and affordable housing stakeholders) are complete. One stakeholder meeting remains, then the policy recommendations will be revised by staff and consultant to be presented at a public meeting in January or February.

10/5/2011 - jwinter: Policy summary/recommendations submitted to City Attorney for review. Meeting with consultant 10/11/11 to discuss summary materials for stakeholder meetings.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Policy summary and draft recommendations | Housing | JMW/CDD/Consultan | 20% | 9/23/2011 | Complete |
| Final materials for stakeholder meetings | Housing | JMW/Consultant | 10% | 11/10/2011 | Complete |
| Stakeholder meetings complete | Housing | JMW/CDD/Consultan | 20% | 11/17/2011 | Complete |
| Draft ordinance | City Attorney | Peter Spoerl | 20% | 12/7/2011 | Complete |
| Planning Commision public hearing | Housing | Lark Ferrell | 15% | 1/26/2012 | Not Started |
| City Council public hearing | Housing | Lark Ferrell | 15% | 2/21/2012 | Not Started |

**Project Progress: 70% of 100% Complete**

Last updated 4/24/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** High **Project Number** PD-00528 **Project Status** On Time

**Project Title** AMR Ambulance Contract for Dispatch Services **Phase** 1 of 1

**Project Start Date** 9/1/2011 **Project Due Date** 6/30/2012

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

**Lead Department** Police **Project Leader** Shirley Perkins

**Project Budget** $0

**Funding Sources**

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

The Police Department is working with AMR to develop a contract and protocols for dispatch services that are set to begin 1/1/2012. The implementation of Emergency Medical Dispatching (EMD) utilizing the Medical Priority Dispatch System (MPDS) which is a medically-approved, unified system used to dispatch appropriate aid to medical emergencies is scheduled to occur by July, 2012.

## Status Update

4/16/2012 - sperkins: On April 17th the Council approved the increased staffing with the additional revenue generated by the AMR Contract. The staffing is needed to meet the increased workload demands. The County required that AMR as part of the dispatching services provide Medical Priority Dispatch System (MPDS). Currently Napa Central Dispatch does not use MPDS as their EMD program. To effectively implement this program and allow time to increase staffing in Dispatch, implementation has been extended until January 1, 2013.

1/2/2012 - sperkins: Effective January 2, 2012 the Napa Central Dispatch Center began dispatching the AMR ambulance service for Napa County. Police, Fire, Information Technology and Dispatch personnel met once a week with AMR to develop the agreement. The timeline only allowed 10-weeks for implementation which would normally require six months. The agreement with AMR was processed administratively to have an effective date of January 2, 2012. On January 17, 2012 the Council will be presented with a staff report to approve the contract, appropriate the funds and authorize the provision of extraterritorial services. We are continuing to evaluate dispatch workflows and develop protocols as needed.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Develop contract with AMR | Police | Shirley Perkins | 30% | 12/15/2011 | Complete |
| Receive Council approval if needed | Police | Shirley Perkins | 10% | 12/16/2011 | Complete |
| Evaluate dispatch workflow | Police | Shirley Perkins | 30% | 1/1/2012 | Complete |
| Develop Implemention Plan for EMD (MPDS) | Police | Shirley Perkins | 10% | 6/30/2012 | On Time |
| Develop dispatch protocols | Police | Shriley Perkins | 20% | 6/30/2012 | Complete |

**Project Progress: 90% of 100% Complete**

Last updated 4/25/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** Medium **Project Number** PD-00539 **Project Status** On Time

**Project Title** Geographic Neighborhood Policing **Phase** 1 of 1

**Project Start Date** 7/1/2011 **Project Due Date** 6/30/2012

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

**Lead Department** Police **Project Leader** Gary Pitkin

**Project Budget** $0

**Funding Sources**

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

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

* Establish a web-based neighborhod map that allows community members to directly contact the Officers assigned to their neighborhood. The Officers will then have a better opportunity to share information and address concerns affecting any given neighborhood.

* Establish a link that provides community members a list of frequently used federal, state, county, city, non-profit and for-profit organizations. We believe that by providing this information directly to members of the community this will improve customer service and reduce non-emergency calls to the 911 emergency center.

* Officers will be assigned to work specific neighborhoods for one-year deployment periods. This will allow for more consistent community member/Officer interaction through direct contact and community meetings.

* Neighborhood residents will be encouraged to interact with their neighbors to heighten awareness, security and address issues in their infancy.

## Status Update

4/16/2012 - Pitkin: We continue to reinforce the Patrol Briefing Guidelines and use of available technology to educate and inform our law enforcement officers as to where identified problems and developing trends are occurring. The available technologies include, but are not limited to, our

countywide "11-98 Information Exchange" site, Command Central, and our NPD page. Sergeant Hensley is presently training some of the cadets/volunteers to work with Neighborhood Watch. We have recently developed social media outlets (Facebook through City Hall) and NextDoor.com. A comprehensive list of referral resources has been identified and will be added to our NPD page in coming weeks.

1/9/2012 - gpitkin: Phase I- Information Sharing and Intelligence-Led Policing
Phase I involved information sharing and intelligence-led patrols. In an effort to put "cops on the dots," the cops must first know where the dots are. Phase I incorporated standardized briefing guidelines in an effort to ensure our officers and sergeants know what crimes are being committed and where the crimes are occurring. In order to accomplish this objective Sergeants were given Patrol Briefing Guidelines in our January 5th Sergeants Meeting. The Patrol Briefing Guidelines have our Sergeants and Officers incorporate the 11-98 Information SharePoint Portal and Command Central into their briefing routine. Exposure to both programs will ensure our law enforcement officers have an accurate picture of recent crimes, trends and emerging concerns in our jurisdiction. Armed with this information, Sergeants and Officers can make informed decisions about where to spend their discretionary patrol time in an effort to most favorably impact our community.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| InfoShare Software Implementation | Police | Gary Pitkin | 10% | 12/1/2011 | Behind |
| Map building (testing and validating) | Police | Gary Pitkin | 20% | 12/1/2011 | Behind |
| Establish a list/line of resources | Police | Gary Pitkin | 10% | 1/1/2012 | On Time |
| Begin neighborhood meetings | Police | Gary Pitkin | 15% | 6/30/2012 | On Time |
| Train Department Staff | Police | Gary Pitkin | 20% | 6/30/2012 | On Time |
| Development of Crime Analysis Reports | Police | Gary Pitkin | 25% | 6/30/2012 | On Time |

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

CITY of NAPA

# Project Tracking Report

**Project Priority** High **Project Number** PD-00530 **Project Status** On Hold

**Project Title** Analyze & Implement Police Reserve Officer Program **Phase** 1 of 1

**Project Start Date** 11/1/2011 **Project Due Date** 6/30/2012

**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

Development and implementation schedule for Police Reserve Officer. A Police Reserve program will allow the department to have augmented staffing during times of special events, routine patrol and disasters. It will also allow the department to enhance its recruitment capabilities through this program and reduce initial in-service training time.

## Status Update

4/16/2012 - Potter - Project continues to be on hold pending outcome of the negotiation process with NPOA.

1/2/2012 - Potter - Project is on hold waiting for a response from HR and contract attorney re: possible collective bargaining issues raised by NPOA. We hope to have the collective bargaining resolved by February 1, 2012. The remainder of the tasks should be able to be completed on time once we resolve this potential collective bargaining issue.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Develop policies and procedures | Police | Steve Potter | 10% | 2/1/2012 | On Time |
| Develop training program | Police | Steve Potter | 20% | 3/1/2012 | On Time |
| Develop a hiring process | Police | Steve Potter | 20% | 3/30/2012 | Not Started |
| Complete Recruitment process | Police | Steve Potter | 20% | 5/16/2012 | Not Started |
| Train the new Police Reserve Officers | Police | Steve Potter | 30% | 6/30/2012 | Not Started |

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

Last updated 4/24/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** Medium **Project Number** PD-00529 **Project Status** Behind

**Project Title** Social Media Program Implementation **Phase** 1 of 1

**Project Start Date** 8/1/2011 **Project Due Date** 6/30/2012

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

**Lead Department** Police **Project Leader** Debbie Peecook

**Project Budget** $0

**Funding Sources**

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Identify different types of social media that can be utilized to communicate with community members as well as other agencies. Specifically looking at improving the use of Nixle and WARN. We will improve the Police Department's website as well as research and implement Facebook and Twitter.

## Status Update

4/20/2012 - Jtroendl: Completed the WARN training for all appropriate staff. Work has begun on the policy development for Twitter and Facebook.

1/9/2012 - dpeecook: Waiting for Nixle to develop program for Spanish speaking users.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Dev. & Imp. Nixle Spanish speaking users | Police | Debbie Peecook | 10% | 1/1/2012 | Behind |
| Update the Police Department's webpage | Police | Debbie Peecook | 30% | 2/1/2012 | Behind |
| Train & Update Staff on WARN | Police | Debbie Peecook | 15% | 3/1/2012 | Complete |
| Develop policy/Twitter implementatation | Police | Debbie Peecook | 20% | 4/1/2012 | Behind |
| Develop policy/ Facebook implementation | Police | Debbie Peecook | 25% | 4/1/2012 | Behind |

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

Last updated 4/24/2012

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | PW-00547 | **Project Status** | On Time |
| **Project Title** | Saratoga Drive Extension Project | | | **Phase** | 2 of 3 |
| **Project Start Date** | 7/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | PW, Transportation Engineeri | **Project Leader** | Jason Holley | | |
| **Project Budget** | $2,000,000 | | | | |
| **Funding Sources** | SIF | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Extension of Saratoga Drive west to Silverado Trail. The project is indentified as a mitigation measure in the City's General Plan to improve connectivity with the East Napa neighborhood and the level of service at the East Ave/Silverado Trail/Coombsville Road/Third Street five-way intersection.

The new road will include two vehicle travel lanes, sidewalks, landscaping strips with street trees, bicycle lanes and street lights.

The new Silverado Trail/Saratoga Drive intersection will be located approximately 1,000 feet north of the existing Silverado Trail/Soscol Avenue "Y" intersection. The new intersection will have a traffic signal and a separate southbound left-turn lane from the Silverado Trail onto Saratoga Drive.

The project will be competively bid a public works contract . The work will be constructed in three phases. On-Site, Caltrans Phase 1 and Caltrans Phase 2.

Property acqusitions are required for each phase. A total of ten (10) acqusitions are required. Both temporary construction easements and permanent fee acqusitions are necessary.

## Status Update

4/20/2012 - jfreitas: Appraisals are complete. Offers have been sent to all property owners. Negotiations are underway; one acqusition has been completed to date.

4/20/2012 - jholley: Revised Caltrans Phase 1 permit has been received. Caltrans Phase 2 permit is expected by mid-May. City will advertise project on May 3rd. Bid opening scheduled for 3pm on May 31st. Council expected to award contract on June 5th. Contractor is expected to begin work in late June and the project is expected to be completed by the end of 2012.

01/06/2012 - jholley/jfreitas: Potholing is complete; utility conflicts were identified with the proposed storm drain alignment. A new storm drain alignment has been designed and submitted to Caltrans for approval. Caltrans approval for revised storm drain alignment is expected in February. Phase 1 (Utility

Relocation) work is expected to begin in February and to be completed by April. Staff expects to re-submit plans to Caltrans for Phase 2 Encroachment Permit in late January. Property acqusition needs for Phase 1 have changed based on the revised alignment. Property acqusitions for each phase are ongoing. Appraisals for all acquisitions are either in progress or have been completed. Offer packages are expected to begin to be sent out in late January; negotiations and Council approvals will follow thereafter.

10/12/2011 - jholley: City has received Caltrans Encroachment Permit for Phase 1 work. Potholing for utility conflicts to begin in October. Phase 1 (Utility Relocation) work to begin in late November.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| On-Site - Design | PW, Transportation Engin | Jason Holley | 10% | 10/30/2011 | Complete |
| Phase 1 - Design/Permitting | PW, Transportation Engin | Jason Holley | 10% | 2/29/2012 | Complete |
| Phase 2 - Design/Permitting | PW, Transportation Engin | Jason Holley | 10% | 5/22/2012 | On Time |
| On-Site - Roadway Construction | PW, Transportation Engin | Mark Tomko | 10% | 6/30/2012 | Not Started |
| Phase 2 - Silverado Trail Widening | PW, Transportation Engin | Mark Tomko | 10% | 6/30/2012 | Not Started |
| Phase 2 - Property Acqusition | PW, Admin | Jeff Freitas | 20% | 6/30/2012 | On Time |
| Phase 1 - Utility Relocation | PW, Transportation Engin | Mark Tomko | 10% | 6/30/2012 | Not Started |
| Phase 1 - Property Acqusition | PW, Admin | Jeff Freitas | 20% | 6/30/2012 | On Time |

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

CITY of NAPA

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | PW-00540 | **Project Status** | On Time |
| **Project Title** | Sidewalk Improvement Program | | | **Phase** | 1 of 2 |
| **Project Start Date** | 12/20/2011 | **Project Due Date** | 6/29/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | PW, Maintenance | **Project Leader** | Phil Brun | | |
| **Project Budget** | $120,000 | | | | |
| **Funding Sources** | Sidewalk CIP | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Implement an in-house Sidewalk Improvement Program (similar to the 10-mile Street Resurfacing Program) to address the significant sidewalk and associated concrete issues in the City. The Sidewalk Improvement Program will double the amount of concrete currently being replaced to approximately 1,200 cubic yards per year. Work will be focused in the Street Resurfacing Program neighborhoods (work necessary to pave streets and some sidewalk repairs), CDBG areas, sidewalk repair list (1,000+ locations), and maintenance issues. The program will include funding for tree removal and replacement to ensure the urban forest is maintained properly. The program will reduce General Fund operating costs, stretch General Fund CIP contributions as compared to contracting for services, increase ADA access, and reduce City liability related to "trip and fall claims".

The Sidewalk Improvement Program requires a dedicated crew of Street Maintenance workers to perform concrete work and a Parks and Recreation tree crew to address the tree and root removal issues and tree replacements that are common with sidewalk repairs. In order to increase production to 1,200 cubic yards annually, three new positions are required – one Street Field Supervisor and two Parks Maintenance Worker I's. One existing Parks Maintenance Worker II position would be upgraded to a Parks Maintenance Worker III position to lead the tree crew. In addition, the program will use four part-time seasonal employees to increase production during the construction season. Due to the significant amount of tree work required to support the program, an additional stump grinding machine is required. No other significant equipment purchases are anticipated.

The Sidewalk Improvement Program will be funded by the Sidewalk CIP (General Fund), Gas Tax, and Community Development Block Grant (CDBG).

The goal is to have new staff, equipment, and funding sources in place by June 30, 2012 so that sidewalk work in Fiscal Year 2012/13 will meet or exceed the 1,200 cubic yard per year quota.

## Status Update

4/17/2012 - pbrun:

City Council Approval - On December 20, 2011, City Council approved the creation of a Sidewalk Improvement Program to double the City's sidewalk repairs from 600 cubic yards per year to 1,200. The program has a $1.1M budget and is funded by General Fund Sidewalk CIP, Gas Tax, and CDBG funds. The program results in $143,000 in savings to the General Fund by offsetting expenditures that currently occur in the Maintenance and Engineering budgets. Three new FTE's were approved to support the program.

Staff Recruitment - Recruitments for all positions are scheduled for April/May with June 1, 2012 as the target hire date for new employees.

Equipment - A new stump grinder has been ordered to support the program.

CDBG Funding - On March 20, 2012, City Council directed staff to include $333,527 in funding for sidewalk programs in the annual action plan that will return to Council on May 1, 2012.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| City Council Approval | PW, Maintenance | Phil Brun | 30% | 12/20/2011 | Complete |
| Secure CDBG Funding | PW, Maintenance | Phil Brun | 10% | 5/1/2012 | On Time |
| Purchase Equipment | PW, Maintenance | Phil Brun | 10% | 6/1/2012 | On Time |
| Recruit and Fill New Positions | PW, Maintenance | Phil Brun | 50% | 6/1/2012 | On Time |

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

Last updated 4/23/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** High **Project Number** REC-00533 **Project Status** Behind

**Project Title** Parking Garage Renovations **Phase** 1 of 1

**Project Start Date** 1/1/2012 **Project Due Date** 6/30/2012

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

**Lead Department** Recreation **Project Leader** Dave Perazzo

**Project Budget** $152,000

**Funding Sources** Parking Fund

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

The project consists of updating the paint, signage and striping in the three downtown parking garages. A consistent color and signage scheme will be selected for all three garages. Plain interior surfaces will be painted light colors to enhance lighting and visibility for the public.

## Status Update

4/16/2012 - dperazzo: City staff are in the process of removing all vegetation from parking structures in advance of work. Staff is preparing the specifications related to preparation of surfaces, signage, paint and phasing of the project as it relates to public parking. Due to impacts to parking in the downtown area, the project will be phased to minimize impacts to the public.

1/6/2012 - dperazzo: Preparing project detail for bid specification package.

## Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Specifications | Recreation | Dave Perazzo | 15 % | 2/28/2012 | Complete |
| Bidding and Contracts | Recreation | Dave Perazzo | 25 % | 4/30/2012 | Behind |
| Construction | Recreation | Dave Perazzo | 60 % | 6/30/2012 | Not Started |

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

Last updated 4/24/2012

CITY of NAPA

# Project Tracking Report

| | | | | | |
|---|---|---|---|---|---|
| **Project Priority** | High | **Project Number** | REC-00531 | **Project Status** | On Time |
| **Project Title** | Playground Equipment Replacement | | | **Phase** | 1 of 1 |
| **Project Start Date** | 12/1/2011 | **Project Due Date** | 6/30/2012 | | |
| **Requested Start Date** | | **Requested Due Date** | | | |
| **Lead Department** | Recreation | **Project Leader** | Dave Perazzo | | |
| **Project Budget** | $760,000 | | | | |
| **Funding Sources** | Park Quadrant Funds | | | | |

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Project will replace aging playground in equipment in 4-5 City parks. The equipment and surfacing no longer meets the State of California standards. Playground locations are chosen from a priority list related to age, condition of existing equipment and use of area. Upgrades will bring these areas into compliance with State standards and ADA accessibility. The City will utilize the US Communities process for choosing the type of equipment and best possible bid.

## Status Update

4/15/2012 - dperazzo: Designs were submitted for 5 park play areas under California Multiple Award Schedule (CMAS) pricing for equipment and installation. Bids came in under budget for the first 5 play areas so 5 additional play areas were added. The total cost for replacement of equipment in the 10 park play areas came within budget. Designs were completed and posted on the City web site and presented to the public at the March 14, 2012 Parks and Recreation Advisory Commission meeting. The Commission and public approved the designs with some minor changes. The vendor is finalizing changes to designs and will resubmit for final approval. Demolition of the old sites will begin once the park areas are dry enough for equipment to access and begin removal.

1/6/2012 - dperazzo: Obtained CMAS Contract from preferred playground equipment vendor for purchasing and installation work. Scheduled site visits for mid January to determine layouts for new equipment and surfacing and required demolition of old structures at 5 sites.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Design | Recreation | Dave Perazzo | 15 % | 12/1/2011 | Complete |
| Contract/Bidding | Recreation | Dave Perazzo | 25 % | 3/1/2012 | On Time |
| Construction | Recreation | Dave Perazzo | 60 % | 5/1/2012 | Not Started |

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

Last updated 4/24/2012

CITY of NAPA

# Project Tracking Report

**Project Priority** Medium **Project Number** REC-00534 **Project Status** On Hold

**Project Title** New Skate Park - Site Selection and Design **Phase** 1 of 2

**Project Start Date** 1/1/2012 **Project Due Date** 6/30/2012

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

**Lead Department** Recreation **Project Leader** Larry Mazzuca

**Project Budget** $120,000

**Funding Sources** Redevelopment Agency Funding

☐ **City Manager's Report** ☑ **City Council's Report**

## Project Description

Phase I: The project will both determine the appropriate location and develop the design for a new skate park facility. This first phase of the project will be completed in FY 2011-12. Consultant selection, public outreach/involvement and site selection will be key factors in the development of the final design, plans and specifications. The second phase of the project will consist of actual construction of the new facility.

## Status Update

4/17/2012 - lmazzuca: Napa RDA funding in the amount of $120,000 had previously been budgeted for the design cost of the skatepark in FY 2011-2012. An additional $120,000 from the former RDA had been included as part of the $1.3M project construction (Phase II) in FY 2012-2013. With the elimination of the RDA and funding for the skatepark design costs, staff will need to determine a secondary funding source for the design of the skatepark. It is anticipated that an alternative funding source will be presented to the City Council as part of the FY 2012-2013 mid-cycle budget adjustment. If an alternative funding source is adopted by the City Council as part of the mid-cycle budget adjustment, design funds will be available for Phase I beginning FY 2012-2013. This would likely move Phase II (construction), into FY 2013-2014. Phase I and Phase II will be placed ON HOLD until alternative funding sources have been approved by the City Council.

1/6/2012 - lmazzucca: Staff is currently developing the Request for Proposal (RFP). It is anticipated that the RFP will be made available to firms/consultants experienced in designing skateboard parks by the end of January 2012. The Parks and Recreation Commission will receive a report on this project at their January 11, 2012 regular meeting.

# Project Milestones

| Task | Department | Assigned | Contribution | DueDate | Status |
|---|---|---|---|---|---|
| Consultant Selection | Recreation | Larry Mazzuca | 20% | 1/15/2012 | On Hold |
| Community Design Workshops | Recreation | Larry Mazzuca | 25% | 3/1/2012 | On Hold |
| Development of Plans and Specifications | Recreation | Larry Mazzuca | 45% | 5/20/2012 | On Hold |
| P&RC & City Council Public Presentations | Recreation | Larry Mazzuca | 10% | 6/15/2012 | On Hold |

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

Last updated 4/23/2012

CITY of NAPA

# FY 2011-2012
# Capital Improvement Projects
# 3rd Quarter


| Project | Page # |
|---|---|
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| o Main Street Boat Dock Project | 86 |
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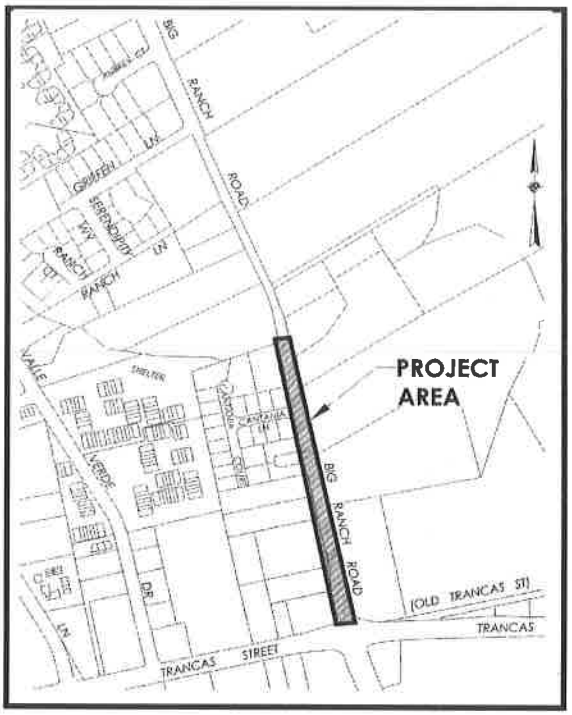
| o Senior Center Floor Replacement Project | 90 |

# 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 75% complete. Completion of design is scheduled for the summer of 2012. Right-of-way acquisition documents were completed in January 2012.

### PROJECT SCHEDULE:

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

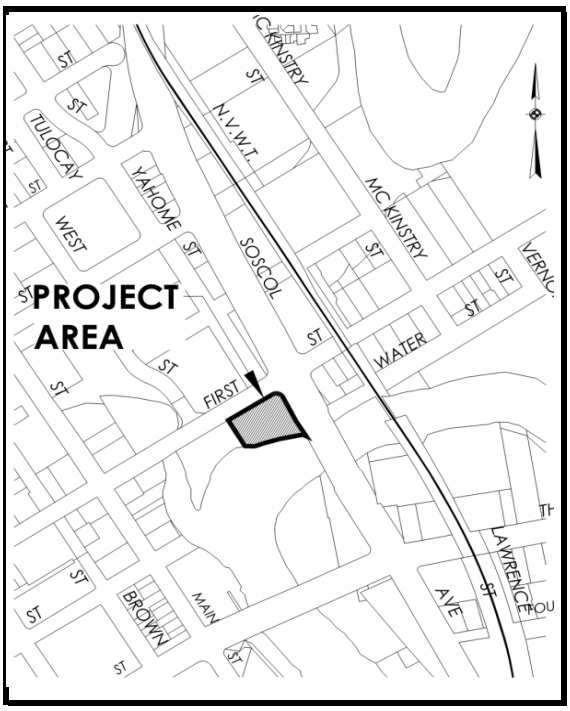
### BUDGET STATUS:

PROJECT BUDGET: $1,807,000
BUDGET EXPENDED TO DATE: Approximately $64,000 was spent on the design prior to 2011, and approximately $43,000 has been spent to date on the design and preparing right-of-way documents since January 2011.

Last Update 4/17/2012

# 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 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 65% construction plans for review and comments. Construction is anticipated for the fall of 2012.

### PROJECT SCHEDULE:

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2011 | | | | | | 2012 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | | | | | | | | 65% | | | |
| Bid & Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |

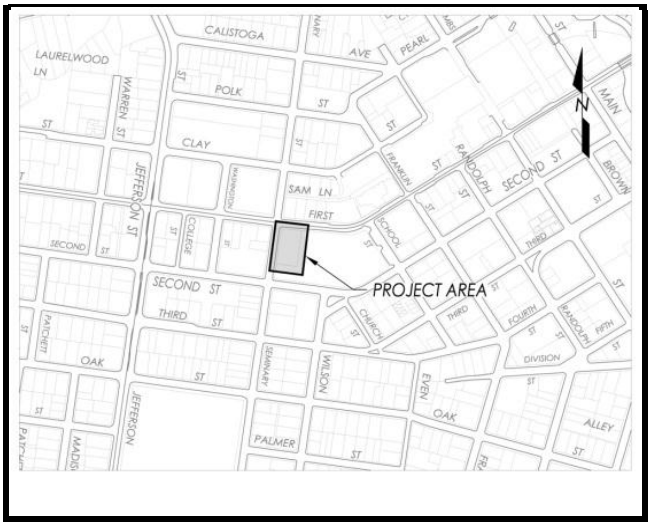
### BUDGET STATUS:

PROJECT BUDGET: $660,000
BUDGET EXPENDED TO DATE: Approximately $3,000 of in-house engineering costs have been expended. The approximate percentage complete reflects the total design task progress to date.

Last Update 4/17/2012

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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




### PROJECT DESCRIPTION:

This project will provide interim seismic retrofit upgrades to the Fire Station No. 1 structure as required to prevent catastrophic structural failure during a large earthquake event. The level of upgrades proposed is intended to protect the lives and safety of occupants and allow for removal of vital equipment following a large seismic event.

### PROJECT MANAGEMENT:

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

### PROJECT STATUS:

ZFA Structural Engineers are currently performing the first phase analysis of the building, which includes a review of the original building plans, site visits and forensic testing at the site. This first phase analysis (to be submitted in May 2012) will result in a report, cost estimates and recommendations related to seismic retrofit repair options. Following City review of the first phase report results, a repair option will be selected and the final design process will begin. It is expected that the design will be completed spring/summer 2012 with construction occurring in summer/fall 2012.

| PROJECT SCHEDULE: | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2011 | | | | | | 2012 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | | | | | | | | 35% | | | |
| Bid & Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |

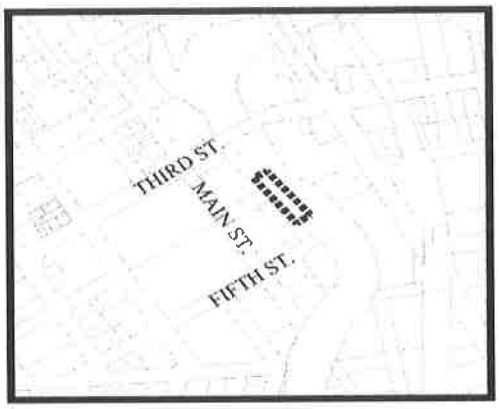
### BUDGET STATUS:

PROJECT BUDGET: $100,000 (following the first phase of the design process which will result in a selected retrofit approach and cost estimate, a realistic budget will be established)
BUDGET EXPENDED TO DATE: Approximately $15,000 has been spent to date on preliminary analysis, consultant selection and Phase 1 analysis.

Last Update 4/19/2012

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## MAIN STREET BOAT DOCK PROJECT
## PROJECT NO. MS07PW01




PROJECT AREA

**PROJECT DESCRIPTION:**

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

**PROJECT MANAGEMENT:**

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

**PROJECT STATUS:**

| | |
|---|---|
| Schedule | Project scheduled for construction in 2012, pending availability of funding. |
| Cost / Funding | With a 50' reduced dock length, the total project cost has been reduced to be approximately $1.5M. Despite staff attempts to obtain grant funding, none was available. |
| Dredging | All dredge sampling and analysis has been completed. |
| Permitting | The City has finally obtained its Water Quality Certification from the California Regional Water Quality Control Board and a permit from the Army Corps of Engineers. Staff is working with the California Department of Fish & Game to finalize the Draft Streambed Alteration Agreement. The California State Lands Commission is currently reviewing various project documents prior to issuance of a new lease agreement. |
| Environmental | City Council adopted the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program on February 1, 2011. A revised Joint Aquatic Resource Permit Application has been submittal to the Regional Water Quality Control Board. |
| Design | Per direction from City Council, the dock has been shortened by 50 feet. Revised construction plans were received in June 2011. Final comments are being addressed by the dock designer. |

**PROJECT SCHEDULE** — **Actual Percentage Complete**

| | | FY | 2011 | | Q1 | | | Q2 | 2012 | | Q3 | | | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Component** | **Start Date** | **End Date** | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design/Permitting | Jan-09 | Feb-12 | | | | | | | | | 96% | | | |
| Bid & Award | Feb-12 | Jul-12 | | | | | | | | | | | | |
| Construction | Aug-12 | Oct-12 | | | | | | | | | | | | |

CURRENT PROJECT BUDGET: $175,000

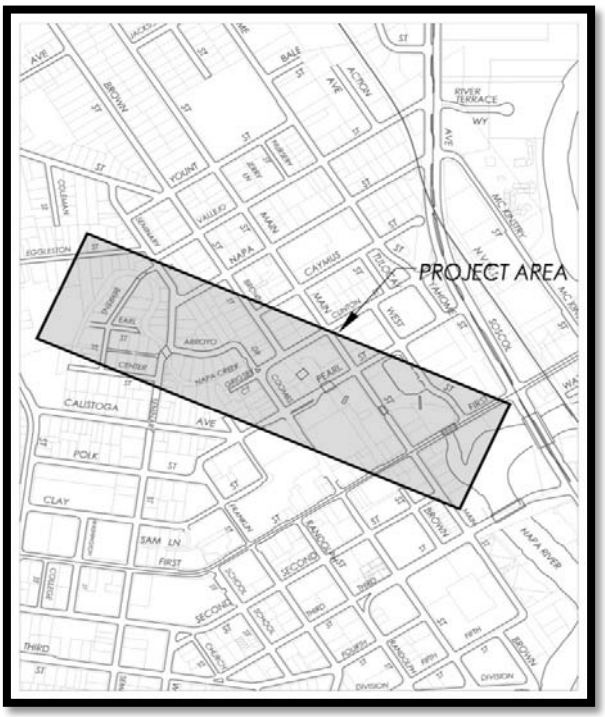
BUDGET EXPENDED TO DATE: $131,000

NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The $175,000 includes Public Works administrative charges, permitting, and grant work.

Last Update 4/17/2012

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## Napa Creek Box Culverts And Flood Terrace Project




### PROJECT DESCRIPTION:

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

### PROJECT MANAGEMENT:

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

### PROJECT STATUS:

The controlling operation during this time period was construction of the concrete culvert in the alley from Seminary Street to Behrens Street just north of Center Street. The work was complicated by the tight area and the frequent rains during this period. Other work during this time period were punchlist items and preparing for the in-creek work window that begins on June 1. The in-creek work includes work near Jefferson Street, Behrens Street, Seminary Street, and near Kohl's Department Store. Behren's Street Bridge will be removed and replaced with a pedestrian and emergency access bridge. Starting May 1 the Coombs Street Bridge will be removed to open up the creek. This will require buses to turn around in the Pearl and Coombs parking lot until the new Transit Center is complete. The in-creek work is required to be completed by October 15.

### PROJECT SCHEDULE:

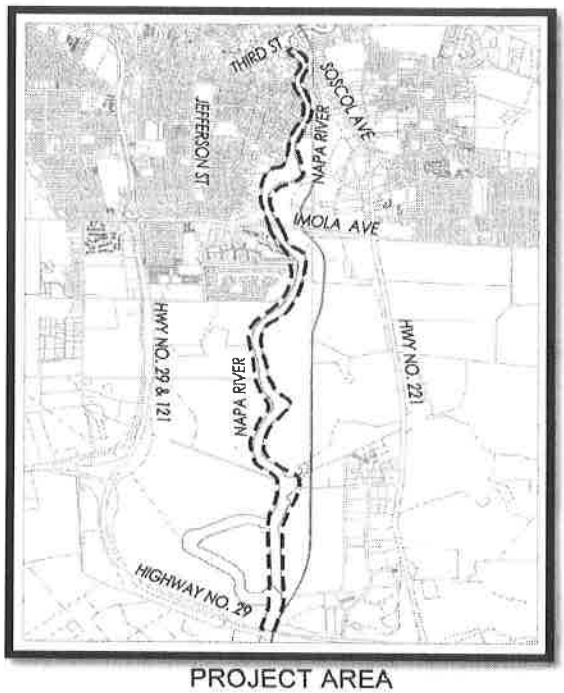
| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2011 | | | | | | 2012 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | | | | | | | | | | | |
| Bid & Award | | | | | | | | | | | | |
| Construction | | | | | | | | | 60% | | | |

### BUDGET STATUS:

CONTRACT BUDGET: $15,000,000
BUDGET EXPENDED TO DATE: Unknown, City is not managing budget

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## NAPA RIVER DREDGING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)



PROJECT AREA

### 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:

Public Works Department - Engineering Division

### PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has approximately $410,000 out of a rough estimate of $2M to perform limited maintenance dredging from the State Highway 29 (Butler) Bridge to Third Street (down from the previous estimate of $700,000). Nevertheless, the Corps has agreed to begin a dredge project for this reach. The Corps will complete their new hydrographic survey in April 2012. In addition, the City and the Napa County Flood Control District have agreed to start the dredge sampling and analysis process with the Corps' Dredged Materials Management Office ('DMMO') both for the river dredge and the City's project to dredge the Boat Ramp at JFK Park. Depending on the Corps' ability to fund a river dredge project, the City remains open to contributing available funds as well.

### PROJECT SCHEDULE:

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2011 | | | | | | 2012 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design / Permitting | | | | | | | | | 0% | | | |
| Bid & Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |

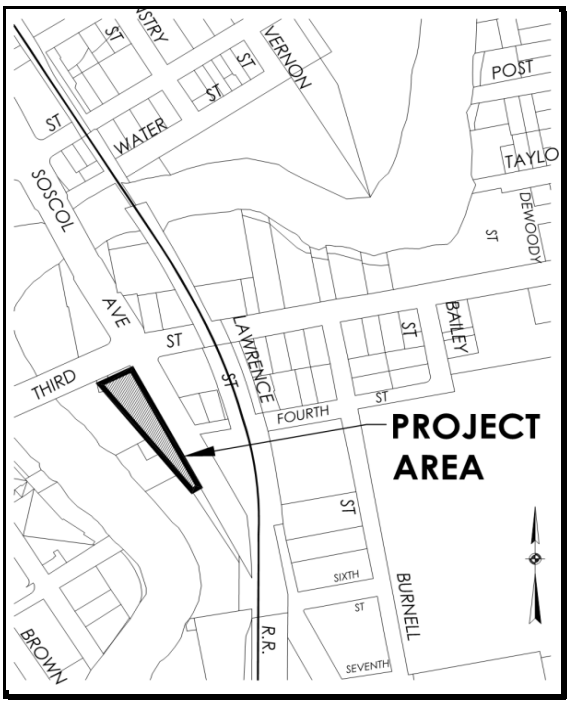
### BUDGET STATUS:

PROJECT BUDGET: None.
BUDGET EXPENDED TO DATE: None

Last Update 4/18/2012

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## RIVERFRONT GREEN PROJECT
## PROJECT NO. PK06RA02




### PROJECT DESCRIPTION:

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

### PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer
Public Works Department, Engineering Division

### PROJECT STATUS:

The project has been designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project location being adjacent to the Napa River, the City has had to work closely with the Flood District and the Army Corps of Engineers to incorporate various conditions of approval. The project was advertised for construction bids at the beginning of August 2011. The Flood District and the Army Corps of Engineers gave final approval of the advertised plan set. Bids were opened on August 30, 2011. G.D. Nielson was determined to be the best and lowest bid and was awarded the contract on September 20, 2011. A Notice to Proceed for construction was issued in October 2011. Construction is anticipated to be complete in the Summer of 2012.

### PROJECT SCHEDULE:

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2011 | | | | | | 2012 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | 100% | | | | | | | | | | |
| Bid & Award | | | 100% | | | | | | | | | |
| Construction | | | | | | | | | 75% | | | |

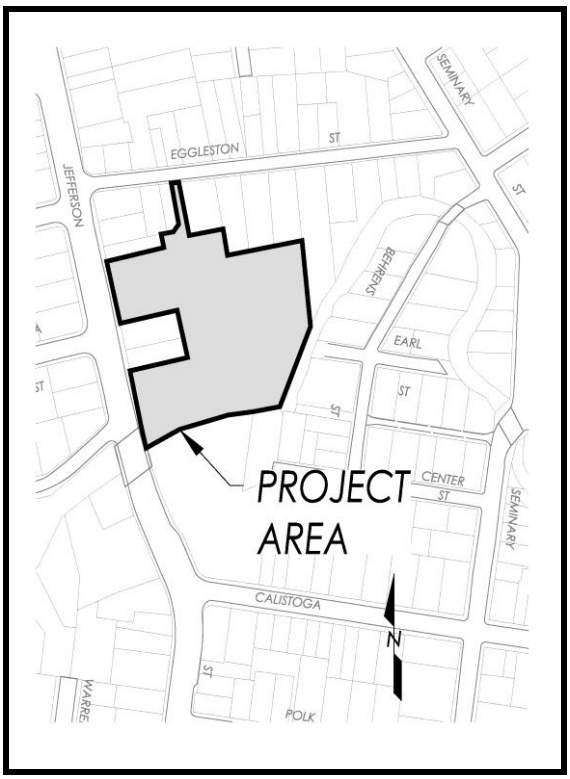
### BUDGET STATUS:

PROJECT BUDGET: $756,000
BUDGET EXPENDED TO DATE: Approximately $30,000 of in-house engineering costs have been expended. Approximately $85,000 has been expended for all other design costs (GSM contract, public art, utility coordination, project advertisement, etc.). And approximately $350,000 has been expended in construction costs.

Last Update 4/17/2012

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## SENIOR CENTER FLOOR REPLACEMENT PROJECT NO. FC12PR01




### PROJECT DESCRIPTION:

The Senior Center Floor Replacement Project consists of replacing the existing wood and vinyl tile floor in the Social Hall, adjoining dining area and large kitchen. The existing flooring in these locations is at least 30 years of age, in disrepair and is no longer cost effective to maintain. The replacement flooring will consist of hardwood floor in the Social Hall and adjoining dining area and commercial grade linoleum in the kitchen.

### PROJECT MANAGEMENT:

David Perazzo, Parks Superintendent
Parks & Recreation Services Department

### PROJECT STATUS:

Project design has been completed and bid advertisement started on March 22, 2012. Bid opening is scheduled for April 11, 2012.

**PROJECT SCHEDULE:**

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2011 | | | | | | 2012 | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Design | | | | | | | | | 100% | | | |
| Bid & Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |

### BUDGET STATUS:

PROJECT BUDGET: $195,000
BUDGET EXPENDED TO DATE: Approximately $8,000 of in-house engineering costs have been expended.

Last Update 4/19/2012

CITY of NAPA

**Report on Service Center (CRM) activity Q3 FY 2011-12**

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 24 different types of specific service requests.

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

**A total of 426** external service requests were submitted to Public Works and Parks and Recreation via the CRM system in the third quarter of FY 2011-12. This is 45 fewer requests than submitted in the second quarter of FY 2011-12 and 110 fewer than the number submitted in the third quarter of FY 2010-11. These two departments handle the bulk of external service requests.

During this reporting period, the “Drainage Problem” service request was split into two separate requests—”Clogged Storm Drain” and “Ongoing Drainage Problem” — to make reporting and processing more efficient.

The accompanying chart and table shows the total number of service requests made in the 24 available request types during the period Jan-Mar 2012 and shows performance in responding to and closing requests within the City’s expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

***NOTES:***

***Revised Service Level Agreements (SLAs):*** *Working with Public Works staff, the SLAs have been increased on four service requests:*
*-The SLA for "Light Out" has been raised from 3 days to 10 days*
*-The SLA for "Street Sweeping" has been raised from 3 days to 5 days*
*-The SLA for "Traffic Signal Malfunction" has been raised from 1 day to 2 days*
*-The SLA for "Pothole" has been raised from 2 days to 3 days.*
*These new SLAs better reflect the time required to complete needed work with available staff and workloads.*

***Drainage problem:*** *This category in the CRM has been refined, splitting reports into two categories—"Clogged Storm Drain," with an SLA of 1 day, and "Ongoing Drainage Problem" with an SLA of 5 days. This allows better tracking of short-term, easily-solvable problems, versus difficult problems like those where the pavement has been disrupted and water ponds instead of flowing to the storm drain.*

***Pothole reports:*** *There were 98 pothole reports in the third quarter of 2010-11, compared to 71 in the third quarter of 2011-12, perhaps reflecting the impact of weather on road conditions during the winter.*

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

***Traffic signal malfunction:*** *This service request needs to be modified to better reflect the types of reports that are being received from the public. The initial concept of this service request was to receive citizen reports of traffic signals that were fully malfunctioning, but more often the PW Department is receiving reports of signals with timing issues, or detection issues. These reports require a longer period of time to close, as staff often makes more than one site visit to evaluate and solve the problem. The SLA on the current request has been revised until the SR is split into two distinct reports.*

***Weeds:*** *The one SR for weed removal shows a 222 day response time. On review, it is clear that this report along Hartle Court was made and resolved in June 2011, but the request was inadvertently left open in the Service Center until Jan 31. 2012.*

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

*Jan 1-Mar 31, 2012*

| Service Request Type | Number this quarter | Average no. of days open | SLA |
|---|---|---|---|
| Bad sidewalk or curb | 12 | 3.65 | 5 |
| City landscaping issue | 3 | 2.31 | 6 |
| Clogged storm drain | 0 | 0 | |
| Construction site problems | 0 | 0 | 1 |
| Dead Animal | 18 | 1.02 | 1 |
| Drainage problem | 16 | 5.09 | 1 |
| Graffiti | 3 | 2.29 | 2 |
| Light out | 128 | 1.78 | 3 |
| Litter or debris | 20 | 3.47 | 2 |
| Miscellaneous park/public space issue | 3 | 10.51 | 5 |
| New streetlight | 3 | 1.4 | 5 |
| Ongoing drainage problem | 8 | 2.24 | |
| Park issue | 16 | 2.55 | 5 |
| Pollution report | 0 | 0 | 1 |
| Pothole | 71 | 4 | 2 |
| Rough road surface | 10 | 8.02 | 5 |
| Sign problem | 8 | 6.64 | 2 |
| Street sweeping | 9 | 3.57 | 2 |
| Traffic signal malfunction | 12 | 4.25 | 1 |
| Tree issue | 77 | 3.81 | 5 |
| Utility pole issue | 4 | 0.62 | 5 |
| Water leak | 2 | 0.85 | 1 |
| Water pressure problem | 1 | 0.1 | 1 |
| Water quality issue | 1 | 0.63 | 1 |
| Weeds | 1 | 222.1 | 5 |