CITY of NAPA

Third Quarter Report
FY 2012-2013

CITY MANAGER
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May 21, 2013

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 3rd quarter financial report for FY2012-13. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

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

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

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

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

Sincerely,

Mike Parness
City Manager

CITY of NAPA

Quarterly Financial Report
As of March 31, 2013

Introduction

This report provides an analysis of the City's General Fund revenues and expenditures for the third quarter of the 2012-13 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 Mid-Cycle review, which included adjustments to structurally balance FY 2012-13 was adopted by the City Council on June 5, 2012. The 1st Quarter report was presented to the City Council on November 20, 2012. The City Council reviewed the 2nd Quarter report on February 19, 2013. The purpose of the quarterly report is to provide regular updates regarding revenue and expenditure trends to ensure the City Council has an understanding of the City's current financial condition. The numbers in this report are based on revenues and expenditures through March 31, 2013. A discussion of the significant budget items is presented below.

FY 2012-13 Budget

The FY 2012-13 Budget as originally adopted estimated revenues of $59.2 million to fund expenditures of $63.1 million with the resulting $3.9 million shortfall to be funded from operating reserves. The June 2012 Mid-Cycle adjustment increased the FY2012-13 revenue projection by $3.0 million to $62.2 million and reduced expenditure appropriations by $1.0 million to $62.1 million, resulting in a balanced General Fund budget. The Mid-Cycle increase of revenues and expenditure reductions (made of up programmatic reductions and employee concessions) combined to not only balance the FY 2012-13 budget, but also to provide for balanced budgets through the six-year Long Term Financial Plan period.

The projected operating position for the FY2012-13 budget (resulting from approved budget adjustments) increased the anticipated June 30, 2013 operating surplus to $2.1 million.

Budget Update

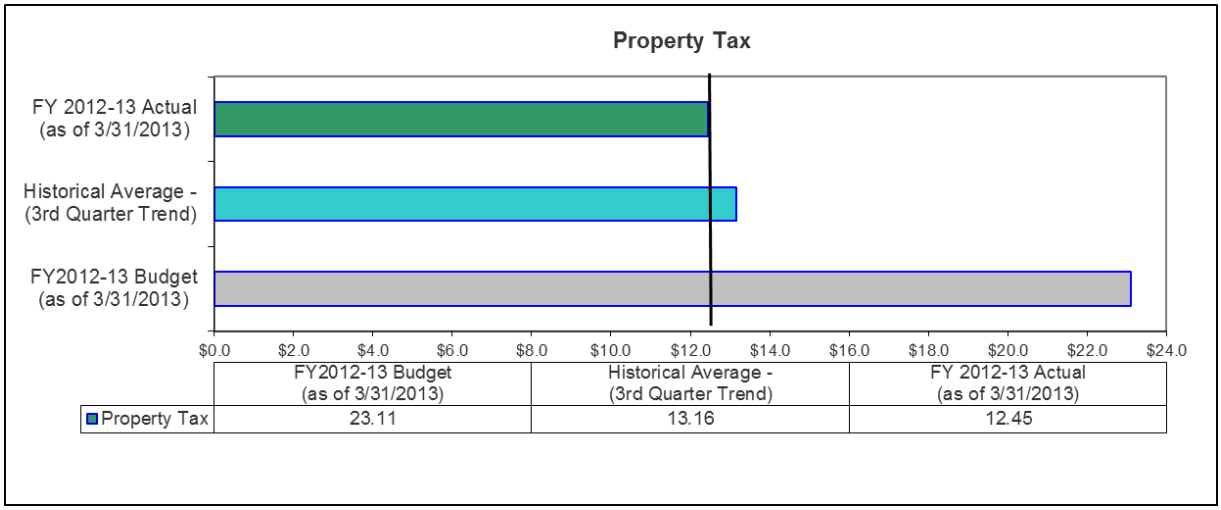
Staff has recently completed a thorough analysis of the City's major revenue sources and expenditure trends through March 31, 2013. Operating revenues are currently projected to be consistent with the $65.4 million budget amount while operating expenditures are projected to end the year at $62.3 million which is $1.0 million under the budgeted allocation. This will increase the projected year

end operating surplus to $3.1 million. Of this amount, $0.3 million is considered to be one-time in nature, as it is related to existing position vacancies (e.g. Public Safety, Human Resources, Finance) and departmental operating cost savings. The remaining $2.8 million, consisting of property tax (increased home values and sales activity), sales tax (increased activity) and transient occupancy tax (higher occupancy rates) is considered to be on-going and sustainable.

Major Revenues

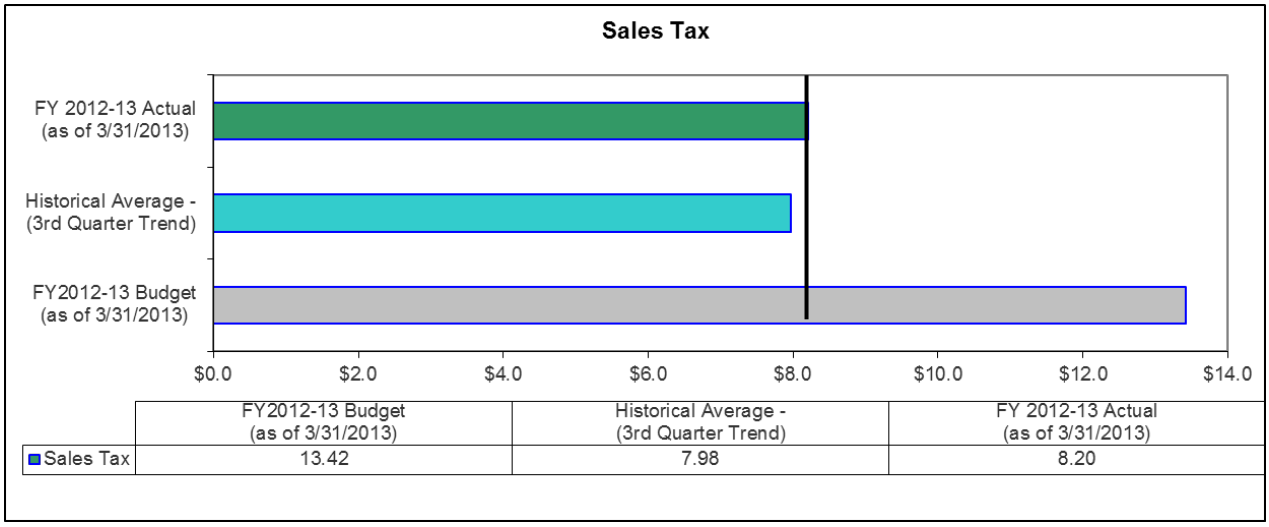
Property Tax - The FY 2012-13 Property Tax Receipts were originally budgeted at $22.4 million, then increased to $22.7 million during the Mid-Cycle budget review. Property Tax revenue was further increased by $0.4 million in November (to $23.1 million) as part of the 1st Quarter report, due to increased activity in the real estate market.

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 $12.45 million received to date is the first installment of FY2012-13 property tax revenue from the County. The second installment is typically received in the 4th Quarter. Although it appears we are behind the 5-year trend by approximately $0.7 million, we are confident that FY 2012-13 property tax revenues will be near the estimated budget.



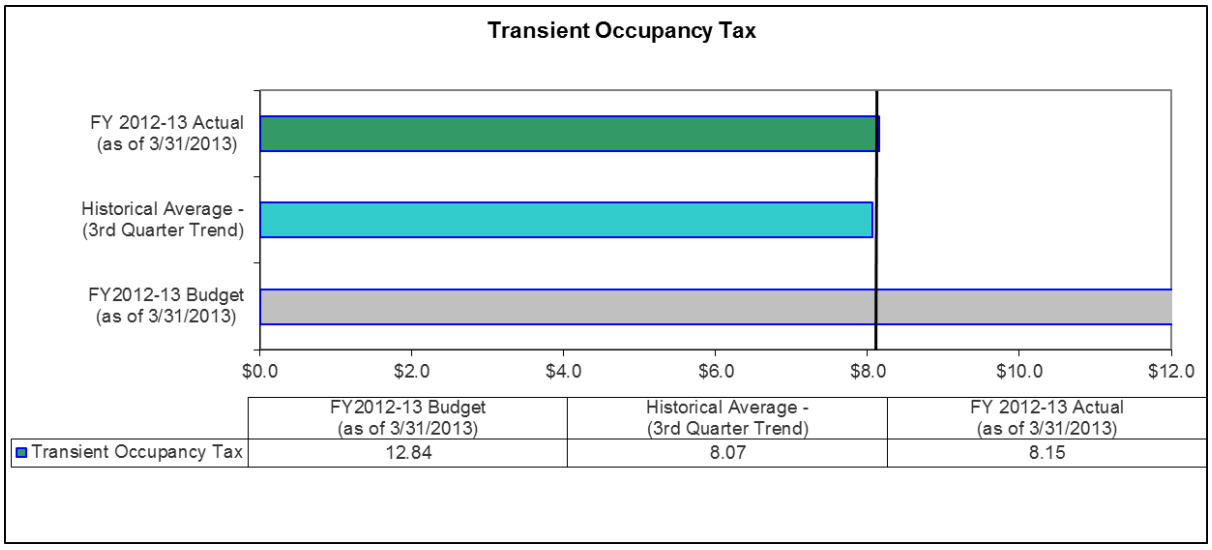
Sales Tax – Sales Tax for FY 2012-13 was originally budgeted at $12.3 million, and then amended to $12.7 million during the Mid-cycle review. An additional increase of $0.7 million was approved during the 1st Quarter report, increasing the total Sales Tax revenue projection for FY 2012-13 to $13.4 million.

The following graph tracks the Sales Tax (on sales through December 31, 2012) as compared to the third quarter average trend over the past five years and indicates that we are ahead of that trend by $0.2 million. It is projected the Sales Tax revenue will exceed the budget by $0.5 million ($13.9 million) based on the most recent data from MuniServices.



Transient Occupancy Tax - Tourism in the Napa Valley continues to strengthen, providing additional indication of the economic recovery. FY 2012-13 TOT Revenue was originally budgeted at $10.6 million then increased to $10.8 during the Mid Cycle review. The 1st Quarter report further increased this revenue projection by $0.7 million for a total of $11.5 million, and the 2nd Quarter report increase estimates by an additional $1.3 million to $12.8 million. There are currently 24 hotels, 19 bed and breakfast establishments and 36 vacation rentals generating transient occupancy tax revenue within the City.

The following graph tracks the Transient Occupancy Tax (as remitted by hotels, inns, etc. for stays through October 31, 2012) as compared to the second quarter average trend over the past five years and indicates that we are slightly ahead of that trend by $0.08 million.



Other Revenues

Based on receipts through March 31, 2013, the following Revenue adjustments are recommended:

Other Taxes (primarily made up from Franchise Fee Revenues), was over-stated in the Budget, and should be reduced by $225,00 to $1.5 million.

Intergovernmental Revenue budget is recommended to be reduced by $175,000 to reflect the VLF revenue that is no longer being passed through to the City by the State.

Miscellaneous Revenues are recommended to be reduced by $100,000 (to $0.2 million)

Expenditures

As of March 31, 2013, all departments were operating within their approved budget allocations. The following table provides the expenditure budget and actual spent to date for each department through March 31, 2013. Although Public Works expenditures appear high at this time, increased Capital Project activity during the 4th Quarter is anticipated to significantly reduce the charges to General Fund, bringing the projected annual expenditures in line with the approved budget.

Expenditures by Department	**Budget 3/31/2013** *($ in Millions)*	**Actual 3/31/2013** *($ in Millions)*	*%*
City Council / City Clerk	1.00	0.63	*62.99%*
City Manager	1.17	0.74	*62.83%*
Finance	5.33	3.52	*66.08%*
City Attorney	0.93	0.60	*64.42%*
Human Resources	1.07	0.65	*60.65%*
Community Development	3.17	2.06	*64.95%*
General Government	3.46	2.55	*73.76%*
Police Department	21.17	15.04	*71.06%*
Fire Department	12.91	9.59	*74.29%*
Public Works	6.59	5.28	*80.16%*
Parks & Recreation	6.48	4.75	*73.28%*
Subtotal Expenditures	*63.26*	*45.40*	*71.76%*

Operating Position

As noted in the Budget Update section beginning on page 1 of this report, the FY 2012-13 General Fund budget is currently projecting a positive operating position of $3.1 million (4.9% of the General Fund expenditure budget).

Other City Funds

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

Enterprise Funds – Enterprise Funds are those that provide goods or services to the public for a fee that makes the entity self-supporting. Napa's Enterprise Funds include: Solid Waste & Materials Diversion, 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 table below lists the activity for each of the Enterprise or Internal Service Funds through March 31, 2013.

Proprietary Fund		**FY 2012-13 Budget** *(as of 3/31/2013)*	**FY 2012-13 Actual** *(as of 3/31/2013)*	*Actual to Date %*
Solid Waste & MDF	Revenues	28,406,100	18,533,239	65.24%
Solid Waste & MDF	Operating Expenditures	28,617,056	15,777,070	55.13%
Solid Waste & MDF	Capital & Non Recurring Expenditures	4,521,869	166,212	3.68%
Fund Balance Addition/(Reduction)		*(4,732,825)*	*2,589,958*	-
Golf Operating Revenue	Operating Revenues	1,834,137	1,178,808	64.27%
Golf Operating Expenditures	Operating Expenditures	1,788,186	1,179,097	65.94%
Fiscal Year Net Operating Position		*45,951*	*(289)*	
Fund Balance Addition/(Reduction)		*45,951*	*(289)*	-
Water	Revenues	26,333,971	15,893,936	60.36%
Water	Operating Expenditures	26,598,512	13,640,060	51.28%
Water Capital Expenditures	Capital & Non Recurring Expenditures	6,006,703	1,653,059	27.52%
Fund Balance Addition/(Reduction)		*(6,271,244)*	*600,817*	-
Fleet Replacement Revenues		3,188,600	2,446,322	76.72%
Fleet Replacement Expenditures		3,471,516	2,702,922	77.86%
Fund Balance Addition/(Reduction)		*(282,916)*	*(256,600)*	
Central Stores Revenues		674,957	510,849	75.69%
Central Stores Expenditures		644,432	411,356	63.83%
Fund Balance Addition/(Reduction)		*30,525*	*99,493*	
IT Replacement Revenues		169,550	126,142	74.40%
IT Replacement Expenditures		169,550	94,931	55.99%
Fund Balance Addition/(Reduction)		-	*31,211*	
Risk Management Revenues		4,319,214	2,318,814	53.69%
Risk Management Expenditures		5,291,001	3,112,466	58.83%
Fund Balance Addition/(Reduction)		*(971,788)*	*(793,652)*	
Post Employment Benefit Revenues		1,255,969	714,935	56.92%
Post Employment Benefit Expenditures		1,255,969	1,351,219	107.58%
Fund Balance Addition/(Reduction)		-	*(636,284)*	

Four funds currently are experiencing a negative operating position as of March 31, 2013.

a. As has been the case for quite some time, **Golf Operations** expenditures are outpacing revenues. Although the deficit does not appear to be large at this point it is important to note the $125K contribution from General Fund approved in December 2012 (R2012 153)

b. The **Fleet Fund** expenditures do not follow a consistent pattern, but rather are related to the value and replacement schedule of the equipment planned each year. The revenues, however, do follow a consistent pattern of 1/12 being assessed and received each month.

c. The **Risk Fund** expenditures do not follow a consistent pattern, but rather are related to current litigation or settlement negotiations. The budgeted short-fall in the risk fund in FY 2012-13 is the result of a carry forward of funds that were originally approved in FY 2011-12, however the payment was not made until FY 2012-13.

d. Expenditures from the **Post Employment Benefit Fund** are made both to the Trust Fund, and also as health plan reimbursement to our Retirees. After the final payroll, but prior to the closing of the fiscal year, a reimbursement will be made from the Trust Fund to the Post Employment Benefit Fund which will bring this fund into a net $0 operating position.

What We Are Watching

Nationally:

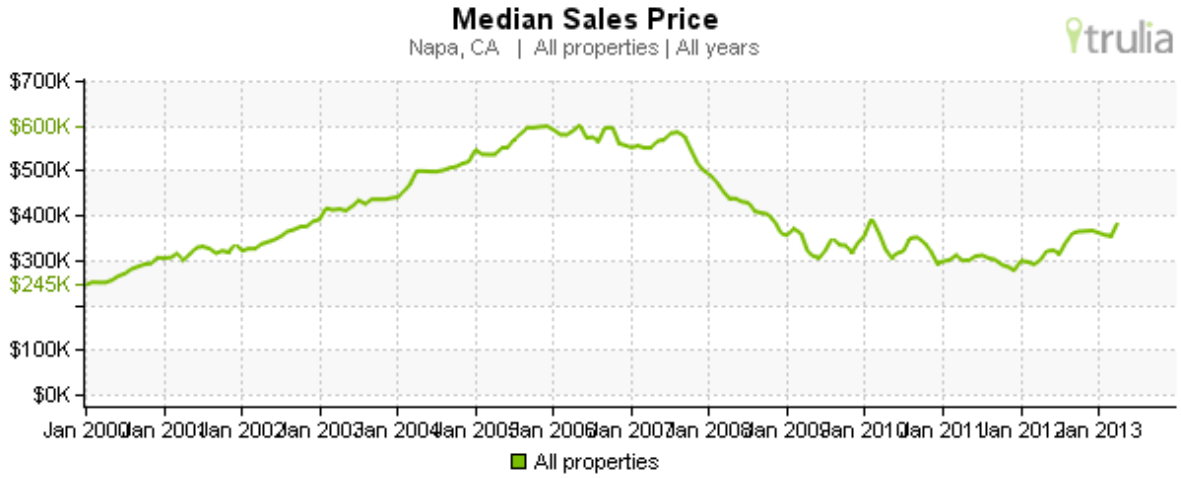
We continue to be cautiously optimistic for the future as the recovery from the economic recession makes slow but steady progress. In particular, we will continue to pay close attention to the unsettled financial climate in Washington from the impact of the January actions on the fiscal cliff to the impending debt ceiling discussion, to make sure we understand and are able to adjust to how resulting decisions or policies will affect the national, state and local economies.

State:

At the State level, the condition of the economy remains fragile. Even with the passage of Proposition 30 on the November ballot, the true economic impact to the state remains uncertain as the tax increases will have an impact on both businesses and citizens. Additionally, the financial impacts to local communities of the dissolution of the Redevelopment Agencies across the state continue to be unclear. On a positive note, the unemployment rate in the state, although still high (9.4% in March as reported by the U.S. Bureau of Labor Statistics) has fallen 1.2% since the beginning of the fiscal year (July, 2012 unemployment was 10.6%)

Local Economic Condition:

The City of Napa continues to realize growth in its major taxes (property, sales and TOT). Additionally the housing market is continuing to strengthen, as the median house prices rose 28.5% between March 2012 and March 2013.



The local unemployment rate has also shown signs of recovery as the number has fallen 1.0% from 7.7% in July, 2012 to 6.7% in March 2013. The impact from the upcoming BottleRock event is unknown at this time; however the Sales tax projections have been modified assuming a strong May and June. We will continue to monitor these trends to ensure we remain responsive to growing needs, yet cautious through the remainder of the fiscal year.

Recommendation

Adopt a Resolution Approving and Adopting Amendments to the Budget for the 2012-13 Fiscal Year, with the following adjustments:

Operating Revenues:

- Increase Sales Tax Revenues by $0.5 million *(IFAS 41940.31301)*
- Decrease Other Tax Revenues by $0.2 million *(IFAS 41940.316xx)*
- Decrease Intergovernmental Revenues by $0.2 million *(IFAS 41940.33551)*
- Decrease Miscellaneous Revenues by $0.1 million *(IFAS 41940.35001)*

Non-Recurring Revenues:

- Increase Miscellaneous Revenues by $0.3 million *(IFAS 49940.35001)*

Financial Update - General Fund — Attachment A

	FY 2012-13 Budget (as of 3/31/2013)	FY 2012-13 YTD (as of 3/31/2012)	% to date (Budget to Actual)	Projected (as of 3/31/2013)	Third Quarter Adjustment
Operating Revenues					
Property Tax	23,109,826	12,445,791	54%	23,109,826	-
Sales Tax	13,415,172	8,201,215	61%	13,915,172	500,000
Transient Occupancy Tax	12,840,293	8,149,852	63%	12,840,293	-
Business License Tax	2,800,000	2,190,357	78%	2,800,000	-
Other Taxes	1,709,922	833,173	49%	1,484,922	(225,000)
Licenses and Permits	1,200,000	917,605	76%	1,200,000	-
Charges for Services	4,997,855	4,067,347	81%	4,997,855	-
Intergovernmental	792,158	436,982	55%	617,158	(175,000)
Investment Earnings	150,000	90,187	60%	150,000	-
Miscellaneous Revenues	304,239	111,824	37%	204,239	(100,000)
Transfers In	4,033,452	3,018,737	75%	4,033,452	-
Sub-Total Operating Revenues	**65,352,917**	**40,463,070**	62%	**65,352,917**	**-**
Operating Expenditures					
City Council / City Clerk	999,332	629,515	63%	938,218	-
City Manager	1,174,363	737,888	63%	1,170,150	-
Finance	5,326,865	3,520,175	66%	5,167,634	-
City Attorney	929,657	598,844	64%	913,885	-
Human Resources	1,065,887	646,494	61%	941,152	-
Community Development	3,169,855	2,058,953	65%	3,060,795	-
General Government	3,455,785	2,549,039	74%	3,237,856	-
Police Department	21,173,114	15,044,778	71%	20,932,268	-
Fire Department	12,906,520	9,588,657	74%	12,872,315	-
Public Works	6,585,231	5,278,464	80%	6,583,860	-
Parks & Recreation	6,476,279	4,745,718	73%	6,440,130	-
Sub-Total Operating Expenditures	**63,262,887**	**45,398,524**	72%	**62,258,263**	**-**
Operating Surplus/ (Deficit) *(Operating Revenues less Total Expenditures)*	***2,090,031***			***3,094,654***	

	FY 2012-13 Budget (as of 3/31/2013)	FY 2012-13 YTD (as of 3/31/2013)	% to date (Budget to Actual)	Projected (as of 3/31/2013)	Third Quarter Adjustment
Non-Recurring Revenues					
Property Tax (Excess ERAF)	*2,115,591*	*2,119,384*	*100%*	*2,119,384*	-
Charges for Services	*1,696,583*	*90,285*	*5%*	*1,696,583*	-
Intergovernmental	*647,235*	*348,105*	*54%*	*647,235*	-
Miscellaneous Revenues	*6,000*	*6,000*		*339,258*	*333,258*
Non-Recurring Revenues	***4,465,409***	***2,563,775***	***57%***	***4,802,460***	***333,258***
Non Recurring Expenditures					
City Council / City Clerk	*151,315*	*1,221*	*1%*	*151,315*	-
Finance	-	*550*		-	-
Human Resources	*38,647*	-	*0%*	-	-
Community Development	*708,913*	*96,150*	*14%*	*708,913*	-
General Government	*1,525,000*	*1,525,000*	*100%*	*1,525,000*	-
Police Department	*1,068,272*	*254,820*	*24%*	*1,068,272*	-
Fire Department	*14,881*	-		*14,881*	-
Public Works	*1,027,180*	*20,686*	*2%*	*1,027,180*	-
Non-Recurring Expenditures	***4,620,769***	***1,898,426***	***41%***	***4,582,122***	**-**
Net Impact of Non Recurring	***(155,360)***			***220,338***	***333,258***

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 the adjustment is reported to the City Council as part of the Quarterly Financial Report.

The appropriations authorized by the City Manager in FY 2012-13 are listed below:

Budget Adjustment Summary	**Revenues**	**Expenditures**
Police Department - Reimbursements	9,621.00	9,621.00
Fire Department - Reimbursements	22,477.09	22,477.09
Parks & Recreation - Donations	1,000.00	1,000.00
Franchise Taxes - Reimbursements	15,637.00	15,637.00
Public Works - Reimbursements for Consultant Services	49,818.00	49,818.00
CDD - Reimbursement for Consultant Services	23,309.00	23,309.00
Risk Management - Reimbursement for Legal Services	380,569.74	380,569.74
TOTAL	**502,431.83**	**502,431.83**

City of Napa
Quarterly Investment Report
as of March 31, 2013

Introduction

This report represents the City's investment portfolio as of March 31, 2013. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

Investment Approach

The City's investments are guided by an Investment Policy which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council in June 2012 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City relies on an investment advisor to structure a portfolio of securities customized to meet the City's specific investment goals. The City also invests funds in the State investment pool known as the Local Agency Investment Fund (LAIF).

Current Market Conditions

The U.S. economy seems to have gained some momentum at last, driven by strong consumer spending and an unmistakable rise in values for housing and equity securities, but this is played out against the backdrop of European drama. The bailout negotiations in Cyprus, Italy's difficulties creating a new government, and weakness in many European economies pushed the euro lower against the dollar and kept U.S. Treasury prices high and yields low. 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 0.28% – 0.30% since December 2012.

Total Return Comparison
Periods Ending March 31, 2013

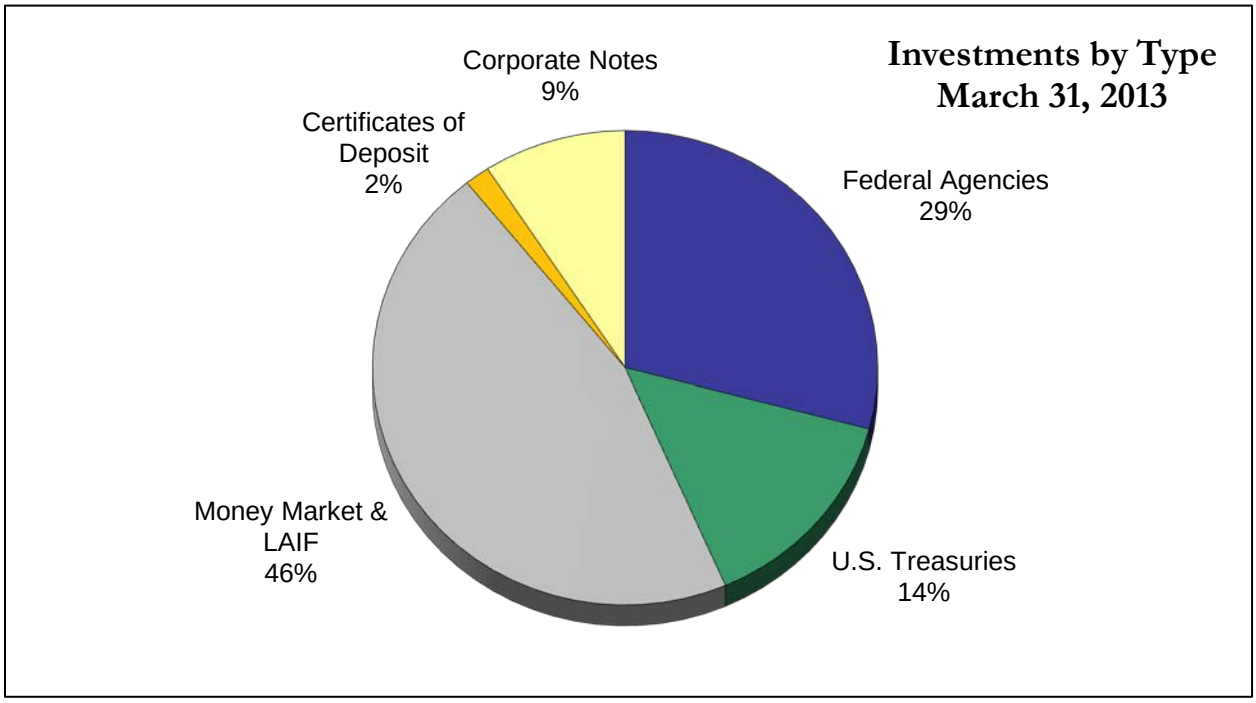
	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	**0.21%**	**1.51%**	**2.38%**	**3.33%**
Merrill Lynch 1-5 Year Government Index	0.15%	1.25%	2.29%	2.68%
LAIF	0.07%	0.33%	0.41%	0.94%

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

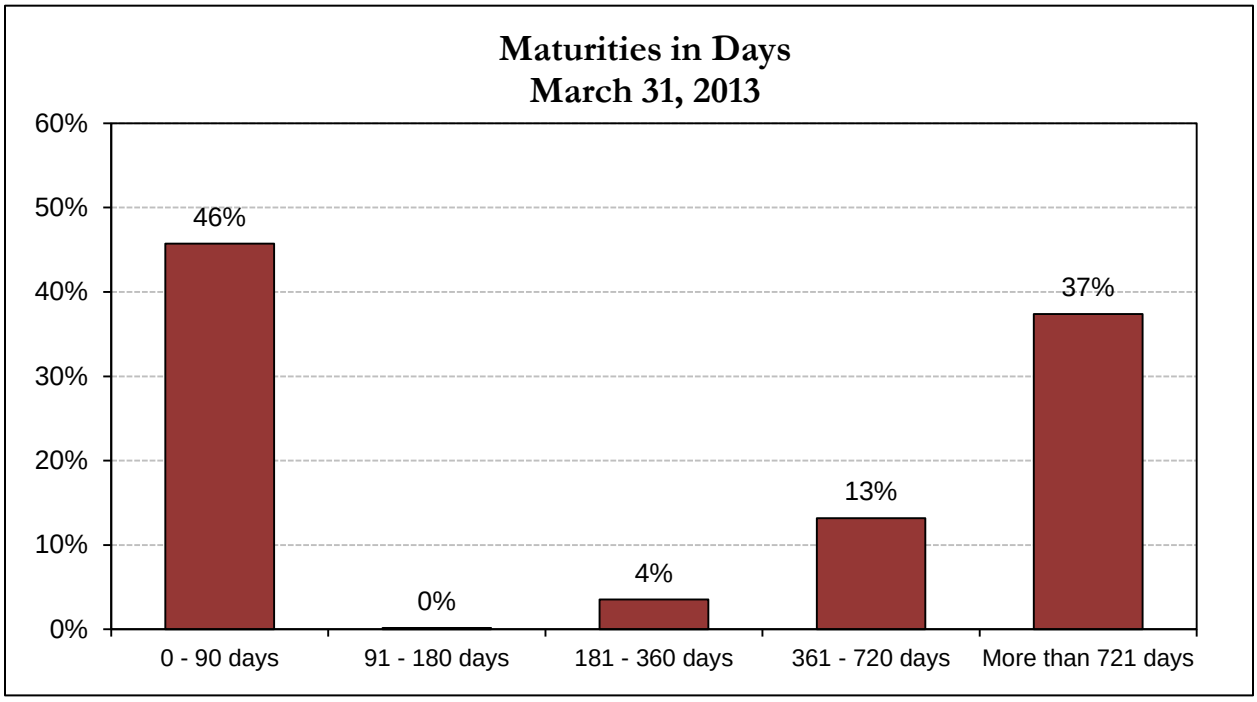
Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of March 31, 2013 invested funds totaled $93,910,040. 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, 2013 was heavily weighted towards the State Local Agency Investment Fund (LAIF) and high-quality (AA+ rated) Federal Agency securities to maintain the focus on safety and liquidity.



The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of March 31, 2013, 46% of the City's funds were invested in very short-term liquid investments, 17% of the funds were invested with maturities between six months and 2 years, and 37% 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-maturity investments (to realize a higher rate of return) is appropriate given the current market conditions. With short-term interest rates anchored by the Federal Reserve's zero interest rate policy through mid-2015, longer-term rates continue to trade within a set range.

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

City of Napa
Quarterly Investment Report - Holdings Report
as of March 31, 2013

CUSIP	Description	S&P Rating FY Quarter 2Q13	S&P Rating FY Quarter 3Q13	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	268,939.27	3/31/2013	0.14%	4/1/2013	268,939.27	0.14%	-	268,939.27
N/A	Local Agency Investment Fund	NR	NR	42,680,764.63	3/31/2013	0.29%	4/1/2013	42,680,764.63	0.29%	-	42,680,764.63
	Total LAIF and Money Market			**42,949,703.90**				**42,949,703.90**	**0.29%**	**-**	**42,949,703.90**
U.S. Treasuries											
912828LC2	U.S. Treasury	AA+	AA+	935,000.00	10/31/2011	2.63%	7/31/2014	990,223.44	0.46%	4,068.02	965,205.18
912828RQ5	U.S. Treasury	AA+	AA+	1,000,000.00	11/30/2011	0.38%	11/15/2014	999,375.00	0.40%	1,419.20	1,002,383.00
912828MH0	U.S. Treasury	AA+	AA+	315,000.00	1/27/2012	2.25%	1/31/2015	333,297.07	0.31%	1,174.72	326,603.32
912828MH0	U.S. Treasury	AA+	AA+	785,000.00	6/29/2012	2.25%	1/31/2015	822,808.79	0.38%	2,927.49	813,916.21
912828MR8	U.S. Treasury	AA+	AA+	100,000.00	3/2/2010	2.38%	2/28/2015	100,296.87	2.31%	206.52	104,050.80
912828MR8	U.S. Treasury	AA+	AA+	205,000.00	3/30/2010	2.38%	2/28/2015	203,118.17	2.57%	423.37	213,304.14
912828NF3	U.S. Treasury	AA+	AA+	505,000.00	11/13/2012	2.13%	5/31/2015	528,178.71	0.31%	3,596.74	525,081.83
912828PJ3	U.S. Treasury	AA+	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	921.70	205,531.20
912828PJ3	U.S. Treasury	AA+	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	3,064.66	683,391.24
912828PS3	U.S. Treasury	AA+	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	2,154.70	680,214.60
912828QA1	U.S. Treasury	AA+	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	39.96	686,562.50
912828KZ2	U.S. Treasury	AA+	AA+	1,500,000.00	2/23/2012	3.25%	6/30/2016	1,660,488.28	0.75%	12,254.83	1,637,109.00
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	1,196,593.20
912828LU2	U.S. Treasury	AA+	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	10,497.24	875,249.60
912828SM3	U.S. Treasury	AA+	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	19.26	717,282.42
912828NR7	U.S. Treasury	AA+	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	1,200.62	327,755.75
912828TG5	U.S. Treasury	AA+	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	592.54	710,922.27
912828UE8	U.S. Treasury	AA+	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	1,084.08	575,763.60
912828UE8	U.S. Treasury	AA+	AA+	300,000.00	1/31/2013	0.75%	12/31/2017	298,136.72	0.88%	565.61	300,398.40
912828UR9	U.S. Treasury	AA+	AA+	930,000.00	3/8/2013	0.75%	2/28/2018	925,567.97	0.85%	606.52	929,782.38
	Total U.S. Treasuries			**12,940,000.00**				**13,478,865.77**	**0.83%**	**46,907.94**	**13,477,100.64**
Federal Agencies											
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	234,789.98
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	802,489.60
313376UF0	Federal Home Loan Banks	AA+	AA+	650,000.00	2/6/2012	0.38%	1/29/2014	650,754.00	0.32%	419.79	651,054.95
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	283,025.96
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	630,657.90
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	461,610.00
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	841,336.65
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	538,769.92
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	802,974.40
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	252,631.50
3137EACV9	Federal Home Loan Mortgage Corporation	AA+	AA+	250,000.00	7/5/2011	1.00%	8/27/2014	249,515.00	1.06%	236.11	252,852.75
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	166,599.36
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	296,755.11
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	343,611.18
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	264,967.70
3135G0KM4	Federal National Mortgage Association	AA+	AA+	890,000.00	4/19/2012	0.50%	5/27/2015	887,427.90	0.59%	1,532.78	892,946.79

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CUSIP	Description	S&P Rating FY Quarter 2Q13	S&P Rating FY Quarter 3Q13	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
3135G0NG4	Federal National Mortgage Association	AA+	AA+	2,300,000.00	8/7/2012	0.50%	8/7/2015	2,299,770.00	0.50%	1,725.00	2,299,912.60
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	227,320.94
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	1,033,277.00
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	1,498,251.65
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	671,472.10
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	1,031,185.00
3135G0SB0	Federal National Mortgage Association	AA+	AA+	675,000.00	11/16/2012	0.38%	12/21/2015	673,427.25	0.45%	703.13	674,202.15
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	389,530.82
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	339,843.73
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	678,970.86
3135G0VA8	Federal National Mortgage Association	AA+	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	22.78	1,641,887.64
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	688,289.55
3135G0BA0	Federal National Mortgage Association	AA+	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	8,131.08	767,707.58
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	674,855.78
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	4,090.28	504,813.38
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	683,782.45
3135G0ES8	Federal National Mortgage Association	AA+	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	8,129.31	1,611,730.90
3135G0JA2	Federal National Mortgage Association	AA+	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	3,489.06	738,231.25
313379DD8	Federal Home Loan Banks	AA+	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	2,222.22	807,698.40
3135G0MZ3	Federal National Mortgage Association	AA+	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	632.92	842,189.88
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	61.11	1,107,680.20
3135G0PQ0	Federal National Mortgage Association	AA+	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	2,769.01	735,983.43
	Total Federal Agencies			**26,740,000.00**				**27,172,231.86**	**1.09%**	**95,914.51**	**27,365,891.04**
Certificates of Deposit											
96121TLT3	Westpac Bank	AA-	AA-	500,000.00	2/16/2012	1.26%	2/14/2014	500,000.00	1.47%	793.56	503,934.00
85325BVS0	Standard Chartered Bank	N/A	AA-	500,000.00	3/18/2013	0.36%	3/18/2014	500,000.00	0.37%	70.00	499,975.00
06417FPL8	Bank of Nova Scotia	N/A	A-1	500,000.00	3/6/2013	0.58%	3/6/2015	500,000.00	0.59%	195.00	499,904.00
	Total Certificates of Deposit			**1,500,000.00**				**1,500,000.00**	**0.81%**	**1,058.56**	**1,503,813.00**
Corporate Notes											
06406HBK4	Bank of New York Mellon	A+	A+	160,000.00	8/29/2008	5.13%	8/27/2013	160,593.60	5.04%	774.44	163,041.44
717081AR4	Pfizer	AA	AA	225,000.00	5/11/2009	4.50%	2/15/2014	236,047.50	3.37%	1,293.75	232,980.30
717081AR4	Pfizer	AA	AA	30,000.00	5/21/2009	4.50%	2/15/2014	31,590.00	3.28%	172.50	31,064.04
24422ERA9	Deere & Company	A	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	93.33	75,855.60
459200GW5	IBM	AA-	AA-	650,000.00	5/12/2011	1.25%	5/12/2014	649,389.00	1.28%	3,137.15	656,856.20
36962G4C5	General Electric Capital Corporation	AA+	AA+	345,000.00	8/12/2009	5.90%	5/13/2014	365,903.55	4.47%	7,802.75	365,550.96
46625HHN3	JPMorgan Chase	A	A	130,000.00	1/9/2012	4.65%	6/1/2014	137,361.90	2.21%	2,015.00	135,855.33
06406HBZ1	Bank of New York Mellon	A+	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	1,559.28	264,902.82
713448BM9	PepsiCo	A-	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	1,374.33	219,887.85
713448BM9	PepsiCo	A-	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	654.44	104,708.50
713448BM9	PepsiCo	A-	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	458.11	73,295.95
713448BM9	PepsiCo	A-	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	589.00	94,237.65
46625HHP8	JPMorgan Chase	A	A	210,000.00	3/23/2010	3.70%	1/20/2015	212,662.80	3.41%	1,532.42	220,472.70
46625HHP8	JPMorgan Chase	A	A	100,000.00	3/25/2010	3.70%	1/20/2015	100,810.00	3.51%	729.72	104,987.00
46625HHP8	JPMorgan Chase	A	A	165,000.00	2/24/2011	3.70%	1/20/2015	169,849.35	2.90%	1,204.04	173,228.55

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CUSIP	Description	S&P Rating FY Quarter 2Q13	S&P Rating FY Quarter 3Q13	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
084670AV0	Berkshire Hathaway	AA+	AA+	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	1,755.56	414,551.71
084670AV0	Berkshire Hathaway	AA+	AA+	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	311.11	73,464.86
742718DM8	Procter & Gamble	AA-	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	1,118.06	263,455.75
06406HCC1	Bank of New York Mellon	A+	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	594.50	439,924.20
14912L5D9	Caterpillar Financial	A	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	1,975.72	536,054.19
24422ERV3	Deere & Company	A	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	183.75	350,452.90
46623EJR1	JPMorgan Chase	A	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	1,344.75	270,383.40
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	661,883.52
742718DS5	Procter & Gamble	AA-	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	1,020.00	155,158.05
36962G6R0	General Electric Capital Corporation	N/A	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	518.75	225,097.20
14912L5N7	Caterpillar Financial	N/A	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	72.33	119,917.44
713448CE6	PepsiCo	N/A	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	78.36	130,022.23
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	319,117.80
478160AY0	Johnson & Johnson	AAA	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	2,030.56	261,677.25
25468PCS3	Walt Disney	A	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	776.25	540,406.08
25468PCS3	Walt Disney	A	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	431.25	300,225.60
166764AA8	Chevron	AA	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	924.91	260,220.22
084670BH0	Berkshire Hathaway	N/A	AA+	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	796.53	374,594.29
Total Corporate Notes				**8,405,000.00**				**8,492,573.60**	**1.94%**	**46,875.98**	**8,613,531.58**
Total LAIF and Securities				**92,534,703.90**				**93,593,375.13**	**0.76%**	**190,756.99**	**93,910,040.16**

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CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
LAIF and Money Market											
N/A	California Asset Management Trust	AAAm	268,939.27	3/31/2013	0.14%	4/1/2013	268,939.27	0.14%	-	268,939.27	1
N/A	Local Agency Investment Fund	NR	42,680,764.63	3/31/2013	0.29%	4/1/2013	42,680,764.63	0.29%	-	42,680,764.63	1
	Total LAIF and Money Market		**42,949,703.90**				**42,949,703.90**		**-**	**42,949,703.90**	
Other											
06406HBK4	Bank of New York Mellon	A+	160,000.00	8/29/2008	5.13%	8/27/2013	160,593.60	5.04%	774.44	163,041.44	149
3133XSP93	Federal Home Loan Banks	AA+	230,000.00	6/29/2011	3.13%	12/13/2013	243,220.40	0.76%	2,156.25	234,789.98	257
3134G3BF6	Federal Home Loan Mortgage Corporation	AA+	800,000.00	12/21/2011	0.63%	12/23/2013	802,312.80	0.48%	1,361.11	802,489.60	267
313376UF0	Federal Home Loan Banks	AA+	650,000.00	2/6/2012	0.38%	1/29/2014	650,754.00	0.32%	419.79	651,054.95	304
96121TLT3	Westpac Bank	AA-	500,000.00	2/16/2012	1.26%	2/14/2014	500,000.00	1.47%	793.56	503,934.00	320
717081AR4	Pfizer	AA	225,000.00	5/11/2009	4.50%	2/15/2014	236,047.50	3.37%	1,293.75	232,980.30	321
717081AR4	Pfizer	AA	30,000.00	5/21/2009	4.50%	2/15/2014	31,590.00	3.28%	172.50	31,064.04	321
3137EACR8	Federal Home Loan Mortgage Corporation	AA+	280,000.00	2/4/2011	1.38%	2/25/2014	280,817.60	1.28%	385.00	283,025.96	331
24422ERA9	Deere & Company	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	93.33	75,855.60	337
85325BVS0	Standard Chartered Bank	AA-	500,000.00	3/18/2013	0.36%	3/18/2014	500,000.00	0.37%	70.00	499,975.00	352
31331GTJ8	Federal Farm Credit Bureau	AA+	615,000.00	10/6/2010	2.63%	4/17/2014	649,230.90	1.02%	7,354.38	630,657.90	382
459200GW5	IBM	AA-	650,000.00	5/12/2011	1.25%	5/12/2014	649,389.00	1.28%	3,137.15	656,856.20	407
36962G4C5	General Electric Capital Corporation	AA+	345,000.00	8/12/2009	5.90%	5/13/2014	365,903.55	4.47%	7,802.75	365,550.96	408
31398AXJ6	Federal National Mortgage Association	AA+	450,000.00	11/23/2011	2.50%	5/15/2014	470,106.00	0.68%	4,250.00	461,610.00	410
46625HHN3	JPMorgan Chase	A	130,000.00	1/9/2012	4.65%	6/1/2014	137,361.90	2.21%	2,015.00	135,855.33	427
31331JQA4	Federal Farm Credit Bureau	AA+	825,000.00	6/14/2010	1.90%	6/2/2014	822,995.25	1.96%	5,181.46	841,336.65	428
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	520,000.00	8/5/2009	3.00%	7/28/2014	521,024.40	2.96%	2,730.00	538,769.92	484
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	775,000.00	8/8/2009	3.00%	7/28/2014	775,406.10	2.99%	4,068.75	802,974.40	484
3137EACU1	Federal Home Loan Mortgage Corporation	AA+	250,000.00	12/14/2011	1.00%	7/30/2014	252,517.50	0.61%	423.61	252,631.50	486
912828LC2	U.S. Treasury	AA+	935,000.00	10/31/2011	2.63%	7/31/2014	990,223.44	0.46%	4,068.02	965,205.18	487
3137EACV9	Federal Home Loan Mortgage Corporation	AA+	250,000.00	7/5/2011	1.00%	8/27/2014	249,515.00	1.06%	236.11	252,852.75	514
31331GL80	Federal Farm Credit Bureau	AA+	160,000.00	12/4/2009	3.00%	9/22/2014	164,934.40	2.32%	120.00	166,599.36	540
31331GL80	Federal Farm Credit Bureau	AA+	285,000.00	12/4/2009	3.00%	9/22/2014	293,880.60	2.31%	213.75	296,755.11	540
31331GL80	Federal Farm Credit Bureau	AA+	330,000.00	1/7/2010	3.00%	9/22/2014	333,903.90	2.73%	247.50	343,611.18	540
912828RQ5	U.S. Treasury	AA+	1,000,000.00	11/30/2011	0.38%	11/15/2014	999,375.00	0.40%	1,419.20	1,002,383.00	594
31398AZV7	Federal National Mortgage Association	AA+	255,000.00	5/27/2011	2.63%	11/20/2014	266,505.60	1.29%	2,435.78	264,967.70	599
06406HBZ1	Bank of New York Mellon	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	1,559.28	264,902.82	603
713448BM9	PepsiCo	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	1,374.33	219,887.85	655
713448BM9	PepsiCo	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	654.44	104,708.50	655
713448BM9	PepsiCo	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	458.11	73,295.95	655
713448BM9	PepsiCo	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	589.00	94,237.65	655
46625HHP8	JPMorgan Chase	A	210,000.00	3/23/2010	3.70%	1/20/2015	212,662.80	3.41%	1,532.42	220,472.70	660
46625HHP8	JPMorgan Chase	A	100,000.00	3/25/2010	3.70%	1/20/2015	100,810.00	3.51%	729.72	104,987.00	660
46625HHP8	JPMorgan Chase	A	165,000.00	2/24/2011	3.70%	1/20/2015	169,849.35	2.90%	1,204.04	173,228.55	660
912828MH0	U.S. Treasury	AA+	315,000.00	1/27/2012	2.25%	1/31/2015	333,297.07	0.31%	1,174.72	326,603.32	671
912828MH0	U.S. Treasury	AA+	785,000.00	6/29/2012	2.25%	1/31/2015	822,808.79	0.38%	2,927.49	813,916.21	671
084670AV0	Berkshire Hathaway	AA+	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	1,755.56	414,551.71	682
084670AV0	Berkshire Hathaway	AA+	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	311.11	73,464.86	682
742718DM8	Procter & Gamble	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	1,118.06	263,455.75	686

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CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
06406HCC1	Bank of New York Mellon	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	594.50	439,924.20	691
912828MR8	U.S. Treasury	AA+	100,000.00	3/2/2010	2.38%	2/28/2015	100,296.87	2.31%	206.52	104,050.80	699
912828MR8	U.S. Treasury	AA+	205,000.00	3/30/2010	2.38%	2/28/2015	203,118.17	2.57%	423.37	213,304.14	699
06417FPL8	Bank of Nova Scotia	A-1	500,000.00	3/6/2013	0.58%	3/6/2015	500,000.00	0.59%	195.00	499,904.00	705
3135G0KM4	Federal National Mortgage Association	AA+	890,000.00	4/19/2012	0.50%	5/27/2015	887,427.90	0.59%	1,532.78	892,946.79	787
14912L5D9	Caterpillar Financial	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	1,975.72	536,054.19	789
912828NF3	U.S. Treasury	AA+	505,000.00	11/13/2012	2.13%	5/31/2015	528,178.71	0.31%	3,596.74	525,081.83	791
3135G0NG4	Federal National Mortgage Association	AA+	2,300,000.00	8/7/2012	0.50%	8/7/2015	2,299,770.00	0.50%	1,725.00	2,299,912.60	859
24422ERV3	Deere & Company	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	183.75	350,452.90	887
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	224.58	227,320.94	893
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	1,000,000.00	9/9/2011	1.75%	9/10/2015	1,036,030.00	0.83%	1,020.83	1,033,277.00	893
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	1,450,000.00	9/30/2011	1.75%	9/10/2015	1,494,312.00	0.96%	1,480.21	1,498,251.65	893
313370JB5	Federal Home Loan Banks	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	631.94	671,472.10	894
46623EJR1	JPMorgan Chase	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	1,344.75	270,383.40	928
31398A4M1	Federal National Mortgage Association	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	6,996.53	1,031,185.00	939
36962G4T8	General Electric Capital Corporation	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	5,680.00	661,883.52	953
742718DS5	Procter & Gamble	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	1,020.00	155,158.05	959
912828PJ3	U.S. Treasury	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	921.70	205,531.20	974
912828PJ3	U.S. Treasury	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	3,064.66	683,391.24	974
3135G0SB0	Federal National Mortgage Association	AA+	675,000.00	11/16/2012	0.38%	12/21/2015	673,427.25	0.45%	703.13	674,202.15	995
31331J6C2	Federal Farm Credit Bureau	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	2,391.13	389,530.82	996
36962G6R0	General Electric Capital Corporation	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	518.75	225,097.20	1,013
912828PS3	U.S. Treasury	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	2,154.70	680,214.60	1,036
14912L5N7	Caterpillar Financial	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	72.33	119,917.44	1,062
713448CE6	PepsiCo	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	78.36	130,022.23	1,062
3136FPDC8	Federal National Mortgage Association	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	415.28	339,843.73	1,073
3135G0AL7	Federal National Mortgage Association	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	645.00	678,970.86	1,080
3135G0VA8	Federal National Mortgage Association	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	22.78	1,641,887.64	1,095
912828QA1	U.S. Treasury	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	39.96	686,562.50	1,096
3135G0BA0	Federal National Mortgage Association	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	7,289.93	688,289.55	1,107
3135G0BA0	Federal National Mortgage Association	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	8,131.08	767,707.58	1,107
931142DC4	Wal-Mart Stores	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	3,873.33	319,117.80	1,111
478160AY0	Johnson & Johnson	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	2,030.56	261,677.25	1,141
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	5,468.06	674,855.78	1,153
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	4,090.28	504,813.38	1,153
313373SZ6	Federal Home Loan Banks	AA+	650,000.00	7/29/2011	2.13%	6/10/2016	658,989.50	1.83%	4,258.85	683,782.45	1,167
912828KZ2	U.S. Treasury	AA+	1,500,000.00	2/23/2012	3.25%	6/30/2016	1,660,488.28	0.75%	12,254.83	1,637,109.00	1,187
912828LP3	U.S. Treasury	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	90.16	1,196,593.20	1,279
912828LU2	U.S. Treasury	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	10,497.24	875,249.60	1,310
3135G0ES8	Federal National Mortgage Association	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	8,129.31	1,611,730.90	1,325
25468PCS3	Walt Disney	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	776.25	540,406.08	1,417
25468PCS3	Walt Disney	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	431.25	300,225.60	1,417
912828SM3	U.S. Treasury	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	19.26	717,282.42	1,461
3135G0JA2	Federal National Mortgage Association	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	3,489.06	738,231.25	1,488
313379DD8	Federal Home Loan Banks	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	2,222.22	807,698.40	1,543
912828NR7	U.S. Treasury	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	1,200.62	327,755.75	1,583

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CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
912828TG5	U.S. Treasury	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	592.54	710,922.27	1,583
3135G0MZ3	Federal National Mortgage Association	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	632.92	842,189.88	1,611
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	61.11	1,107,680.20	1,643
3135G0PQ0	Federal National Mortgage Association	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	2,769.01	735,983.43	1,670
166764AA8	Chevron	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	924.91	260,220.22	1,710
912828UE8	U.S. Treasury	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	1,084.08	575,763.60	1,736
912828UE8	U.S. Treasury	AA+	300,000.00	1/31/2013	0.75%	12/31/2017	298,136.72	0.88%	565.61	300,398.40	1,736
084670BH0	Berkshire Hathaway	AA+	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	796.53	374,594.29	1,776
912828UR9	U.S. Treasury	AA+	930,000.00	3/8/2013	0.75%	2/28/2018	925,567.97	0.85%	606.52	929,782.38	1,795
	Total Other		**49,585,000.00**				**50,643,671.23**		**190,756.99**	**50,960,336.26**	
	Total LAIF and Securities		**92,534,703.90**				**93,593,375.13**		**190,756.99**	**93,910,040.16**	

RESOLUTION R2012 77

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 19th day of June, 2012, by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: _____
Dorothy Roberts
City Clerk

Approved as to form:

_____
Michael W. Barrett
City Attorney

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

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).

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

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.

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

15. Reporting

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

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

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

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

Monthly statements generated by the City's contracted investment managers shall provide the following information:

Type of investment
Issuer
Maturity date
Par and dollar amount invested on all securities
Market value as of the date of the report and source of valuation

16. Investment Policy Adoption

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

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.

1) City of Napa Limitation:
1) Maximum par value size 30% of portfolio
2) 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.

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

City of Napa Limitation: None

LAIF Limitations:
1) $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,
STATEMENT OF INVESTMENT POLICY
June 2012

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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
6) Federal (Fed) funds.

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

CITY OF NAPA,
STATEMENT OF INVESTMENT POLICY
June 2012

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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 2012-2013
Project Tracking
3rd Quarter

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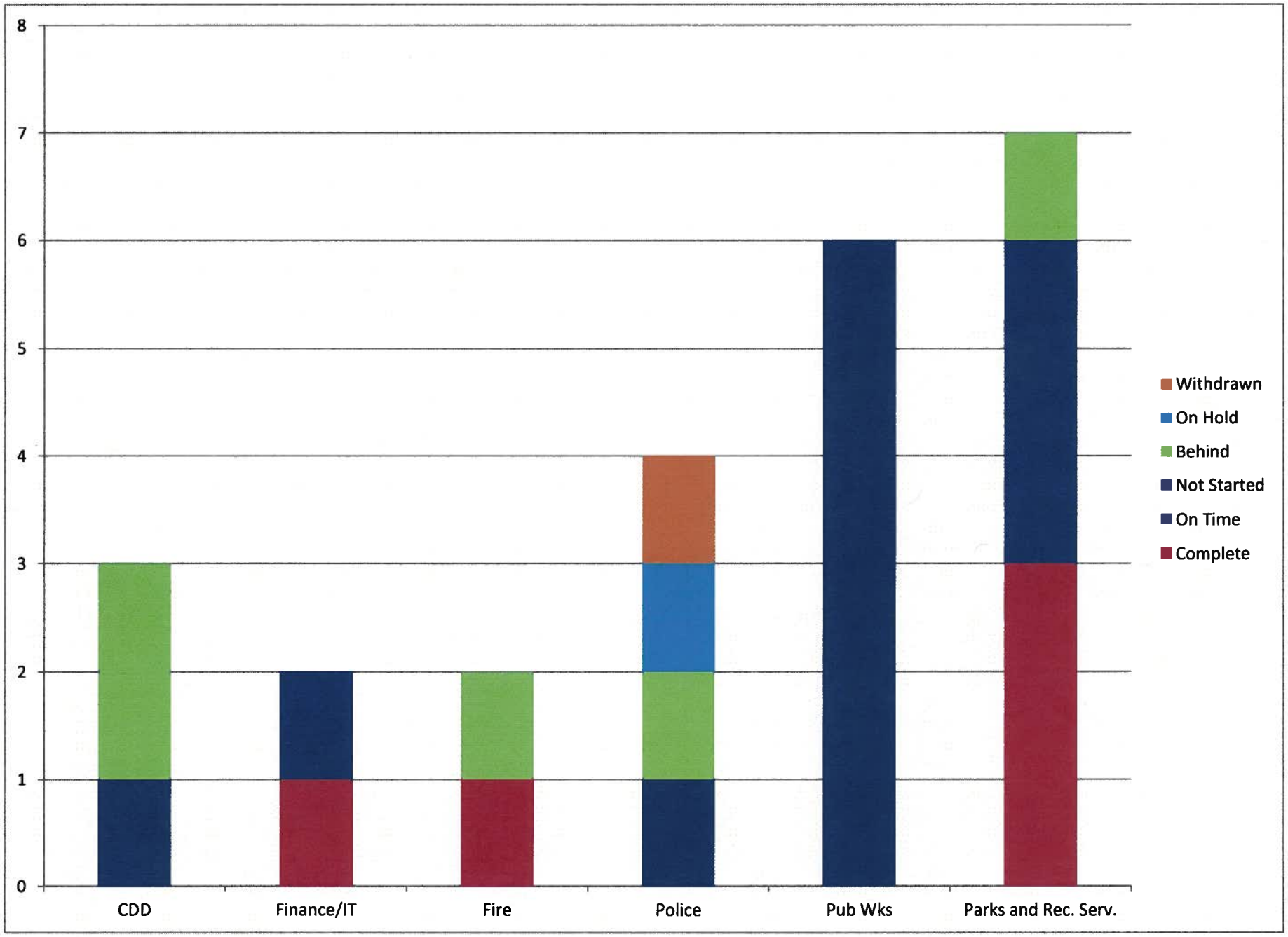
Project Status by Department



CITY of NAPA

Project Tracking Summary

by Department

CDD, Planning

Project #	Project Title	Phase	Status	Due Date	Project Leader
CDD-00594	Public Art Master Plan and Guidelines	2 of 2	Behind	6/30/2013	Julianne Ward
CDD-00610	Heritage Napa	4 of 4	Behind	6/30/2013	Kevin Eberle
	Total Projects for CDD, Planning: 2				

Finance, Administration

Project #	Project Title	Phase	Status	Due Date	Project Leader
FIN-00615	Finance Operations & Procedures Review	1 of 1	Complete	3/31/2013	Joe Gray
	Total Projects for Finance, Administration: 1				

Fire

Project #	Project Title	Phase	Status	Due Date	Project Leader
FD-00571	American Medical Response (AMR) Ambulance Contract	1 of 1	Behind	6/30/2013	Mike Randolph
FD-00572	Fire Station 5 Development Plan	1 of 1	Complete	6/30/2013	Mike Randolph
	Total Projects for Fire: 2				

Housing

Project #	Project Title	Phase	Status	Due Date	Project Leader
HSG-00583	Laurel Manor Phase IV Rehabilitation	1 of 3	On Time	6/30/2013	Lark Ferrell
	Total Projects for Housing: 1				

CITY of NAPA

Project Tracking Summary

by Department

Information Technology

Project #	Project Title	Phase	Status	Due Date	Project Leader
IT-00618	Key IT Projects for FY 2013	1 of 1	On Time	6/30/2013	Scott Nielsen
	Total Projects for Information Technology: 1				

Police

Project #	Project Title	Phase	Status	Due Date	Project Leader
PD-00576	Geographic Neighborhood Policing	1 of 1	Behind	6/30/2013	Steve Potter
PD-00578	Analyze & Implement Police Reserve Officer Program	1 of 1	On Hold	6/30/2013	Steve Potter
PD-00579	Analyze & Implement Plan for 311 Non-Emergency No.	1 of 1	Withdrawn	6/30/2013	Shirley Perkins
PD-00580	Analyze Housing Authority Building for 9-1-1 Ctr.	1 of 1	On Time	6/30/2013	Shirley Perkins
	Total Projects for Police: 4				

PW, Admin

Project #	Project Title	Phase	Status	Due Date	Project Leader
PW-00560	Napa 9/11 Memorial Garden	3 of 3	On Time	6/11/2013	Whan/Project Team
PW-00563	Sustainability Plan Implementation	1 of 1	On Time	6/29/2013	Julie Lucido
PW-00566	City Hall - Public Safety Facilities Planning	2 of 2	On Time	6/30/2013	Julie Lucido
PW-00613	Downtown Two-Way Street Conversion	1 of 1	On Time	6/28/2013	Julie Lucido
	Total Projects for PW, Admin: 4				

PW, Maintenance

Project #	Project Title	Phase	Status	Due Date	Project Leader

CITY of NAPA

Project Tracking Summary

by Department

PW, Maintenance

Project #	Project Title	Phase	Status	Due Date	Project Leader
PW-00612	Sidewalk Improvement Program	2 of 2	On Time	6/30/2013	Phil Brun
	Total Projects for PW, Maintenance: 1				

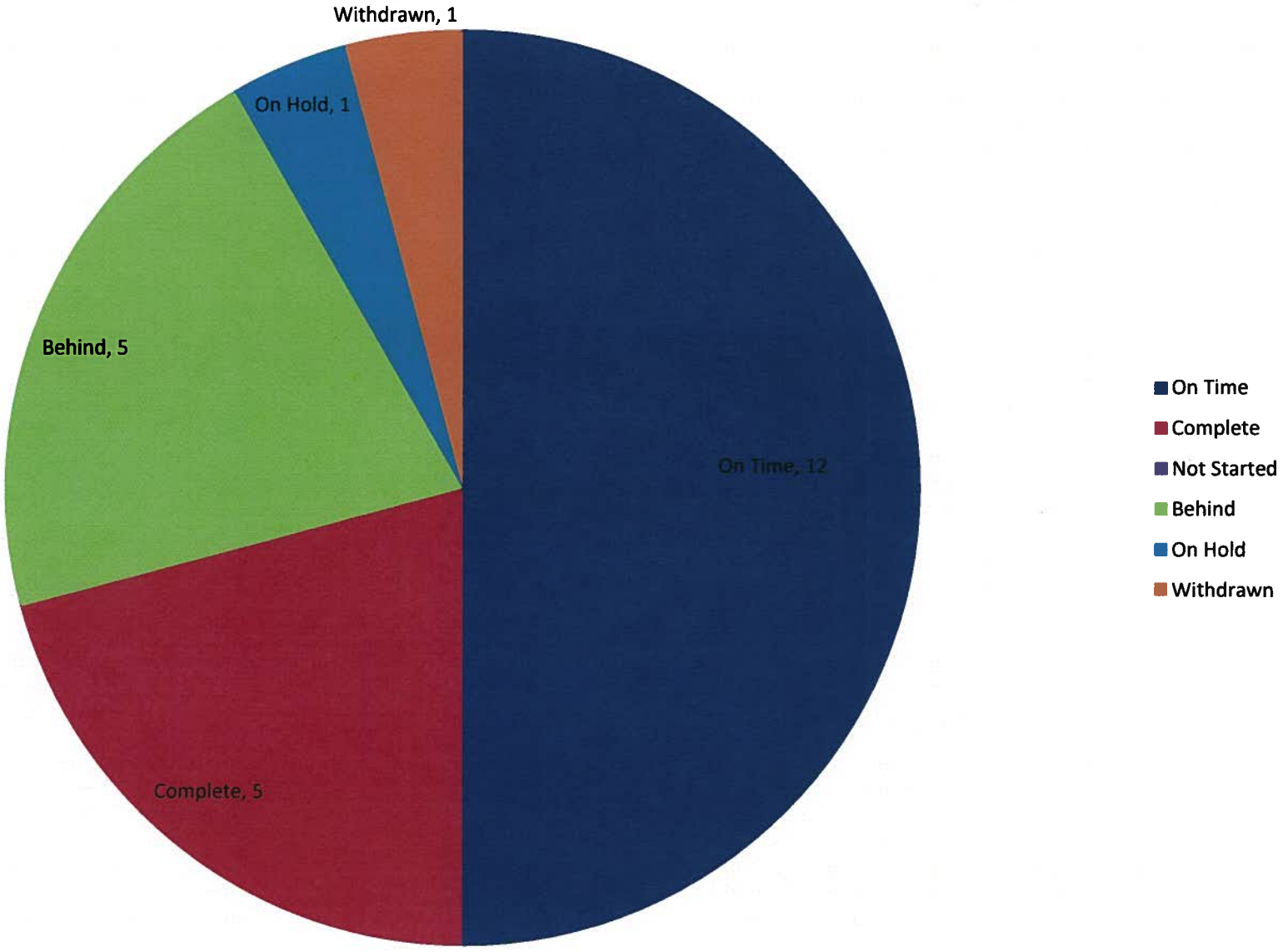
PW, Transportation Engineering

Project #	Project Title	Phase	Status	Due Date	Project Leader
PW-00616	5-Way Intersection	1 of 1	On Time	6/30/2013	Julie Lucido
	Total Projects for PW, Transportation Engineering: 1				

Recreation

Project #	Project Title	Phase	Status	Due Date	Project Leader
REC-00561	Parking Garage Renovations	1 of 1	On Time	5/30/2013	Dave Perazzo
REC-00562	Playground Equipment Replacement	2 of 2	Complete	3/1/2013	Dave Perazzo
REC-00565	Las Flores Community Center Roof Replacement	1 of 1	On Time	6/28/2013	Dave Perazzo
REC-00573	RecWare Upgrade- Implementation to Active.Net	1 of 1	Complete	1/31/2013	Cindy Bannister
REC-00589	Skate Board Park Project	1 of 2	On Time	6/30/2014	Perazzo
REC-00590	Kennedy Park Master Plan	1 of 1	Behind	10/30/2013	L. Mazzuca
REC-00591	Golf Course Lease/Alternative Use Options	1 of 1	Complete	6/30/2013	Larry Mazzuca
	Total Projects for Recreation: 7				

Project Summary by Status



Total Projects = 24

CITY of NAPA

Project Tracking Summary

by Project Status

Behind

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
CDD-00594	Public Art Master Plan and Guidelines	2 of 2	6/30/2013	CDD, Planning	Julianne Ward
CDD-00610	Heritage Napa	4 of 4	6/30/2013	CDD, Planning	Kevin Eberle
FD-00571	American Medical Response (AMR) Ambulance Contra	1 of 1	6/30/2013	Fire	Mike Randolph
PD-00576	Geographic Neighborhood Policing	1 of 1	6/30/2013	Police	Steve Potter
REC-00590	Kennedy Park Master Plan	1 of 1	10/30/2013	Recreation	L. Mazzuca

Total Projects with Behind Status: 5

Complete

40

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
FD-00572	Fire Station 5 Development Plan	1 of 1	6/30/2013	Fire	Mike Randolph
FIN-00615	Finance Operations & Procedures Review	1 of 1	3/31/2013	Finance, Administratio	Joe Gray
REC-00562	Playground Equipment Replacement	2 of 2	3/1/2013	Recreation	Dave Perazzo
REC-00573	RecWare Upgrade- Implementation to Active.Net	1 of 1	1/31/2013	Recreation	Cindy Bannister
REC-00591	Golf Course Lease/Alternative Use Options	1 of 1	6/30/2013	Recreation	Larry Mazzuca

Total Projects with Complete Status: 5

On Hold

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
PD-00578	Analyze & Implement Police Reserve Officer Program	1 of 1	6/30/2013	Police	Steve Potter

Total Projects with On Hold Status: 1

CITY of NAPA

Project Tracking Summary

by Project Status

On Time

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
HSG-00583	Laurel Manor Phase IV Rehabilitation	1 of 3	6/30/2013	Housing	Lark Ferrell
IT-00618	Key IT Projects for FY 2013	1 of 1	6/30/2013	Information Technolog	Scott Nielsen
PD-00580	Analyze Housing Authority Building for 9-1-1 Ctr.	1 of 1	6/30/2013	Police	Shirley Perkins
PW-00560	Napa 9/11 Memorial Garden	3 of 3	6/11/2013	PW, Admin	Whan/Project Team
PW-00563	Sustainability Plan Implementation	1 of 1	6/29/2013	PW, Admin	Julie Lucido
PW-00566	City Hall - Public Safety Facilities Planning	2 of 2	6/30/2013	PW, Admin	Julie Lucido
PW-00612	Sidewalk Improvement Program	2 of 2	6/30/2013	PW, Maintenance	Phil Brun
PW-00613	Downtown Two-Way Street Conversion	1 of 1	6/28/2013	PW, Admin	Julie Lucido
PW-00616	5-Way Intersection	1 of 1	6/30/2013	PW, Transportation En	Julie Lucido
REC-00561	Parking Garage Renovations	1 of 1	5/30/2013	Recreation	Dave Perazzo
REC-00565	Las Flores Community Center Roof Replacement	1 of 1	6/28/2013	Recreation	Dave Perazzo
REC-00589	Skate Board Park Project	1 of 2	6/30/2014	Recreation	Perazzo
	Total Projects with On Time Status: 12				

41

Withdrawn

Project #	Project Title	Phase	Due Date	Lead Department	Project Leader
PD-00579	Analyze & Implement Plan for 311 Non-Emergency No.	1 of 1	6/30/2013	Police	Shirley Perkins
	Total Projects with Withdrawn Status: 1				

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	FIN-00615	**Project Status**	Complete
Project Title	Finance Operations & Procedures Review			**Phase**	1 of 1
Project Start Date	10/1/2012	**Project Due Date**	3/31/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	Finance, Administration	**Project Leader**	Joe Gray		
Project Budget	$40,000				
Funding Sources	Finance Admin - Professional Services				

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

Project Description

The purpose of the Financial Operations and Procedures Control review is to evaluate and analyze general processes within the City of Napa Finance Department and how they interact with other city departments. The consultant will understand and evaluate transactions and provide an analysis of where the city does not have adequate financial controls in place. A summary report will analyze operations for efficiency, best practices and provide a comparison to other municipalities in the areas of operations and staff size. The financial operating system will also be reviewed for adequacy and recommendations on useful financial reports for senior level management.

The discovery process will include interviews with key finance department staff, key personnel in other departments and consultants as appropriate, to understand major business processes including: disbursement/purchasing, receipts/billing, accounting/reporting, grants and CIP. Key areas to research are centered around job responsibilities; objectives, risks and controls; current business processes and workflow; capabilities of the financial system; perceived strengths and weaknesses in current process; city management's needs related to accounting and budget information; budgetary (non-GAAP) presentation vs. current presentation for end of year balances; and historical problems/concerns.

The consultant will analyze the data received, and then develop findings and recommendations for improvement (including an assessment of financial operations and financial controls). At conclusion, the consultant will meet with city management to present findings and recommendations, which is expected by March 2013.

Status Update

5/3/2013 - dandrews: The final document has been received from the Consultant. The City's recommended implementation plan (actions and schedule) will be included in the Finance Department's workplan for FY13-14. A new project tracking sheet will also be created to track these activities in FY13-14.

1/24/2013 - jgray: the consultant has produced a draft document that outlines current procedures, recommended best practices and recommended actions. We are currently in the review stages of the

document for final product.

10/10/2012 - jgray: the consultant has been on site during October conducting interviews and gathering data. Prior to their visit, various documents (eg. The FY11/12 approved budget, Annual Financial Statements, etc.) were provided for their review to provide background and context for their interviews.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Review and Provide Data	Finance, Administration	Joe Gray	10%	9/21/2012	Complete
Conduct Interviews of Key Staff	Finance, Administration	Joe Gray	30%	10/19/2012	Complete
Analyze Data & Interviews	Finance, Administration	Joe Gray	20%	11/30/2012	Complete
Report Findings/Recommendations	Finance, Administration	Deanna Andrews	40%	2/28/2013	Complete

Project Progress: 100% of 100% Complete

Last updated 5/9/2013

CITY of NAPA

Project Tracking Report

Project Priority		**Project Number**	IT-00618	**Project Status**	On Time
Project Title	Key IT Projects for FY 2013			**Phase**	1 of 1
Project Start Date	11/11/2012	**Project Due Date**	6/30/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	Information Technology	**Project Leader**	Scott Nielsen		
Project Budget	$1,000,000				
Funding Sources	Various				

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

Project Description

Agenda & Records Management System Upgrade:
With the SIRE Server Upgrade to Version 6.5 the organization is afforded the opportunity to look again at how the Agenda Management system was deployed and how it is used within the organization. As a function of the SIRE systems upgrade interviews of users at all levels agenda approval process will be conducted by the Deputy City Clerk and the Systems Administrator for Administrative Services. This user feedback will be used to redeploy and train staff in advance of the upgraded system rollout.

Computer systems integration between Napa Central Dispatch and Napa County Fire Dispatch:
Annually, Napa 911 Dispatch processes approximately 5000 Emergency Medical Services (EMS) and Fire 911 emergency calls that are dispatched by Cal Fire ECC for the Napa County Fire, St. Helena and Calistoga Fire Departments. Currently most information is shared via telephone between the dispatch centers. InterCAD will provide rapid up to the second information sharing between dispatch centers that will share emergency event information all the way to field unit Mobile Data Computers (MDC's). InterCAD will also improve emergency response times to EMS/Fire events in these jurisdictions. I/InterCAD is an Intergraph customized interface that will provide an automated means of sending and receiving incident information between Napa 911 Dispatch Intergraph CAD system and Cal Fire ECC Altaris CAD system. This integration will allow Dispatch staff at either dispatch center to create emergency events and share information between CAD systems.

Municipal Network Expansion and Enhancement:
Currently the City of Napa and the County of Napa computer data networks and Public Safety Radio systems are connected via 32 copper wires running through a conduit just below the asphalt on 4th street between the Police Department and Napa County Administration. The copper connection is limited in bandwidth and is in danger of damage due to the pending reconfiguration of streets in downtown.
It is time to move beyond connected networks to shared infrastructure. Opportunities exist to eliminate parallel connections to City and County office buildings that will result in cost saving for both agencies. The municipal network as envisioned is a sharing of City, County, School, and Court infrastructure whereever it is available to connect local government facilities in the most efficient manner possible. Two projects are already under way that begin to build the enhanced data network that will be the backbone of

the future Municipal Network.
1 Project one is the establishment of a new conduit path between the Napa Housing Authority Office at 1115 Seminary and the County Administration Building via Pearl Street. The majority of the path was accomplished through the Napa River Flood Project. The remaining work is being completed via installation of conduit on Pearl St. and Seminary St. Completion of this project is anticipated by October of 2012.
2 Project two is the Lincoln Ave. Signal interconnect. This conduit install from the Napa Corporation Yar to California Ave via Lincoln Ave. will complete a path form the City of Napa Police Department to the City of Napa Corporation Yard. Completion of this project is anticipated by October of 2012.
The City of Napa has taken on the projects listed above because they provided badly needed connectivity to City facilities. Along the path of this new conduit are County, School, and Court facilities that could as well benefit from their use. In order to facilitate the discussion and awareness of opportunities to share infrastructure, Information Technology staff have established a working group of our counter parts within the County, Courts and School District. This group will meet on monthly basis to keep each other aware on new infrastructure projects and needs in an effort to share infrastructure where available.
Online Bidding web portal for City bid processes:
Implement Public Purchase Online Bidding web portal for City bid processes and make available to user departments in order to meet competitive bidding requirements. Additional Online Bidding systems automate complicated processes for bid creation, response and award. Online tools can be accessed and used anytime, anywhere. Online bids can contact all vendors without the need to copy, collate and mail bid documents. Online notifications can also contact current vendors and attract vendors State wide from across the country, decreasing the time and resources necessary for advertising.

Water Utility Billing Application Replacement Request for Proposal:
The City's current water utility billing system was in-house written starting in 1982. The current application though stable lacks any e-government functionality and is costly to maintain. It is long overdue for us to implement this critical function with an updated system that meets our needs to bill and collect our revenue as well as provides improved customer service (i.e. process credit card transactions.)

Status Update

5/6/2013 - snielsen:
The municipal network path improvements to the Napa County Hall of Justice and Napa Corporation Yard continue. The establishment of a conduit path on Pearl St has proven more time consuming than originally anticipated.

InterCAD planning and software development is complete. Live testing of InterCAD is pending the establishment of network connectivity between Cal Fire and Napa Police Department scheduled for June 1st.

Water Utility Billing Request for Proposal has been withdrawn and is planned to be reintroduced in FY15.

1/30/2013 - snielsen:
Agenda Management is complete. A new server and software application have been deployed to production. A new web server dedicated to Public access to electronic documents has been deployed to production.

The municipal network path improvements to 1100 West Street have been completed. A ten fold increase in network bandwidth has been realized. The next step will be the cleaning of Pearl Sreet conduit of flood

mud. This should take place in March 2013.

InterCAD planning continues. The cross walk of event types has been completed. Configuration of the network trust between Calfire and City of Napa is under way and is scheduled for completion by the end of February.

Municipal Network - Path development has been completed between Napa Police and County Administration ITS Computer Room. Conduit repair and cleaning is still in process.

Dispatch Interconnect - Contracts are in place. Kick-off meeting was held in November 2012.

Agenda Management - Sire Server has been built and software is being installed with completion of this phase by end of November.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Agenda & Records Management	Information Technology	Scott Nielsen	25%	3/31/2013	Complete
Water Utility Billing RFP	Water	Joy Eldredge	25%	6/30/2013	Withdrawn
Municipal Network	Information Technology	Scott Nielsen	25%	6/30/2013	Behind
Dispatch Interconect	Information Technology	Gus Ulloth	25%	6/30/2013	On Time

Project Progress: 25% of 100% Complete

Last updated 5/7/2013

CITY of NAPA

Project Tracking Report

Project Priority **Project Number** CDD-00594 **Project Status** Behind

Project Title Public Art Master Plan and Guidelines **Phase** 2 of 2

Project Start Date 7/1/2012 **Project Due Date** 6/30/2013

Requested Start Date **Requested Due Date**

Lead Department CDD, Planning **Project Leader** Julianne Ward

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, evaluation of proposals for the art, work with artists, acquire pieces and maintenance of the art, among other important issues.

Status Update

5/3/2013 - rtooker: This project includes two elements: (1) a Master Plan identifying locations on public property acceptable for the placement of art and funding priorities and criteria from the Public Art Fund; and (2) Administrative Policies and Guidelines to implement the Public Art Ordinance requirements and Master Plan priorities. Drafts of both documents were completed in November and after initial review by the Public Art Steering Committee revisions to these drafts were requested. The revised draft Master Plan and Administrative Policies and Guidelines were submitted to the Committee for reconsideration in February. However, at that time the City lost its Project Coordinator to extended illness and the Community Development Director and Planning Manager have now taken a lead role in shepherding the project through to completion. Steering Committee meetings have been held in March, April and two in May to complete this work. Once completed, the drafts will be forwarded to the City Manager and City Attorney for review by the end of May. Stakeholder review and consideration by the Planning Commission and Parks & Recreation Advisory Commission is also required and will occur in June/July with final adoption of the Master Plan anticipated this summer in July/August, slightly behind schedule. The Administrative Policies and Guidelines are adopted by the City Manager ultimately, although they will track simultaneously with Master Plan approval.

1/25/2013 - jward: After completing the draft public art evaluation process, program guidelines and public review procedures with the guidance of the Steering Committee in meetings held between October and November 2012, staff completed the preliminary draft Public Art Master Plan and circulated it for internal review. Comments have been received and revisions are being prepared for follow-up review by the Steering Committee. This task is behind, however, the draft plan will be released to the Steering Committee and a public workshop will be held in March. The revised final plan will be released to the

Planning Commission and Parks & Recreation Commission in April prior to final review by the Council before the end of the fiscal year as scheduled.

12/21/2012 - jward: The Public Art Steering Committee completed their series of meetings providing input on the drafting of the Public Art Master Plan. An administrative draft of the Public Art Master Plan has been prepared including the Committee's input and is currently being reviewed by staff. It is anticipated that in early 2013, following staff review and edits, the draft Public Art Master Plan will be returned to the Steering Committee and released to the public for further feedback.

10/4/2012 - jward: The Public Art Steering Committee has held 3 meetings and has 4 more meetings scheduled in 2012 to provide input on the Draft Public Art Master Plan. The three meetings held addressed the establishment of the Steering Committee and their role; addressed the vision, goals and core values of the Public Art Master Plan, potential locations for public art; and temporary art.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Draft preliminary plan	CDD, Planning	Julianne Ward	50%	10/31/2012	Complete
Internal staff review	CDD, Planning	Julianne Ward	20%	11/30/2012	Complete
Steering Committee review	CDD, Planning	Julianne Ward	5%	12/31/2012	Behind
Public workshop	CDD, Planning	Julianne Ward	5%	1/31/2013	Not Started
Revise plan and release to public	CDD, Planning	Julianne Ward	10%	2/15/2013	Not Started
PC and P&R Commission review	CDD, Planning	Julianne Ward	5%	3/31/2013	Not Started
City Council adoption	CDD, Planning	Julianne Ward	5%	6/30/2013	Not Started

Project Progress: 70% of 100% Complete

Last updated 5/8/2013

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	CDD-00610	**Project Status**	Behind
Project Title	Heritage Napa			**Phase**	4 of 4
Project Start Date	7/1/2012		**Project Due Date**	6/30/2013	
Requested Start Date			**Requested Due Date**		
Lead Department	CDD, Planning		**Project Leader**	Kevin Eberle	
Project Budget	$40,000				
Funding Sources	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 2012/13, staff is continuing with Phase 4 of the project which includes updating the Historic Resources Inventory to include new survey data, switching to the State's resource rating system, and amending the Historic Preservation Ordinance.

Status Update

5/2/2013 - Kmacnab: In late March the City Attorney's office assumed the lead in drafting the ordinance. A draft of the updated ordinance, to include switching to the State resource rating system, was scheduled to be completed by the end of April, but this was delayed by other pressing issues (e.g., Bottle Rock). While progress has been made, a draft ordinance is expected to be completed in May. CHC and PC review of the draft ordinance is anticipated in June, with Council review and adoption occurring thereafter in July/August depending on the time it takes to develop advisory recommendations by the CHC and PC.

1/25/2013 - keberle: City Attorney requested a more "step by step" approach to this comprehensive re-write of the Historic Preservation Ordinance. A timeline has been developed for City Attorney review, CHC review and Council review to adopt the new ordinance by June 2013.

7/15/2012 - keberle: Draft document completed. Met with City Attorney. Working on second draft.

Last updated 5/8/2013

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Update Inventory to include new data	CDD, Planning	Kevin Eberle	20%	4/1/2013	Complete
Revise Historic Preservation Ordinance	CDD, Planning	Peter Spoerl	60%	6/30/2013	Behind
Switch to State resource rating system	CDD, Planning	Peter Spoerl	20%	6/30/2013	Behind

Project Progress: 20% of 100% Complete

Last updated 5/8/2013

CITY of NAPA

Project Tracking Report

Project Priority		**Project Number** FD-00571	**Project Status** Behind
Project Title	American Medical Response (AMR) Ambulance Contract		**Phase** 1 of 1
Project Start Date	7/1/2012	**Project Due Date**	3/31/2013
Requested Start Date		**Adjusted Due Date**	6/30/2013
Lead Department	Fire	**Project Leader**	Mike Randolph
Project Budget	$0		
Funding Sources	General Fund		

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

Project Description

The City of Napa Fire Department is developing a contract with AMR to provide services in relation to the County ambulance franchise agreement. Specifically we will be discussing the use of facilities, restock of Advanced Life Support supplies, Medical Director oversight, and oversight of training and quality assurance practices.

Status Update

5/3/2013 - Mrandolph: The delay in the review of the final draft of the agreement is because we are awaiting language to be provided by AMR. We have been waiting for the draft language from AMR since the beginning of February. Regular requests for this language have been made over the past several months. Due to the delay in receiving draft language from AMR, staff is requesting that the due date for this project be adjusted to 6/30/13.

1/25/2013 - Mrandolph: The delay in review by County EMS is because of extensive review by City and AMR Counsel. We anticipate the draft agreement to be provided to County EMS by the end of February.

10/9/2012 - Mrandolph: Draft agreement has been sent to AMR's attorney for review and we are waiting for a response.

Last updated 5/8/2013

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Review of Draft Agreement Language	Fire	Mike Randolph	40%	11/30/2012	Behind
Review of Agreement by County EMS	Fire	Mike Randolph	10%	12/31/2012	Behind
Approval of agreement by Council	Fire	Mike Randolph	20%	2/28/2013	Behind
Implementation of agreement	Fire	Mike Randolph	30%	6/30/2013	Not Started

Project Progress: 0% of 100% Complete

Last updated 5/8/2013

CITY of NAPA

Project Tracking Report

Project Priority **Project Number** FD-00572 **Project Status** Complete

Project Title Fire Station 5 Development Plan **Phase** 1 of 1

Project Start Date 11/1/2012 **Project Due Date** 6/30/2013

Requested Start Date **Requested Due Date**

Lead Department Fire **Project Leader** Mike Randolph

Project Budget $0

Funding Sources General Fund & Development Fee

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

Project Description

Develop a plan for the construction and staffing of Fire Station 5 for Council review and authorization.

Status Update

5/3/2013 - Mrandolph: Waiting for City Council approval with adoption of the Capital Improvement Plan (CIP) budget.

1/25/2013 - Mrandolph: Station 5 Conceptual Plan delivered to Council at their workshop in January.

10/9/2012 - Mrandolph: Worked with Public Works to update the cost estimates of Fire Station No. 5 and the estimated costs for a temporary facility.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Provide conceptual plan for retreat	Fire	Mike Randolph	10%	11/26/2012	Complete
Evaluate staffing/deployment options	Fire	Mike Randolph	30%	11/26/2012	Complete
Evaluate construction costs	Fire	Mike Randolph	15%	11/26/2012	Complete
Evaluate site development costs	Fire	Mike Randolph	15%	11/26/2012	Complete
Council presentation on conceputal plan	Fire	Mike Randolph	10%	1/11/2013	Complete
Finalize plan based on input	Fire	Mike Randolph	20%	3/31/2013	Complete

Project Progress: 100% of 100% Complete

Last updated 5/9/2013

CITY of NAPA

Project Tracking Report

Project Priority High **Project Number** HSG-00583 **Project Status** On Time

Project Title Laurel Manor Phase IV Rehabilitation **Phase** 1 of 3

Project Start Date 7/1/2012 **Project Due Date** 6/30/2013

Requested Start Date **Requested Due Date**

Lead Department Housing **Project Leader** Lark Ferrell

Project Budget $2,700,000

Funding Sources CDBG Rehab Ln Fnd & Laurel Mnr Cap Fund

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

Project Description

The Laurel Manor Phase IV Rehabilitation Project will fully renovate Laurel Manor, the 50-unit senior apartment complex owned by the City of Napa Housing Authority. The rehabilitation will be undertaken in seven consecutive phases over the next three fiscal years. This will minimize the cost and impact of termporarily relocating the residents. The scope of work will include both exterior improvements, including installing more water efficient landscaping, and interior improvements, including window replacement and kitchen and bath updating. Clubhouse renovations will include converting the existing restroom to a single restroom that meets ADA requirements. Work will commence with a community meeting this fall.

Fiscal Year 2012/13 work was originally scheduled to include eight units and the development of landscape and drainage plans. It was later modified to include starting the renovation of 14 units as well as the replacement of all windows and patio doors, new patios, and installation of new privacy fencing for all units in the complex.

During Fiscal Year 2013/14, renovations will continue with work being completed on an estimated 29 additional units. Tenants will be temporarily relocated and work completed on the next three phases of renovation. A new drainage system will be installed.

During Fiscal Year 2014/15, tenants will be temporarily relocated, and work will be completed on the final three phases of renovation of units. Exterior lighting, concrete work, exterior painting of all buildings, clubhouse renovations, and landscaping will also be completed.

Status Update

5/1/2013 - lferrell: In order to complete the rehab project sooner to meet expenditure milestones associated with the CDBG funds associated with the project, the scope of the first phase of rehab was further increased from ten units to a total of 14 units. It is anticipated bids will be requested for this work in early May, with construction beginning by the end of May. Also, the scope of work to be completed during this fiscal year was modified to include renovations that could easily be done in a single phase on all units in the complex. This included the installation of new windows and patio doors for all units in the complex

which was completed on April 9, 2013. The tenants are very happy with their new doors and windows. Contracts for new concrete patios for all units in the complex was awarded on April 1, 2013. The contract for upgraded electrical panels for all units in the complex was also awarded on April 1, 2013. Finally, the contract for privacy fences for all of the units in the complex was awarded on April 4, 2013.

After consultation with a landscape architect, it was decided to wait to solicit bids for a landscaping plan until after the patios and fences have been installed because the patio footprints will be larger than the existing patios. Based on this decision, staff anticipates requesting proposals from landscape architects in late June with a contract being awarded by the end of July.

2/8/2013 - lferrell: Bid packages for the replacement of windows and patio doors in all units were sent out on January 25, 2013. Based on additional vacancies at Laurel Manor, staff expanded the scope for the first phase of unit rehabilitation to include ten units rather than eight as originally envisioned. Requests for bids for these units were sent out on January 25, 2013. Asbsestos and lead-based paint testing were completed on a sampling of units and the community room in January. No lead-based paint was found, but asbestos was. Therefore, on February 7, 2013 staff sent out requests for bids for asbestos removal for the first ten units. After further investigation, staff has determined that the landscape architect can be solicited through an informal bid process. Therefore, meetings on site with landscape architects have been planned during the month of February.

1/25/2013 - lferrell: The bids package for the replacement of windows and patio doors in all of the units has been prepared. Asbestos removal and lead-based paint testing have both been scheduled to occur during the last week of January. Proposals from landscape architects will also be solicited during this same time period.

12/20/2012 - lferrell: HACN Board approved project budget at the November 20, 2012 Board meeting. The bid package has been prepared for the initial phase of the project and will be sent out to bid in January.

10/26/2012 - lferrell: Community meeting was held at Laurel Manor on October 25, 2012. The residents in attendance were enthusiastic about the proposed renovations and had lots of questions. Staff passed out a survey to obtain additional feedback.

10/5/2012 - lferrell: Staff has begun setting up a community meeting to discuss the renovation project with the tenants. The meeting will be held in October.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Community meeting to kick off project	Housing	Lark Ferrell	5%	10/31/2012	Complete
Bid package prepared	Housing	Joe Wiencek	20%	12/31/2012	Complete
Asbestos removed from 14 units	Housing	Joe Wiencek	5%	3/30/2013	Complete
Installation of windows/patio doors	Housing	Joe Wiencek	25%	4/30/2013	Complete
Bids solicited for 1st phase of 14 units	Housing	Joe Wiencek	10%	5/15/2013	Not Started
Completion of patios & privacy fencing	Housing	Joe Wiencek	15%	5/15/2013	On Time
Begin remodel of 1st 14 units	Housing	Joe Wiencek	10%	5/30/2013	Not Started
RFP for landscape architect	Housing	Joe Wiencek	10%	6/30/2013	Not Started

Project Progress: 55% of 100% Complete

Last updated 5/7/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	REC-00561	**Project Status**	On Time
Project Title	Parking Garage Renovations			**Phase**	1 of 1
Project Start Date	7/1/2012		**Project Due Date**	5/30/2013	
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

This is a carryover project from the FY 2011-12 CIP. 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. Completion of specifications and construction will be performed during this FY2012-13 CIP.

Status Update

5/1/2013 - dperazzo: The project was advertised for bid in early April. The award of a contract will go before the City Council for approval on May 7. The project will begin once contract documents are completed sometime in May. Work will be phased with one location being completely painted prior to moving on to the next.

1/24/2013 - dperazzo: Parks staff have perfromed some required work on the garages in advance of the project. Vines and plant material have been removed from the garage walls in all three locations. The wooden trellis had been completely removed from the Pearl Street garage in November with similar work scheduled for Clay and Second Street in February and March. The renovation will include updates to ADA parking and assure that signage is up to date.

10/12/2012 - dperazzo: PRSD and PW staff are currently developing the formal bid specifications for this project.

Last updated 5/3/2013

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Preparation of garages - City work force	Recreation	Dave Perazzo	5%	12/31/2012	Complete
Design of plans and Specifications	PW, Engineering	Andrilla/Perazzo	10%	2/1/2013	Complete
Bidding	PW, Engineering	Andrilla/Perazzo	15%	3/31/2013	Complete
Construction	PW, Engineering	Andrilla/Perazzo	70%	6/30/2013	Not Started

Project Progress: 30% of 100% Complete

Last updated 5/3/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	REC-00562	**Project Status**	Complete
Project Title	Playground Equipment Replacement			**Phase**	2 of 2
Project Start Date	7/1/2012	**Project Due Date**	11/4/2012		
Requested Start Date		**Requested Due Date**	3/1/2013		
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

This is a carryover project from the FY 2011-12 CIP. The project will replace aging playground equipment in 11 City parks. The equipment and surfacing no longer meets the State of California standards. Playground locations were chosen from a priority list related to age, condition of existing equipment and use of area. Upgrades will assure these areas are in compliance with State standards and ADA accessibility. The City has entered into a CMAS ageement with the manufacturer for the specific type of equipment and lowest and best possible bid. The design and bidding has been completed. Replacement of two locations are community build and have been scheduled for the third and final installation.

Status Update

5/1/2013 - dperazzo: The final ADA ramp was completed in February. The project is complete.

1/24/2013 - dperazzo: Majority of project has been completed with all 11 sites receiving new equipment and safety surfacing. All locations are open to the public. Final pathway for access to playground at Fairview Park has yet to be completed due to rain and drainage issues. New pathway should be completed by March 1, 2013.

10/12/2012 - dperazzo: the following 10 park playgrounds have been installed and opened to the public. Dry Creek, Klamath, Valley, Las Flores, Beckworth, Montclair, Norfolk, Tallac, Sequoia and Playground Fantastico. The playground at Fairview Park is set for a community build with help from the Kiwanis Club on November 2-3.

8/20/2012 - dperazzo: Delivery of equipment for first 5 playgrounds was received today. Play area at Dry Creek Park was closed in preparation of demolition this week.

Last updated 5/9/2013

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Installation of new walkways			5%	3/1/2013	Complete
Installation of Equipment and Surfacing	Recreation	Dave Perazzo	95%	3/1/2013	Complete

Project Progress: 100% of 100% Complete

Last updated 5/9/2013

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	REC-00589	**Project Status**	On Time
Project Title	Skate Board Park Project			**Phase**	1 of 2
Project Start Date	9/1/2012		**Project Due Date**	6/30/2013	
Requested Start Date			**Adjusted Due Date**	6/30/2014	
Lead Department	Recreation		**Project Leader**	Perazzo	
Project Budget	$1,400,000				
Funding Sources	Quadrant Funds				

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

Project Description

This is the first phase in the developement of a new skate park facility. Once completed the Department, with input and involvement from the community, users, the Parks and Recreation Commission and City staff will present a preferred project site and design to the City Council for approval. This phase will include determining the site location and the selection of a design firm. This phase of the project will begin in September 2012 and be completed by the end of June 2013. A skate board park design firm will be selected to assist staff in developing the preferred site selection. Staff will use an RFP to select the best qualified design firms. Members of the community, Parks and Recreation Commission, skate board park users and staff will participate in a panel interview to select the most qualified design firm.

While the City will not limit its site selection to only city owned properties, selection of city owned property is preferred as land costs could drive up the project cost, thus reducing the actual amount of project funds that can be used for the project. If city owned property is selected as the preferred site, remaining project funds can be used to expand the existing project and include additional and necessary park amenities.

Status Update

5/1/2013 - dperazzo: The process for site selection has been finalized. A yet to be finalized location within Kennedy Park will be determined as part of the public design process. The Design/Build selection committee process is underway and members of City Staff , the Parks & Recreation Commission and the public have been designated. The RFQ is being prepared for distribution. The selection process for the design/build firm will take place in June.

1/24/2013 - dperazzo: First public meeting to discuss location and process for design and construction was held on January 9, 2013. As a result of that meeting the Park and Recreation Commission has asked staff to discuss key project items at a special meeting to be held on February 13, 2013. The key discussion points are to first determine a location and second to determine the process used to choose a design/build firm for the project. The idea of hiring a qualified, pre-approved firm was discussed in order to save some

time with that part of the process. The public and Commission would like to see what other options are available including utilizing the traditional RFP process to choose the right firm even if it extends the timeframe for project completion. Because of that, this project will need to be split into two phases covering 2 fiscal budget cycles. The site selection and design firm selection process will be completed in fiscal year 2012-13 and design and construction in the following 2013-14 fiscal cycle.

10/12/2012 - lmazzuca: The Feasibilty Study and Design RFP have been combined as a single effort since the last update. This was done to ensure "fairness" when selecting a design firm. Staff wants to make sure that the firm selected to conduct the Feasibility Study doesn't get an unfair advantage if that firm were to also demonstrate interest in designing the skate park. The design RFP is remains scheduled to be released towards the end of November.

9/7/2012 - lmazzuca: Staff is in discussions with a skate park design firm to develop the Feasibility Study.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Develop feasibility study/site selection	Recreation	Larry Mazzuca	5%	10/20/2012	Complete
Site Selection	Recreation	Dave Perazzo	30%	2/28/2013	Complete
Design firm selection process	Recreation	Dave Perazzo	65%	6/30/2013	On Time

Project Progress: 35% of 100% Complete

Last updated 5/3/2013

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	REC-00590	**Project Status**	Behind
Project Title	Kennedy Park Master Plan			**Phase**	1 of 1
Project Start Date	12/7/2012		**Project Due Date**	5/21/2013	
Requested Start Date			**Adjusted Due Date**	10/30/2013	
Lead Department	Recreation		**Project Leader**	L. Mazzuca	
Project Budget	$90,000				
Funding Sources	Quadrant Funds				

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

Project Description

Development of a Site Master Plan for Kennedy Park. The City's Park and Recreation Facilities Park Master Plan has placed a high priority for the design of future recreation elements at this park. Approximately 40% of the park is currently undeveloped. The City's Parks and Recreation Facilities Master Plan states that future city developed recreation elements should be designed for the unmet space needs at Kennedy Park.

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

Status Update

5/3/2013 - lmazzuca: This project is currently behind schedule. It was anticipated that the Kennedy Park Site Master Plan would be completed by summer 2013. However, during the annual City Council Retreat last January, the Council directed staff to schedule a City Council and Parks and Recreation Commission workshop to discuss the master plan's project goals. The City Clerk's office and Parks and Recreation Services staff were unsuccessful in finding a mutual meeting date for the City Council and Parks and Recreation Commission until mid April 2013. The addition of the workshop date delayed the project by approximately three months. Staff is currently developing the RFQ and plans to release it around the end of May 2013. Staff now anticipates that this project will not be completed until Fall 2013. As this is not a "high priority" project and its delay does not impact other related department projects, staff does not believe that delaying the Kennedy Park Site Master Plan by 3-4 months will have any significant impacts on other projects or existing/future staff workload schedules. Project task requirement/due dates have been adjusted and will reflect work that will be completed by June 30, 2013. Remaining tasks will be adjusted and will reflect due dates at the beginning of the new fiscal year, July 1, 2013.

1/25/2013 - lmazzuca: Project description has been placed on an earlier Parks and Recreation Commission agenda for review. During the annual City Council Retreat (1/11/2013), the Council asked staff to schedule a Joint Council and Parks and Recreation Commission meeting to discuss the proposed master planning process. Staff is currently scheduling that meeting. Council also asked that Napa Community

College be included in the planning process. On January 24, 2013, the City Manager and Parks and Recreation Services Director met with Napa College's Acting President and Board of Trustee's Chairman to discuss area of mutual interest, specifically in regards to the master planning process. The College is very interested in participating in this planning effort.

The scheduling of the Joint Council/Commission meeting, and continuing dialog with Napa College will result in a delay of approximately 30-60 days in completing the Kennedy Park Site Master Plan; however, staff will continue to strive to complete this plan by June 30, 2013. The Project Tracking TASK Section has been amended to include the Joint Parks and Recreation Commission and City Council meeting. Adjusted dates reflect this addition to the project.

10/12/2012 - lmazzuca: No change. This project is not scheduled to begin until early 2013.

9/7/2012 - lmazzuca: Not started.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Commission/Council Workshop	Recreation	L. Mazzuca	10%	1/30/2013	Complete
Develop/Distribute RFQ	Recreation	L. Mazzuca	25%	5/31/2013	On Time
Interview/Select Master Plan Design Firm	Recreation	L. Mazzuca	10%	6/30/2013	Not Started

Project Progress: 10% of 45% Complete

Last updated 5/9/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	REC-00573	**Project Status**	Complete
Project Title	RecWare Upgrade- Implementation to Active.Net			**Phase**	1 of 1
Project Start Date	7/1/2012		**Project Due Date**	1/31/2013	
Requested Start Date			**Requested Due Date**		
Lead Department	Recreation		**Project Leader**	Cindy Bannister	
Project Budget	$25,000				
Funding Sources	General Fund				

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

Project Description

Under supervision and direction of Scott Nielsen, Information Technology Manager, replace current RecWare Safari software program with web-based Active.Net software program. Both products are owned by the ActiveNetwork and are considered an upgrade to our current product. By changing to a web-based program, the ActiveNetwork will assume the responsibility to maintain servers, provide the highest level of security for credit card processing and the management of personal information, and overall future upgrades and maintenance of the software. This will reduce the demands on the City's IT Department and provide additional staff capacity for other tasks and projects.

RecWare is no longer supported by the ActiveNetwork. To motivate the City of Napa to upgrade during FY 12/13, the ActiveNetwork offered a number of financial incentives including the waiver of RecWare software maintenance fees for FY 11/12 and 12/13. This results in a $26,000 savings to the General Fund that can be re-directed to cover the City's costs of implementation.

Once the upgrade is fully implemented, customers using the online product will see an improved platform for viewing and registering for recreation programs. Staff will see improved performance, streamlined report generation, added functionality and increased ease of use. Part of the implementation includes having new capabilities to load city GIS information to help attain accurate addresses and provide facility location information. There is also a financial download component that is stated to streamline staff time for transferring revenue information directly from the software into the City's financial program.

Currently, software maintenance fees are charged by the ActiveNetwork as an annual flat rate, based on the number of licenses. The transition to the Active.Net program results in maintenance charges assessed for a per-transaction fee instead of the flat fee. However, as part of the incentives offered by the ActiveNetwork to upgrade, our new fees will be fixed for the first two year period and will be similar to the software expenses currently budgeted in the operating budget of Parks and Recreation.

Status Update

1/9/2013 - cbannister: Project is scheduled for an on time "Go Live" date of Thursday, January 10, 2013 which will be the first day of Winter/Spring Recreation Program Registration. Staff training has been

completed and parallel entries are being made for 2013 parks and Pelusi Building rentals to provide test data. In addition, staff has been using the trainer environment to test transactions including the new component of automated, financial integration. Testing has provided positive results and verification of new system integrity.

For those customers that use our online registration system, they will be required to set up new profiles and passwords. The system will be open as of January 2nd for customers to access ActiveNet and set up their new account. Staff is available to assist with account set-up, either over the phone or in our office. Advertisement of this requirement is posted in our office, on the website, on Facebook, and throughout our Winter/Spring Recreation Guide.

10/12/2012 - cbannister: Staff training and system set up began on October 1st, 2012 and continues on a schedule through November 2nd. One of the major changes with implementation is that the new software will be set-up to match the city's modified accrual method of financial recordkeeping. This change will also result in an automated "upload" of finanacial data from the department transactions directly into the financial software. Staff from the Finance Department have been participating in these discussions and set-up.

The project remains on schedule for a public "go live" date in mid-January 2013.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Technical Assessment and Review	Information Technology	Scott Nielsen	5%	7/1/2012	Complete
Negotiating and Executing Contract	Information Technology	Scott Nielsen	5%	7/1/2012	Complete
Finalize Implementation Plan	Parks and Recreation	Cindy Bannister	5%	9/1/2012	Complete
Data Entry- Go Live For Winter/Spring	Parks and Recreation	Cindy Bannister	15%	11/30/2012	Complete
Software set-up, training, testing	Parks and Recreation	Cindy Bannister	50%	11/30/2012	Complete
Community Outreach	Parks and Recreation	Cindy Bannister	5%	1/15/2013	Complete
Go Live Tasks	Parks and Recreation	Cindy Bannister	10%	1/25/2013	Complete
Debrief and follow-up	Parks and Recreation	Cindy Bannister	5%	2/28/2013	Complete

Project Progress: 100% of 100% Complete

Last updated 2/8/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	REC-00591	**Project Status**	Complete
Project Title	Golf Course Lease/Alternative Use Options			**Phase**	1 of 1
Project Start Date	8/1/2012		**Project Due Date**	12/11/2012	
Requested Start Date			**Adjusted Due Date**	6/30/2013	
Lead Department	Recreation		**Project Leader**	Larry Mazzuca	
Project Budget	$0				
Funding Sources	Not Required				

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

Project Description

Negotiate a lease agreement with CourseCo, Inc. for the Napa Golf Course at Kennedy Park. If unsuccessful, provide the City Council with alternative use options for the NGC.

Status Update

5/7/2013 - lmazzuca: The City of Napa and CourseCo have developed a "final" Napa Golf Course Lease Agreement. After final review by the City Attorney's office, staff presented the Lease Agreement to CourseCo May 5, 2013 for signatures and execution. It is anticipated that the City Manager will sign and execute the Lease Agreement on or before May 15, 2013. A Termination Agreement of the current Management Agreement between CourseCo and the City of Napa will accompany the Lease Agreement. Shortly thereafter staff from the City's Finance and Parks and Recreation Services Department and CourseCo will conduct an inventory of all existing and remaining equipment at the golf course. The Lease Agreement becomes effective immediately upon execution by both parties.

1/25/2013 - lmazzuca: This project is approximately two months behind schedule. This is the result of several factors including scheduling a public meeting to discuss the proposed lease and CourseCo needing additional time to craft the draft lease. Both the meeting and draft lease had to be delayed until after the extended December holiday schedule. City staff is currently reviewing the Draft Lease submitted by CourseCo. Staff will submit their lease comments to CourseCo by the end of January 2013. Staff has adjusted the project task timeline to reflect the above delays.

10/12/2012 - lmazzuca: The process of developing a Lease Agreement with CourseCo remains on time with a staff presentation to the City Council scheduled for November 20, 2012.

9/7/2012 - lmazzuca: Staff is in the process of drafting a lease agreement with CourseCo for the Napa Golf Course for golf, food and beverage operations.

Last updated 5/9/2013

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Draft discussion points with CourseCo	Recreation	Larry Mazzuca	20%	8/17/2012	Complete
City Manager/Attorney/Staff Review	Recreation	L. Mazzuca	40%	1/23/2013	Complete
Negotiate Final Lease	Recreation	Larry Mazzuca	30%	2/20/2013	Complete
Final CM Review/Approval	City Manager	L. Mazzuca	10%	3/1/2013	Complete

Project Progress: 100% of 100% Complete

Last updated 5/9/2013

Project Tracking Report

CITY of NAPA

Project Priority High **Project Number** REC-00565 **Project Status** On Time

Project Title Las Flores Community Center Roof Replacement **Phase** 1 of 1

Project Start Date 10/1/2012 **Project Due Date** 6/28/2013

Requested Start Date **Requested Due Date**

Lead Department Recreation **Project Leader** Dave Perazzo

Project Budget

Funding Sources Las Flores Fund

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

Project Description

This project will address issues related to water penetration and damage due to insufficient insulation and ventilation of the roof at the Las Flores Community Center. Condensation buildup from exposed fasteners and lack of an adequate vapor barrier has caused damage to existing insulation and the interior ceiling. The project will remove and replace the existing metal outer roof and damaged insulation. A new vented ridge and standing seam metal roof system along with insulation and vapor barrier will be installed.

Status Update

5/1/2013 - dperazzo: Working with consultant and received preliminary submittals for repair and replacement of existing roof and replacement of installation and ceiling. Utilizing US Communities for design and construction services.

1/24/2013 - dperazzo: Design work is being completed for the replacement roof. A consultant has looked at the existing roof and issues and developed a proposal for this project.

10/12/2012 - dperazzo: PRSD and PW staff are currently working with a consultant on design for this project.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Design	Recreation	Dave Perazzo	15%	12/31/2012	Complete
Bidding	Recreation	Dave Perazzo	15%	4/11/2013	Complete
Construction	Recreation	Dave Perazzo	70%	6/30/2013	Not Started

Project Progress: 30% of 100% Complete

Last updated 5/7/2013

CITY of NAPA

Project Tracking Report

Project Priority		**Project Number** PD-00576	**Project Status** Behind
Project Title	Geographic Neighborhood Policing		**Phase** 1 of 1
Project Start Date	7/1/2012	**Project Due Date**	3/1/2013
Requested Start Date		**Adjusted Due Date**	6/30/2013
Lead Department	Police	**Project Leader**	Steve Potter
Project Budget	$0		
Funding Sources			

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

Project Description

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

* Establish a web-based 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

5/2/2013 - spotter: The community survey information tabulation has taken longer than expected coupled with the employee assigned to this project had an unexpected absence from work. This has caused the entire project to fall behind the anticipated completion dates.

Last updated 5/15/2013

2/8/2013 - spotter: The community survey has been completed and information is being tabulated. A list of on-line resources and a policy are both being developed at this time. Neighborhood meetings will begin when the policy and employee training are completed. Our goal is to complete the project right around the first of March.

1/18/2013 - spotter: The community survey closes today and feedback will soon be available. The list of on-line resources is being developed and will soon be complete.

12/26/2012 - porourke: per Captain Potter - Community survey is currently underway. The list/line of Resources is still being compiled.

11/28/2012 - spotter: Sgt Hunter has developed the survey and is exploring distribution methods to maximize community participation. Sgt Hunter is also working of other aspects of the program including deployment, mapping and contact.

10/9/2012 - spotter: Sgt. Hunter continues to address milestones and is on time thus far. She has developed the community survey and is awaiting feedback from other affected departments and organizations.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Review/Develop Crime Analysis reports	Police	Steve Potter	30 %	12/31/2012	Not Started
Conduct Community Survey	Police	Steve Potter	20 %	12/31/2012	Complete
Establish a list/line of Resources	Police	Steve Potter	10 %	12/31/2012	Behind
Begin Neighborhood meetings	Police	Steve Potter	10 %	1/31/2013	Behind
Train Department Staff	Police	Steve Potter	30 %	1/31/2013	Behind

Project Progress: 20% of 100% Complete

Last updated 5/15/2013

CITY of NAPA

Project Tracking Report

Project Priority **Project Number** PD-00578 **Project Status** On Hold

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

Project Start Date 7/1/2012 **Project Due Date** 6/30/2013

Requested Start Date **Requested Due Date**

Lead Department Police **Project Leader** Steve Potter

Project Budget $0

Funding Sources

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

Project Description

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

5/2/2013 - spotter: This program is on hold until the department fills the full time Police Officer positions. We have hired several new Officers and have recently recruited for Police Officer Trainees in which we hope to hire up to four to start the Police Academy in July. If we are able to hire four Officers we will be fully staffed and able to recruit for Reserve Officers.

2/11/2013 - spotter: This program is on hold until the department fills the full time police officer positions.

2/8/2013 - spotter: Lexipol policies are finished for the program and will be included in the policy manual. Hiring has been delayed until full time police officer positions are filled.

1 /18/2013 - spotter: The training program has been approved by POST, the hiring process will mirror that of regular police officers and we will identify potential reserve officers from current and future police officer lists.

1/8/2013 - spotter: Corrections/updates made to manual, as POST has requested. Waiting to hear from them.

12/26/2012 - porourke: Still waiting for POST approval of the Field Training Program manual. Appointment of reserves after appointment of full time police officer positions are filled.

11/28/2012 - spotter: Sergeant Campagna has revised the Department Field Training Program and submitted it to California POST for approval. That approval is expected within the next couple of weeks. The HR/Personnel Department has closed the application period for police officer and we will focus on

this group (after full time positions are filled) for the Reserve Officer candidates. Policies are being developed and will be completed shortly.

10/9/2012 - spotter: This project has not yet been started as focus has been on other operational issues.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Develop training program	Police	Steve Potter	20 %	11/28/2012	Complete
Develop policies and procedures	Police	Steve Potter	10 %	11/28/2012	Complete
Develop a hiring process	Police	Steve Potter	20 %	12/1/2012	Complete
Complete Recruitment process	Police	Steve Potter	20 %	1/1/2013	On Hold
Train the new Police Reserve Officers	Police	Steve Potter	30 %	6/30/2013	Not Started

Project Progress: 50% of 100% Complete

Last updated 5/15/2013

CITY of NAPA

Project Tracking Report

Project Priority **Project Number** PD-00579 **Project Status** Withdrawn

Project Title Analyze & Implement Plan for 311 Non-Emergency No. **Phase** 1 of 1

Project Start Date 2/1/2013 **Project Due Date** 6/30/2013

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

Analyze and develop an implementation plan for a 311 non-emergency number for future budget consideration.

Status Update

5/3/2013 - sperkins: The staff resources are not available to complete this project at this time, so the project is being withdrawn.

1/18/2013 - sperkins: No activity on this project for this period.

10/9/2012 - sperkins: As part of the research for the neighborhood based policing model, we are also looking at the various 311 programs.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Discuss use with other City Departments	Police	Shirley Perkins	10%	3/31/2013	Withdrawn
Research other agencies' implementation	Police	Shirley Perkins	20%	3/31/2013	Withdrawn
Identify the cost of implementation	Police	Shirley Perkins	30%	6/30/2013	Withdrawn
Develop a plan of implementation	Police	Shirley Perkins	40%	6/30/2013	Withdrawn

Project Progress: 0% of 100% Complete

Last updated 5/9/2013

CITY of NAPA

Project Tracking Report

Project Priority **Project Number** PD-00580 **Project Status** On Time

Project Title Analyze Housing Authority Building for 9-1-1 Ctr. **Phase** 1 of 1

Project Start Date 10/27/2012 **Project Due Date** 6/30/2013

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

Analyze possible Housing Authority Building for 9-1-1 Communications Center and plan for implementation if feasible.

Status Update

5/3/2013 - sperkins: This project is now a subset of the larger City Hall Consolidation project. Public Works has contracted a structural Engineer to evaluate the Housing Authority building to determine if it meets the standards as an "Essential Services" building.

1/18/2013 - sperkins: Meeting was held with Rick Tooker, Community Development Director, Lark Ferrell, Housing Manager and Scott Nielson, IT Manager to discuss availability of site and space requirements.

10/9/2012 - sperkins: Obtained various documents for the purchase of the Housing Authority building. Meeting scheduled on October 27 with the stakeholders. Goal is to determine if both Housing and Dispatch can reside in this location.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Determine suitability of site	Police	Shirley Perkins	10%	12/31/2012	Complete
Determine space requirement	Police	Shirley Perkins	10%	12/31/2012	Complete
Determine availability of site	Police	Shirley Perkins	10%	12/31/2012	Complete
Identify 9-1-1 relocation costs	Police	Shirley Perkins	20%	3/31/2013	Not Started
Identify need for any relocations	Police	Shirley Perkins	10%	3/31/2013	Not Started
Identify upgrades required & cost	Police	Shirley Perkins	20%	5/31/2013	Not Started
Develop implementation plan if feasible	Police	Shirley Perkins	20%	6/30/2013	Not Started

Project Progress: 30% of 100% Complete

Last updated 5/3/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	PW-00616	**Project Status**	On Time
Project Title	5-Way Intersection			**Phase**	1 of 1
Project Start Date	7/1/2012	**Project Due Date**	6/30/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	PW, Transportation Engineeri	**Project Leader**	Julie Lucido		
Project Budget	$2,053,000				
Funding Sources	SIF, Developers, Caltrans				

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

Project Description

As identified in the Soscol Gateway Implementation Plan (2005), the project involves modifying the intersection to improve level of service. This may include widening, travel lane reconfiguration, and signal modification.

In addition to typical engineering, environmental review, and construction phases, the project will include property acquisition, Caltrans design approval and permitting, and significant stakeholder outreach. This highly complex project will take several years to design a preferred alternative and complete construction.

The tasks in FY12/13 will surround the preparation of Project Initiation Documents (PID). Approval of PIDs is the first step in the Caltrans approval process. This will require a Council appropriation of funds and the selection of a consultant through a competitive RFP process.

Status Update

5/3/2013 - jlucido: With adoption of the budget, staff will pursue a Request for Proposal (RFP) to hire a qualified engineering consultant to assist in the preparation of a Project Study Report. Caltrans requires this step for any significant modifications to their highway system. This process is expected to last up to two years.

1/25/2013 - jlucido: The project lead responsibilities have been transferred to the new Senior Civil Engineer for special projects. Staff continues to research the existing right of way boundaries and will begin more in-depth discussions to support the Project Initiation Document which is required by Caltrans.

10/12/2012 - jholley: City has accumulated special mitigation fees from various private developers towards improvements at this intersection as mitigation for traffic impacts. Staff has begun to research the existing right-of-way boundaries and is exploring various options for preliminary roadway plan lines and lane configuration. Notably, one such option that will be analyzed includes the elimination of the south-bound approach from East Avenue for all movements (west-bound Third Street, south-bound Silverado Trail and east-bound Coombsville Road) except for the right-turn movement onto north-bound Silverado Trail.

Last updated 5/3/2013

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Request appropriation	PW, Transportation Engin	Julie Lucido	25%	4/2/2013	Complete
Select consultant	PW, Transportation Engin	Julie Lucido	25%	6/30/2013	Not Started
Prepare RFP	PW, Transportation Engin	Julie Lucido	50%	6/30/2013	Not Started

Project Progress: 25% of 100% Complete

Last updated 5/3/2013

CITY of NAPA

Project Tracking Report

Project Priority		**Project Number**	PW-00560	**Project Status**	On Time
Project Title	Napa 9/11 Memorial Garden			**Phase**	3 of 3
Project Start Date	7/1/2012	**Project Due Date**	6/11/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	PW, Admin	**Project Leader**	Whan/Project Team		
Project Budget	$250,000				
Funding Sources	City Art Fund, Community 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

4/26/2013 - mtomko: Demolition of the project site has been completed and the area has been fenced off. Excavation for the foundations for the art pieces is underway followed by the installation of reinforcing steel and placement of concrete. Work has also begun on the steel beams to install plates to anchor the beams to their foundations. Installation of underground utilities and storm drain will be completed after that. The art piece installation is exptected be completed by the end of June followed by the construction of the seating wall, hardscape, and landscaping. Additional funding is still needed to complete all aspects planned for the project. This effort is underway by the 9/11 Coalition.

1/25/2013 - ewhan: The 9/11 Project Team met recently with the City Manager and City Staff to discuss overall project status and to confirm next steps needed to move the project towards construction and ultimate completion this year. Public Works has taken a lead role in managing the project. A Construction Management Representative will also be brought on board under contract to organize and oversee the actual construction activities.

The plans are 80% complete. Additional meetings are being held with the designers to discuss specific design elements and details related to construction of the art piece and the surrounding park facilities. It is anticipated that final construction drawings will be generated in March. Fabrication of the glass panels, which will ultimately be attached to the steel columns, are complete and currently in storage at the Corporation Yard. It is anticipated that the steel pieces will be transported to a local steel fabricator for final cleaning, preparation and installation of mounting hardware in late February. Demolition of the existing site will also commence in the next few months. This work will be completed by City crews.

Last updated 5/7/2013

Public Works will also be carrying out needed modifications to the existing parking lot as well as providing power to the site. The Parks Department will be installing irrigation and landscaping for the project.

As noted above, significant work will take place over the next quarter including the development of an overall project cost estimate based on final construction drawings. Many businesses and the members of the public have offered to donate materials to this project. However, additional fund raising efforts may be needed depending on final construction details and estimated costs. The 9/11 Project Team has made a commitment to reenergize those efforts as needed to see this project through to completion. The goal is to complete the memorial prior September 11, 2013.

7/13/2012 - mhinkle: Final Phase of 9/11 Project. Fundraising underway with event planned on 9/11/12. Construction set to commence in February of 2012 pending succesful completion of fundraising. Glass and steel fabrication underway.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Site Demolition	PW, Admin	Whan/Project Team	10%	5/31/2013	Complete
Project Grand Opening	PW, Admin	Whan/Project Team	10%	6/30/2013	Not Started
Landscaping	PW, Admin	Whan/Project Team	10%	6/30/2013	Not Started
Concrete Work	PW, Admin	Whan/Project Team	10%	6/30/2013	On Time
Steel Installation	PW, Admin	Whan/Project Team	10%	6/30/2013	On Time
Art and Steel Fabrication	PW, Admin	Whan/Project Team	25%	6/30/2013	On Time
Fundraising	Fire	Darren Drake	25%	6/30/2013	On Time

Project Progress: 10% of 100% Complete

Last updated 5/7/2013

CITY of NAPA

Project Tracking Report

Project Priority		**Project Number**	PW-00566	**Project Status**	On Time
Project Title	City Hall - Public Safety Facilities Planning			**Phase**	2 of 2
Project Start Date	7/2/2012	**Project Due Date**	6/30/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	PW, Admin	**Project Leader**	Julie Lucido		
Project Budget	$120,000				
Funding Sources	General Fund				

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

Project Description

Following the 2009 Napa Consolidated City Hall and Asset Analysis Study effort and recent efforts to explore a consolidated City-County Center last year, three options have emerged for further consideration and evaluation. These include the "Do Nothing" status quo approach, construct a new City Hall, or purchase of an existing building or development site. The goal is to consolidate current outlying City departments, including CDD and Public Works (CSB Building), Parks & Recreation, Housing, Water and Human Resources with current City Hall administrative facilities on one site. Short-term and long-term needs as well as service delivery with respect to condition, age and overall function of City Hall and other facilities must be considered. The study will include an updated economic evaluation of City-owned downtown property assets and potential market value. This will provide information that the City can use to move forward in developing a preferred approach.

Evaluation of potential consolidation and relocation of Fire Station #1 and Police Department off the City Hall block is already underway. This would free up the entire City Hall block which in turn provides greater options as part of the overall facilities analysis. 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 existing CSB Building site located off of First Street and a combination of sites. This project was initiated as part of the City-County Center concept in FY11-12.

Status Update

5/1/2013 - jlucido: The consultant has prepared the final program requirements for a new Public Safety facility that would house the City's Police and Fire programs. Since the initiation of this project, there has been a decision to retain Fire Station No. 1 at its current location. The work products of the Public Safety Facilities Planning efforts will be provided to the consultant working on the City Hall consolidation analysis and recommendations. The City's downtown property assets will be evaluated together to determine the most economically advantageous approach for the siting of the City's facilities and vacating property that could be leveraged in financing new facilities. The evaluation of assets will be completed as part of the City Hall Consolidation project.

1/25/2013 - jlucido: The consultant is finalizing the recommendations for the Building Site Program based

on staff direction to identify opportunities to reduce space allocations and costs. The delivery date for the final recommendations has been modified to February 18, 2013 in order to include the revisions.

10/12/2012 - ewhan: Further direction provided to consultant to refine draft final report recommendations on Building Site Program. Delivery is expected later this year and will include a cost estimate and recommended building square footages.

8/7/2012 - mhinkle: Project consultant revising scope and deliverables to reflect changes in project approach in order to reduce overall building footprint and construction costs. New programmatic approach is to place core public safety operations in the downtown site and relocate non downtown operations to other facilities in the community.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Public Safety Building Program	PW, Admin	Julie Lucido	10%	10/1/2012	Complete
Public Safety Cost Estimating	PW, Admin	Julie Lucido	15%	11/1/2012	Complete
CH-Developmt of Consolidation Scenarios	PW, Admin	Julie Lucido	10%	1/25/2013	Complete
Public Safety Final Program	PW, Admin	Julie Lucido	25%	3/1/2013	Complete
CH-Economic Valuation of City Assets	PW, Admin	Julie Lucido	20%	3/29/2013	Withdrawn
CH-Valuation Report	PW, Admin	Julie Lucido	20%	6/30/2013	Withdrawn

Project Progress: 60% of 100% Complete

Last updated 5/3/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	PW-00613	**Project Status**	On Time
Project Title	Downtown Two-Way Street Conversion			**Phase**	1 of 1
Project Start Date	10/4/2012	**Project Due Date**	6/28/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	PW, Admin	**Project Leader**	Julie Lucido		
Project Budget	$900,000				
Funding Sources	General Fund & PBID				

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

Project Description

The Downtown Specific Plan was adopted in May 2012. One of the outcomes of the Specific Plan was the goal to convert the east-west one-way streets in Downtown to two-way. In an effort to achieve that goal, the Public Works Department analyzed each street to assess what changes would be necessary to accommodate the reconfiguration of the Downtown street circulation pattern. Implementation of the conversion will require the completion of many tasks such as: sign replacement, removal or reconfiguration; minor roadway widening; installation of ADA accessible curb ramps; changes to traffic signage; relocation of crosswalks; changes in roadway striping; changes to on-street parking; relocation of storm drain facilities; addition or reconfiguration of left-turn or right-turn pockets; grinding and repaving/resurfacing of road surfaces; reconfiguration of medians and other improvements.

The process will be implemented in two phases. Phase 1 will be First and Second Streets, and Phase 2 will be Third and Fourth Streets. Phase 1 will be further divided with First Street improvements occurring first and Second Street improvements following. It is anticipated that this process will be completed in late 2013.

Each phase will require a coordinated effort not only for the installation of the improvements and reconfigurations, but with regard to the logistics of each improvement element so that it can be accomplished with as little disruption to traffic flow and with as much communication and outreach to downtown merchants and residents as possible.

Status Update

5/1/2013 - jlucido: Staff is pursuing a design-build delivery method for the modifications to the traffic signal systems, the construction of a left turn pocket at the intersection of First Street and Main Street, and associated demolitions and utility relocations. City crews will be responsible for the signing, striping, and minor street repair work. A future project will address the sidewalk and streetscape enhancements, as well as repaving the streets. A Request for Qualifications is expected to be issued by May 15, 2013 to select a design-build contractor. Refined costs and schedule will be developed upon negotiations with the successful design-build contractor and final designs will be prepared after the execution of the design-build contract. Staff continues to communicate with PBID on project status and will be working to

finalize an MOU.

1/25/2013 - jward: The downtown two-way street conversion project encountered a few delays in the end of 2012. First, pedestrian studies were performed to address the needs at 6 downtown intersections: First/Franklin, First/Randolph, First/Coombs, Second/Franklin, Second/Randolph, Second/Coombs. As a result of this study, it was determined that the signals at First/Franklin, First/Coombs, Second/Franklin and Second/Coombs should be retained and modified to accommodate two-way circulation. This changed the scope, cost and time required for the project. At this time, the scope is nearing completion and plans are in the preliminary stages of development. Concurrent with this is an evaluation of the signing changes that will be necessary to address the two-way circulation, safety, and parking. Staff is in communication with PBID on developing an agreement for their participation in funding for the project.

10/12/2012 - jward: The overall scope of the project has been defined and basic layouts at each location that will be modified have been completed. Efforts are underway to determine material costs and crew hours needed to complete each task. Next steps include further development of an implementation schedule and community outreach plan.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
Project Scoping	PW, Engineering	Julie Lucido	5%	10/19/2012	Complete
Implementation Schedule Development	PW, Engineering	Julie Lucido	5%	3/31/2013	Complete
Cost Estimating	PW, Engineering	Julie Lucido	5%	3/31/2013	Complete
Design Development	PW, Engineering	Julie Lucido	10%	6/1/2013	On Time
Phase 1A	PW, Engineering	Julie Lucido	75%	6/28/2013	Not Started

Project Progress: 15% of 100% Complete

Last updated 5/3/2013

CITY of NAPA

Project Tracking Report

Project Priority	High	**Project Number**	PW-00612	**Project Status**	On Time
Project Title	Sidewalk Improvement Program			**Phase**	2 of 2
Project Start Date	7/1/2012	**Project Due Date**	6/30/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	PW, Maintenance	**Project Leader**	Phil Brun		
Project Budget	$1,335,584				
Funding Sources	General Fund CIP, Gas Tax, and CDBG				

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

Project Description

The Sidewalk Improvement Program consists of a dedicated City crew of street and tree maintenance staff aimed at addressing deteriorated, damaged, and dangerous concrete issues in the City. The crews will replace damaged curb, gutter, and sidewalk and install handicap accessible sidewalk ramps at intersections. 1,200 cubic-yards of concrete will be installed annually. Crews will focus their efforts in the neighborhoods where 10-mile paving is being done so we "complete" the neighborhood in terms of streets and sidewalks. Neighborhoods scheduled for this year include MAC Streets, Young area, Twin Oaks area (west side), and Robinson Lane area.

The program will also complete sidewalk and ADA ramps in CDBG eligible areas. Sidewalk improvements on Central Avenue from Jefferson to Yajome and work in the ABC streets is scheduled this year. Some work in the CDBG areas will be completed by outside contractors.

Additionally, the program will address maintenance needs in other areas of the City for liability claims, tree damage, drainage issues, and other priority repairs.

The program requires integrated coordination and performance from the Parks and Recreation Department to address tree issues associated with concrete repairs. Additionally, the Engineering Division of Public Works is providing design services to identify scope of work.

Status Update

5/2/2013 - pbrun: The Robinson area is approximately 75% complete. Design work has started on the Central Avenue Sidewalk work (CDBG funded) for an anticipated advertisement for bid from contractors in June. City crews will be focusing on CDBG work in the ABC streets and along Jefferson in order to ensure funds are expended per CDBG requirements.

Total production as of March 31, 2013:

ADA Ramps = 50
Curb and Gutter = 7,403 feet

Last updated 5/2/2013

Sidewalk =3,885 feet
Tree Removal and Replacement = 44

Total Concrete = 812 cubic yards
Production is slightly behind target of 900 cubic yards, however, April-June are expected to be high production months and allow Crews to complete the target 1,200 cubic yards.

2/1/2013 - pbrun: The Young area is complete.

Total production as of December 31, 2012:
ADA Ramps = 39
Curb and Gutter = 4,075 feet
Sidewalk =2,610 feet
Tree Removal and Replacement = 44

Total Concrete = 550 cubic yards

10/1/2012 - pbrun: The MAC Street area is complete. ADA ramps are nearly complete in the Young area and crews are working on sidewalk and curb repairs.

Total Production in First Quarter:

ADA Ramps = 24
Curb and Gutter = 700 feet
Sidewalk =500 feet
Tree Removal and Replacement = 42

Total Concrete = 270 cubic yards

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
MAC Streets	PW, Maintenance	Jeff Folks	15%	9/30/2012	Complete
Young Area	PW, Maintenance	Jeff Folks	20%	11/16/2012	Complete
Robinson Area	PW, Maintenance	Jeff Folks	15%	1/30/2013	On Time
Twin Oaks Area	PW, Maintenance	Jeff Folks	20%	4/30/2013	Not Started
Maintenance in Other Areas of City	PW, Maintenance	Jeff Folks	10%	6/30/2013	On Time
ABC Streets - CDBG work	PW, Maintenance	Jeff Folks	10%	6/30/2013	On Time
Central Avenue Sidewalk - CDBG work	PW, Maintenance	Mark Andrilla	10%	6/30/2013	On Time

Project Progress: 35% of 100% Complete

Last updated 5/2/2013

CITY of NAPA

Project Tracking Report

Project Priority	Medium	**Project Number**	PW-00563	**Project Status**	On Time
Project Title	Sustainability Plan Implementation			**Phase**	1 of 1
Project Start Date	9/10/2012	**Project Due Date**	6/29/2013		
Requested Start Date		**Requested Due Date**			
Lead Department	PW, Admin	**Project Leader**	Julie Lucido		
Project Budget	$0				
Funding Sources	General Fund, Materials Diversion, Fleet				

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

Project Description

City Council adopted the Sustainability Plan on July 24, 2012. Staff has identified five (5) actions from the City Government section of the Sustainability Plan to implement in FY12/13. The target areas and associated actions include the following:

Energy Reduction
1. LED Streetlights - Replace 4,600 high pressure sodium streetlights with LED's. Seek California Energy Commission Loan to fund program using energy cost savings to pay loan payments.

Vehicle Miles Traveled and Fuel Reduction
1. Commuter Challenge - Promote staff participation in the Napa Commute Challenge sponsored by the Solano-Napa Commuter Information Network.
2. Anti-Idling Policy - Develop, implement, and provide training for City vehicle policy.
3. EV Charging Stations - Identify options, costs, and potential funding sources for electric vehicles and/or plug-in hybrid vehicles in the City's fleet and electric vehicle charging stations at the Corporation Yard and/or in City parking garages or other locations.

Waste Diversion
1. Implement Sustainable Purchasing Policy - Determine and prioritize products and services to be purchased per the policy.

Additionally, Staff identified the need to participate in the plastic bag reduction initiative in the Community Sustainability Plan section. A staff liaison will be assigned to the community group CanDo which is exploring options for a plastic bag ban. The Staff liaison will be tasked with developing an assessment of the options and risks/rewards associated with a plastic bag ban and will report findings to City Council.

Implementation of each of these action plans will utilize staff currently funded in their respective Departments, therefore the project budget is shown as $0. However, costs for construction, outside consultants, or other expenses are not currently budgeted and would require grant/loan funding or

consideration for funding in the next budget cycle.

Status Update

5/1/2013 - jlucido:

Plastic Bag Assessment - Staff presented an item to Council in March 2013 that discussed several alternatives to reduce the use of single-use retail plastic bags with preliminary cost estimates. Council voted unanimously to budget up to approximately $110,000 for fiscal year 2013/2014 to pursue a local ordinance. Next steps are to prepare a draft ordinance, conduct public meetings and outreach, and to commence environmental review. Outreach is planned for July 2013 when the new fiscal year begins. County staff has stated a desire to partner with the City on the environmental review task but a formal Board of Supervisors action will still be required. Staff is also contacting the other cities and town in the County to determine if other jurisdictions would be interested in partnering with the City and County on these efforts.

City Staff Commute Challenge - We are participating in another round of the Napa Commute Challenge. Seven of our employees are currently participating. The Solano Napa Commuter Information program has calculated that these participants have saved 3,514 pounds of CO2 from April 1, 2013 through May 1, 2013. Complete results may be viewed at the Solano Napa Commuter Information website: https://www.ridematch.511.org/SanFrancisco/rewards/EmployerChallengesRankings.jsp?challenge=106

Sustainable Purchasing Implementation - The sustainable purchasing implementation has been stalled due to the vacancy of the Purchasing Manager position since Decemeber. The Purchasing Manager has a key role in the implementation efforts.

Anti-Idling Policy - The policy document is now expected to be prepared by June 2013.

LED Streetlights - Staff has prepared a Request for Qualifications (RFQ) to select a design-build contractor to deliver the LED Streetlight Project. An agenda item is expected to be presented to Council on July 23, 2013 for consideration to approve a contract with the design-build contractor selected through the RFQ process. The California Energy Commission has approved a $2M loan at 1% interest for this project.

EV Charging Stations – Staff has identified a potential downtown location adjacent to existing electric systems that could support two to three charging stations without substantial utility upgrades. Staff will be applying for a grant under the Transportation Fund for Clear Air Program in order to pursue a project to install charging stations.

1/25/2013 - pbrun:

Plastic Bag Assessment - Staff conducted preliminary discussions with Napa County regarding options for a joint EIR if both agencies decide to move forward with an ordinance. Public Works prepared a reorganization plan to create a special projects division that includes sustainability. Julie Lucido was hired as a Sr. Engineer to lead this new division and will take over the plastic bag assessment with a report planned for Council in March 2013.

LED Streetlights - Staff has completed LED testing in the Sierra and Tallac neighborhood. In January, staff will conduct a test in the Silverado Creek subdivision behind Queen of the Valley Hospital. The RFP

for the project is slightly delayed due to additional testing. Staff expects to bring an item to Council in March to authorize issuance of the RFP. The California Energy Commission has approved a $2M loan at 1% interest for this project.

Anti-Idling Policy - The draft anti-idling policy document is being reviewed by operating departments. Due to staff working on their budgets in early 2013, the completion of this initiative is expected to be delayed until May 2013.

City Staff Commute Challenge - We have completed this year's participation in the Napa Green Commute Challenge, as one of 18 participating employers in Napa County. Three of our employees participated and each earned the Commute Champion award level by logging the use of a commute alternative on at least 30 workdays between September 1 and November 30, 2012. Complete results may be viewed at the Solano Napa Commuter Information website: http://www.commuterinfo.net/Content/10116/preview.html

Sustainable Purchasing Implementation - The sustainable purchasing team has identified the items of remanufactured/recycled toner and recycled paper as priority objectives, which have been encouraged for implementation city-wide by the purchasing manager. Additional sustainability efforts include reduced paper usage through the use of centralized and more efficient copiers as equipment lease renewals present themselves. The hiring of a staff person to focus on sustainability and collective work of the sustainable purchasing team will continue these efforts.

10/2/2012 - pbrun:
Plastic Bag Assessment - The City's Sustainability Coordinator, Andrea Fox, attended several meetings with CanDo and began preparing an assessment of a potential plastic bag ban in the City. Andrea resigned from the City effective September 7, 2012. Staff is attempting to fill the vacancy for the remainder of the limited term position thru June 30, 2013. Existing staff is not available to pick-up Andrea's involvement with CanDo, therefore, this action is delayed.

LED Streetlight Upgrades - The City applied for a loan from the California Energy Commission and expects the loan to be approved in October. Staff has ordered demo LED's from two leading manufacturers to test various wattages in the field to ensure proper sizing of the new lights. Staff expects to complete testing in November. An RFP for a turn-key project to design and install LED's is expected to be complete in December.

Anti-Idling Policy - A draft anti-idling policy document has been created. While attending the Green Fleet Conference, the City's Fleet Manager networked with several other agencies that had either planned or existing anti-idling policies. A comparison of policies will be made, and any features that would benefit our own policy will be incorporated. Fleet is looking at some new technologies, also discovered during attendance at the Green Fleet Conference, which will facilitate a reduction in idling in some of our more serious idlers.

City Staff Commute Challenge - The City registered for Napa Green Commute Challenge in August 2012 to allow our employees to participate. We have also registered for the Emergency Ride Home Program which is a support program offered to assist commuters with reimbursement for alternative transportation in emergencies. The Napa Green Commute Challenge promotion began in early September; information has been posted on the City's internal web site ICON, posters and brochures were distributed to all work locations for physical posting, and representatives from NCTPA attended the City Employee Picnic on

September 28. The Commute Challenge takes place from September thru November 2012, we will continue to promote throughout the Challenge time frame.

Sustainable Purchasing Implementation - The sustainable purchasing team is working with a consultant, the Responsible Purchasing Network, to develop guidelines on products identified by the team as priority items that provide both environmental and economic sustainability opportunities. Specifically the identified products are remanufactured toner and recycled toner and recycled paper/overall paper usage reduction. Once a Sustainability Coordinator is hired that person will be able to further assist in this process.

Project Milestones

Task	Department	Assigned	Contribution	DueDate	Status
City Staff Commuter Challenge	PW, Admin	Julie Lucido	15 %	12/3/2012	Complete
Plastic Bag Assessment	PW, Admin	Julie Lucido	20 %	3/22/2013	Complete
Explore Electric Vehicles	Fleet	Chris Burgeson	15 %	6/30/2013	On Time
Sustainable Purchasing Implementation	Finance, Purchasing	Ann Mehta	20 %	6/30/2013	On Hold
LED Streetlight Upgrades	PW, Maintenance	Phil Brun	20 %	6/30/2013	On Time
Anti-Idling Policy for City Vehicles	Fleet	Chris Burgeson	10 %	6/30/2013	On Time

Project Progress: 35% of 100% Complete

Last updated 5/15/2013

CITY of NAPA

FY 2012-2013
Capital Improvement Projects
3rd Quarter

Project	Page #
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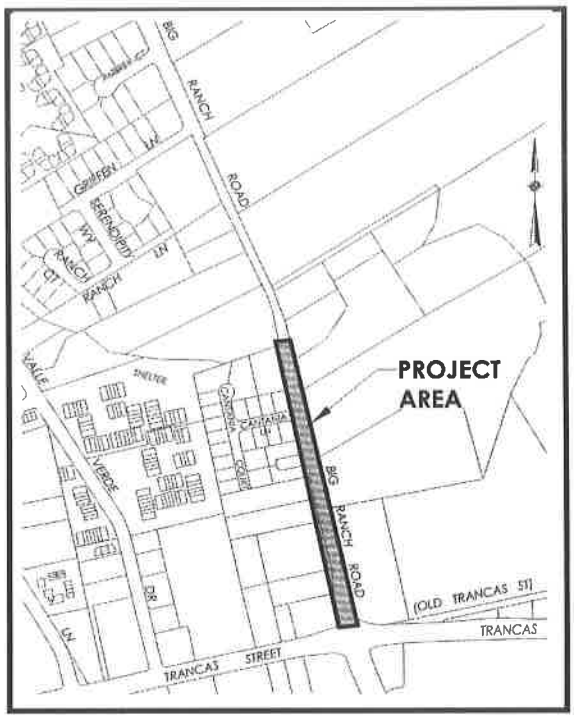
o Fire Station No. 1 Seismic Retrofit Project	92
o Main Street Boat Dock Project	93
o Napa Creek Box Culverts and Flood Terrace Project	94
o Napa River Dredging Project	95
o Saratoga Drive Extension Project	96

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

BIG RANCH ROAD WIDENING PROJECT
PROJECT NO. ST11PW02



PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

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

PROJECT STATUS:

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across four parcels. A total of $1,807,000 has been appropriated from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way, complete the design, and construct the project. A contract with Riechers Spence Associates to complete the design is underway and is approximately 85% complete. Completion of design is scheduled for the fall of 2013. Right-of-way acquisition documents were completed in January 2012.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									82%			
Bid & Award												
Construction												

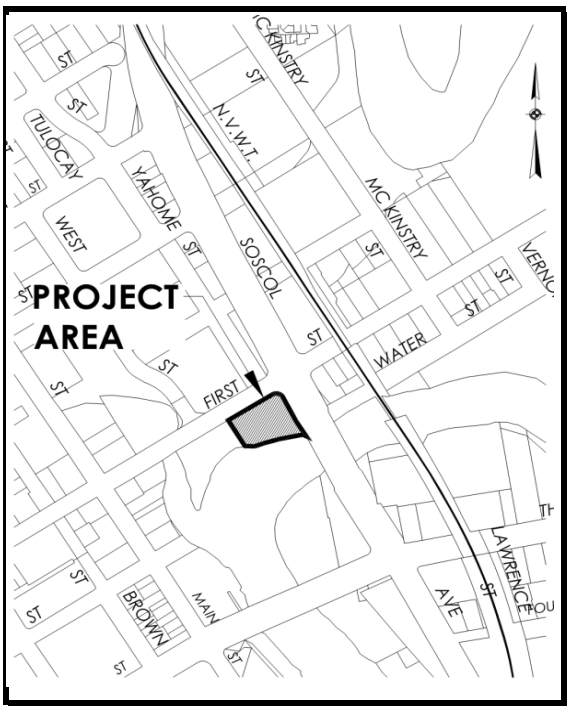
BUDGET STATUS:

PROJECT BUDGET: $1,807,000
BUDGET EXPENDED TO DATE: Approximately $64,000 was spent on the design prior to 2011, and approximately $80,000 has been spent to date on the design and preparing right-of-way documents since January 2011.

Last Update 4/29/2013

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 95% construction plans for review and comments. Project advertisement was anticipated for Summer 2013 with construction to begin in Fall 2013. However, as of April 2013, project advertisement has been postponed until 2014 per the direction of the City Manager pending State Department of Finance final determination on the availability of Redevelopment Funds.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									95%			
Bid & Award												
Construction												

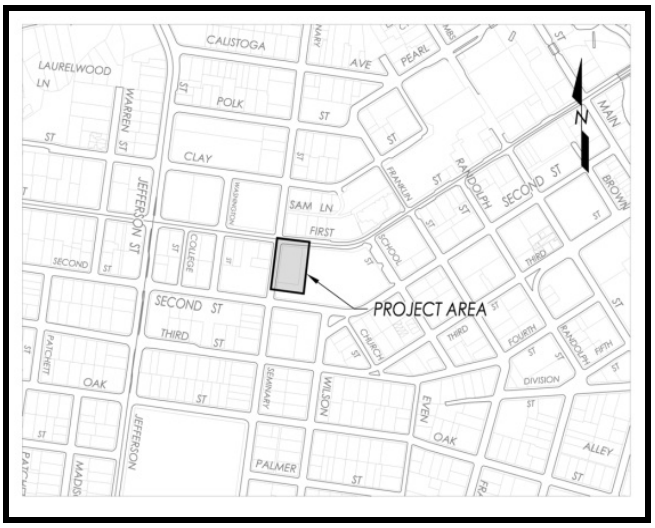
BUDGET STATUS:

PROJECT BUDGET: $660,000
BUDGET EXPENDED TO DATE: Approximately $7,000 of in-house engineering costs have been expended. The approximate percentage complete reflects the total design task progress to date.

Last Update 5/15/2013

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRE STATION NO. 1 SEISMIC RETROFIT
PROJECT NO. MS12FD02



PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

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

PROJECT STATUS:

ZFA Structural Engineers is continuing with the detailed design which will result in the delivery of a bid package for the fire station seismic retrofit and roof replacement. The seismic repairs will protect the building occupants and also provide a structure that is designed to be operational following a large seismic event. In addition, replacement of the chronically leaking roof structures over the offices and dormitory will be included as part of the retrofit project. A recently completed hazardous materials report has identified asbestos containing materials which must be removed as part of the construction process. The impacts from the asbestos abatement work and other safety concerns have prompted the need to move all fire station staff from the building throughout the construction process. Temporary facilities to house staff, equipment and vehicles will be provided in the City parking lot adjacent to the fire station. Construction is planned to begin in late summer 2013.

PROJECT SCHEDULE:			Q1			Q2			Q3			Q4
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									60%			
Bid & Award												
Construction												

BUDGET STATUS:

PROJECT BUDGET: $174,000 for design costs. A request to move $700,000 to this account from the CIP Builiding Reserve Fund is being is being made as part of the 2013/2014 budget to pay for project construction.
BUDGET EXPENDED TO DATE: Approximately $68,299.60 has been spent to date on consultant selection, the preliminary analysis and project design.

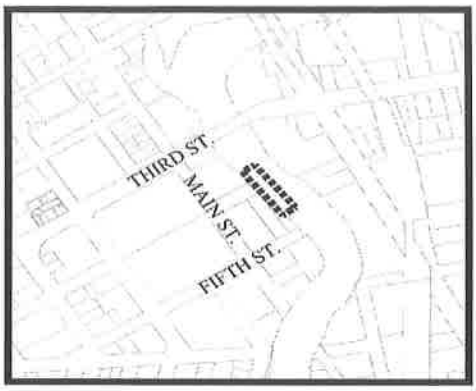
Last Update 4/30/2013

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MAIN STREET BOAT DOCK PROJECT
PROJECT NO. MS07PW01

PROJECT DESCRIPTION:

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



PROJECT AREA

PROJECT MANAGEMENT:

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

PROJECT STATUS:

Schedule	Project scheduled for construction in 2013, pending availability of funding. Per direction from City Management, construction in the 2012 season was postponed due to lack of funding.
Cost / Funding	With a 50' reduced dock length, the total project cost has been reduced to be approximately $1.5M. Council appropriated the funds to the project in December 2012.
Dredging	All dredge sampling and analysis has been completed.
Permitting	The City obtained its Water Quality Certification from the California Regional Water Quality Control Board in November of 2011 and a permit from the Army Corps of Engineers in March of 2012. The Streambed Alteration Agreement with the California Department of Fish & Game was signed in November 2012. The California State Lands Commission approved the new lease agreement for the dock in December 2012. Permitting for the project is now complete.
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 plans were completed in December 2012. Project specifications were completed in March 2013.
Construction	Construction bids were opened on March 28, 2013, with West Coast Contractors, Inc. having the lowest and best bid of $1,313,937. The contract was awarded to West Coast Contractors at the City Council Meeting of April 16, 2013.

PROJECT SCHEDULE — **Actual Percentage Complete**

Component	Start Date	FY End Date	2012 Jul	Aug	Q1 Sep	Oct	Nov	Q2 Dec	2013 Jan	Feb	Q3 Mar	Apr	May	Q4 Jun
Design/Permitting	Jan-09	Feb-13								100%				
Bid & Award	Feb-13	Apr-13										100%		
Construction	Aug-13	Oct-13												

CURRENT PROJECT BUDGET: $1,675,000

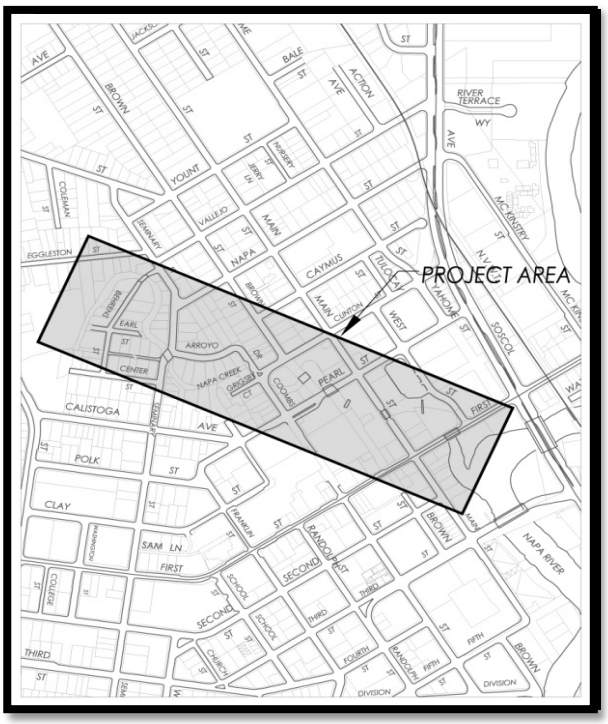
BUDGET EXPENDED TO DATE: $170,000

NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The $1,675,000 includes Public Works administrative charges, permitting, and construction.

Last Update 5/15/2013

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:

Work primarily consisted of the completion of the parking lot at Clinton and Brown, construction on the Behrens Street cul de sac, and the installation of the pedestrian bridge at Behrens Street. The City came to an agreement with the Army Corps of Engineers and the Napa County Flood District to release the contractor from paving by providing funding to the City to complete the work. The paving work by the City may be completed at the end of this year's paving season (October). However, scheduling is dependant upon receipt of funding from the Flood Control District. Formalization of the funding agreement is in developmement. Dependant upon timing of agreement approval, paving could potentially occur in Spring 2014. The pedestrian bridge at Behrens has been completed and the contractor is currently completing punch list items for the project. It is anticipated that all work will be completed by the end of May 2013.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction											100%	

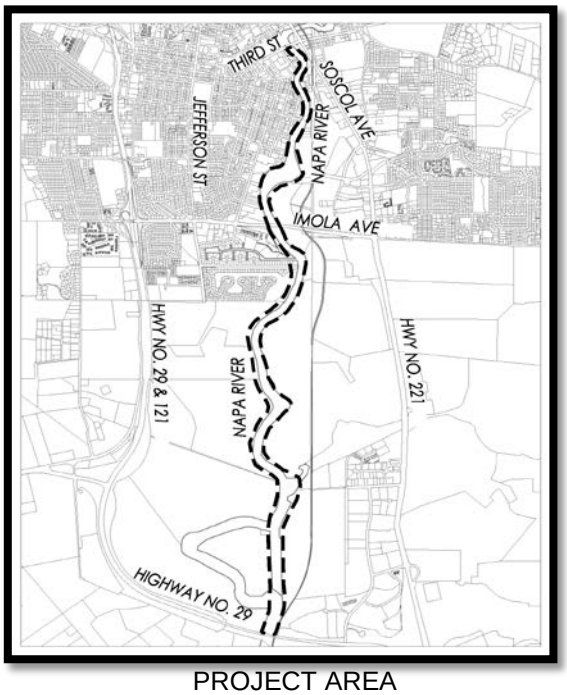
BUDGET STATUS:

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

Last Update 5/15/2013

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 less than $400,000 out of a rough estimate of $2M to perform limited maintenance dredging from the State Highway 29 (Butler) Bridge to Third Street (down from an original balance of $700,000). Nevertheless, the Corps agreed to begin a dredge project for this reach. The Corps completed their new hydrographic survey in May 2012. In addition, the City and the Napa County Flood Control District started 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 in October 2012. Depending on the Corps' ability to fund a river dredge project, the City remains open to contributing available funds as well. In December 2012 the Council approved a $25,000 appropriation to investigate the formation of a dredge maintenance district composed mainly of properties fronting the Napa River. On May 1, 2013, the City issued a Request for Proposal (RFP) seeking financing district formation services for this project. Responses to the RFP are due on May 23, 2013. We anticipate up to 4-6 weeks before the Assessment District formation team is on board to assist with the district formation.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting									0%			
Bid & Award												
Construction												

BUDGET STATUS:

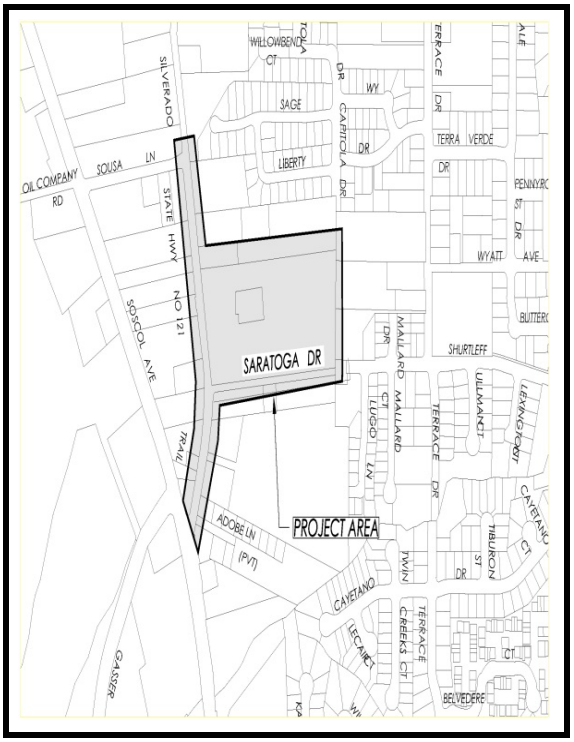
PROJECT BUDGET: $25,000

BUDGET EXPENDED TO DATE: None

Last Update 5/15/2013

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

Saratoga Drive Extension Project (ST04PW02)



PROJECT DESCRIPTION:

The Saratoga Drive Extension Project extends Saratoga Drive to connect to Silverado Trail. The work consists of street construction, water, sanitary sewer, storm drains, joint trench, street lighting, and a traffic signal. There is utility construction on Silverado Trail that is part of the project.

PROJECT MANAGEMENT:

City of Napa, Public Works
Neil Mathiesen
Contractor:
Ghilotti Bros.

PROJECT STATUS:

The Notice to Proceed was issued on September 12. The City has attended two Partnering Meeting with Ghilotti Bros. and the Construction Management team for the Alexander Crossing Apartments. The two projects are adjacent to each other and construction is occurring at the same time. Coordination through Partnering is required to make each project successful. The work completed during this period was primarily SWPPP, earthwork, installation of storm drainage, water mains, sanitary sewer main, traffic signal, road widening, and curb, gutter and sidewalk on Silverado Trail. Work during the next quarter will include continued closing of Silverado Trail between Sousa and Soscol on weekdays to install utilities in Silverado Trail and grading for the road widening and retaining walls. Work will also continue on Saratoga and Capitola Ave. Additional right-of-way work has extended project timeline, and the project is now expected to be completed by August 2013.

PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award		100%										
Construction									53%			

BUDGET STATUS:

CONTRACT BUDGET: $4,943,788
BUDGET EXPENDED TO DATE: $2,656,154

Last Update 5/3/2013

CITY of NAPA

Report on Service Center (CRM) activity Q3 FY 2012-13

The City of Napa Citizen Relationship Management (CRM) system is a web-based software system that contains a database of frequently asked questions and answers, allows a citizen to submit questions that are routed to staff based on the question content, and allows citizens to submit 27 different types of specific service requests.

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

Service requests can be fully completed online by the citizen through the Service Center portal accessed from www.cityofnapa.org. 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 **407 external service requests** were processed and closed by Public Works and Parks and Recreation via the CRM system in the third quarter of FY 2012-13. This is 92 fewer requests than submitted in the second quarter of FY 2013-13 and 19 fewer than the number submitted one year ago in the third quarter of FY 2011-12.

The accompanying table shows the total number of service requests made in the 24 request types handled by Public Works and Parks and Recreation Services during the period Jan 1-Mar 31, 2013, and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

NOTES:

SLAs were met or exceeded in 15 of 24 service request types for this reporting period.

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.*

Ongoing drainage problem: There were 3 service requests in this category during this quarter. Often these drainage problem reports highlight problems that are already known to exist but are not urgent and may be difficult to solve. The 125 day average time to close was the result of an low-priority item being left open in the CRM system for about one year. It was left open by a retiring employee in Jan 2012, and was closed out in Jan 2013 when it was disscoverd.

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

Jan 1-Mar 31, 2013

Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	1	5.63	5
City landscaping issue	3	4.25	6
Clogged storm drain	0	0	1
Construction site problems	0	0	1
Dead Animal	16	1.3	1
Graffiti	6	1.51	2
Light out	104	1.3	3
Litter or debris	40	1.43	2
Miscellaneous park/public space issue	2	3.87	5
New streetlight	1	0.08	5
Ongoing drainage problem	3	125.12	5
Park issue	21	5.09	5
Pollution report	0	0	1
Pothole	92	2.18	2
Rough road surface	10	3.2	5
Sign problem	14	2.27	2
Street sweeping	8	2.23	2
Traffic signal malfunction	6	1.16	1
Tree issue	74	4.52	5
Utility pole issue	4	1.07	5
Water leak	0	0	1
Water pressure problem	1	2.25	1
Water quality issue	0	0	1
Weeds	1	3	5

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