



Third Quarter Report FY 2017-2018



City Manager's Office

May 15, 2018

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 3rd quarter financial report for FY2017-18. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Parness", with a long horizontal flourish extending to the right.

Mike Parness
City Manager



Quarterly Financial Report *As of March 31, 2018*

Introduction

This Quarterly Financial Report provides an analysis of the City's General Fund and Proprietary Fund revenues and expenditures for the third quarter of the 2017/18 fiscal year.

Management's Overview

The City's two-year budget for fiscal years 2017/18 and 2018/19 was adopted by the City Council on June 20, 2017. Adjustments were approved with the first quarter report on December 5, 2017. The purpose of the quarterly report is to provide regular updates to the Council regarding revenue and expenditure trends to ensure the City Council has a strong understanding of the City's current financial condition. The numbers in this report are based on the FY 2017/18 revenues and expenditures through March 31, 2018. A discussion of the significant budget items is presented below.

FY 2017/18 Budget

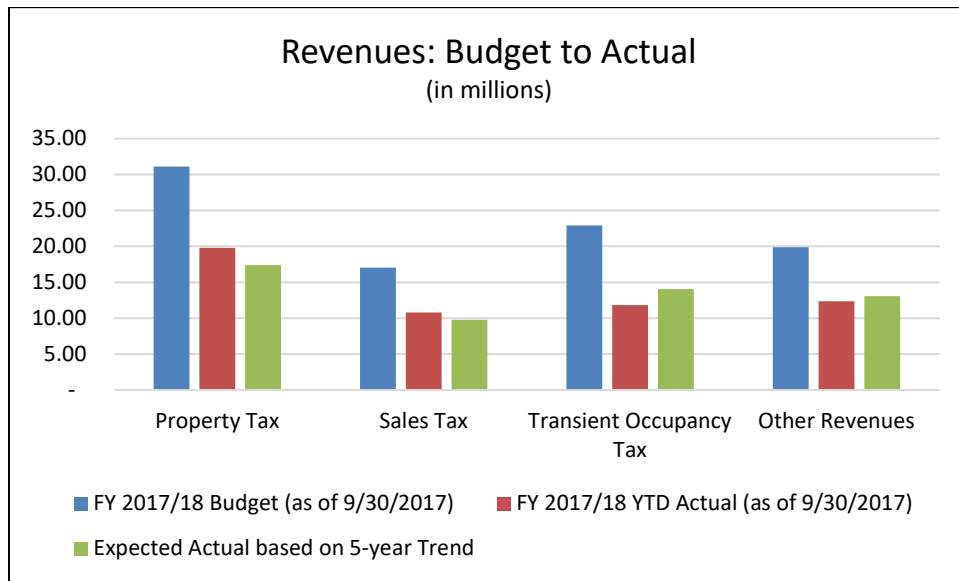
The FY 2017/18 budget as originally adopted estimated revenues of \$90.5 million to fund expenditures of \$89.2 million, resulting in a \$0.3 million surplus after funding incremental increases to emergency, operating and contingency reserves in accordance with the Council adopted fiscal policy. Adjustments have since increased total budgeted revenue to \$90.97 million, and total budgeted expenditures to \$92.99 million. The budgeted expenditures include \$2.6 million budgeted for the maximum amount of the Civic Center termination payment which would be owed if the City pulls out of the project. This amount would be paid from the City's Operating Reserve, rather than current year revenue, making budgeted operating expenditures for the year \$90.39 million (\$0.58 million under budgeted revenue). Current projections estimate \$90.55 million of revenue and \$88.82 million of operating expenditures (this excludes the \$1.92 million transferred to the CIP Infrastructure Reserve, as these funds came from FY 2016/17 surplus). These projections result in an approximate surplus of \$0.28 million after fully funding reserves.

General Fund Summary

	FY 2017/18 Budget (as of 3/31/2018)	FY 2017/18 YTD Actual (as of 3/31/2018)	% to date (Budget to Actual)	FY 2016/17 YTD Actual (as of 3/31/2017)	FY 2016/17 Annual Totals	% to date	FY 2017/18 Projected (as of 3/31/2018)	Proposed Third Quarter Adjustment
Beginning Available Fund Balance [1]	7.57	7.57					7.57	
Operating Revenues								
Property Tax	31.13	19.80	64%	16.82	29.11	58%	31.43	-
Sales Tax	17.05	10.80	63%	10.49	17.16	61%	17.71	-
Transient Occupancy Tax	22.93	11.84	52%	12.06	19.47	62%	21.32	-
Business License Tax	3.50	2.92	83%	2.74	3.41	80%	3.50	-
Other Taxes	2.76	1.10	40%	1.00	2.57	39%	2.75	-
Licenses and Permits	2.91	1.43	49%	1.91	2.53	75%	2.66	-
Charges for Services	5.27	2.31	44%	4.51	5.86	77%	5.28	-
Intergovernmental	0.68	1.04	154%	0.67	0.76	89%	1.12	-
Investment Earnings	0.25	0.24	95%	0.22	0.33	68%	0.28	-
Miscellaneous / Other Revenues	0.28	0.24	85%	0.14	0.22	62%	0.29	-
Transfers In	4.22	3.07	73%	2.55	3.50	73%	4.22	-
Total Operating Revenues	90.97	54.78	60%	53.12	84.92	63%	90.55	-
Operating Expenditures								
City Council / City Clerk	1.20	0.74	62%	0.75	1.10	68%	1.07	-
City Manager	1.39	0.77	55%	0.87	1.23	71%	1.27	-
Finance	6.91	4.52	65%	4.07	5.72	71%	6.56	-
City Attorney	1.21	0.81	67%	0.74	1.03	72%	1.12	-
Human Resources	1.41	0.82	58%	0.83	1.15	72%	1.27	-
Community Development	5.67	3.03	53%	2.81	4.31	65%	5.11	-
General Government	8.73	3.92	45%	2.12	5.92	36%	8.03	-
Included in General Government:								
Set-Aside for Civic Center Termination Payment [1]	2.60	-	0%	-	-	-	-	-
Transfer to CIP Facilities Reserve (current FY)	1.71	-	0%	-	1.59	-	1.71	-
Transfer to CIP Infrastructure Reserve (current FY)	0.85	-	0%	-	0.79	-	0.85	-
Transfer to CIP Infrastructure Reserve (prior FY surplus) [1]	-	1.92	-	-	-	-	1.92	-
Police Department	28.28	20.33	72%	18.81	26.02	72%	28.74	-
Fire Department	17.42	13.48	77%	12.33	17.00	73%	18.46	-
Public Works	10.65	6.40	60%	5.82	8.52	68%	9.60	-
Parks & Recreation	10.10	6.77	67%	6.00	8.92	67%	9.51	-
Total Operating Expenditures	92.99	61.60	66%	55.15	80.91	68%	90.74	-
Operating Reserve	0.23	0.23					0.23	
Emergency Reserve	0.64	0.64					0.64	
Contingency Reserve	0.09	0.09					0.09	
Reserve for Anticipated Carryforwards	-	-					0.50	
Projected Ending Available Fund Balance	4.59						5.92	

[1] Beginning Available Fund Balance includes \$4.97 million of Undesignated Fund Balance and \$2.60 million from the Operating Reserve (earmarked for the Set-Aside for Civic Center Termination Payout). The \$4.97 million of Undesignated Fund Balance includes \$1.92 million of surplus from FY 2016/17, to be transferred to the CIP Infrastructure Reserve in FY 17/18

Major Revenues



Property Tax

The FY 2017/18 Property Tax revenues are currently budgeted at \$31.1 million. Property tax received through the third quarter is 13.9% higher than the five-year historical trend, and we currently anticipate collecting \$31.4 million this fiscal year. The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (13.3%) and industrial property (6.4%). Real estate values continue to grow, with a 3.8% increase in Napa estimated home values from March 2017 to March 2018. Current projections estimate approximately 2.6% growth in home values over the next year, which will help to increase our property tax revenue.

Sales Tax

Sales Tax revenues for FY 2017/18 are currently budgeted at \$17.1 million. Currently, sales tax received as of the third quarter is 10.8% higher than the five-year historical trend, and we project total sales tax to come in at \$17.7 million this year. Sales tax is received in monthly advances from the Board of Equalization based on prior year actual revenues received, and lag two (2) months behind. A "true-up" payment is received quarterly on the actual taxable sales reported in the prior quarter. Sales tax revenues shown in this quarterly report include the January 2018 advance payment and the "true-up" payment for October through December 2017 actual sales.

The top 3 Sales Tax generating categories in Napa continue to be Food Products, General Retail and Transportation. Restaurants and Auto Sales-New make up the two largest economic segments within the broader categories above, with 17.0% and 10.0% of total taxable sales respectively for the year ending March 31, 2018.

Other items we continue to track include gasoline prices, which have been rising since 2016. The average price in March 2018 was 13.6% higher than in March 2017; these higher gas prices help the City to collect more in sales tax for our transportation category. Meanwhile, e-commerce continues to grow, resulting in less direct sales tax revenues and more sales tax revenues allocated from the County pool. Over the past five years, the County pool portion of total sales tax has grown from 10.8% of total sales tax received to 12.1%. The portion the City receives from the County pool is less than we would receive from direct sales tax revenue, so the growth in online sales is causing our sales tax revenue to grow at a slower pace.

For the year ended March 2018, three of our six sales tax categories showed increases over the prior year, while the other three had small decreases. Food Products, Transportation and Construction increased by 7.6% in total, while General Retail, Business to Business and Miscellaneous decreased by 5.3% in total. Overall, sales tax increased by \$0.49 million over the year ended March 2017.

Transient Occupancy Tax

FY 2017/18 Transient Occupancy Tax (TOT) revenue was budgeted at \$22.9 million. There were 26 hotels, 21 bed and breakfast establishments, 41 non-hosted and 55 hosted vacation rentals generating transient occupancy tax revenue within the City as of the end of the third quarter. TOT received through the third quarter is currently trending 15.9% below expected revenue primarily due to the October fires and new development coming in lower than anticipated. October 2017 TOT revenue was 20% lower than October 2016 TOT revenue due to the fires. TOT began to recover in November, and February 2018 TOT revenue was 7% higher than February 2017. We are currently projecting that TOT revenue will come in at \$21.3 million for the year, \$1.61 million under budget.

Other Revenues

Business License Tax and *Other Taxes* are on trend with the average percentage collected from prior year and are expected to come in at budget.

Licenses and Permits revenues are low as compared to the five-year averages for the third quarter. We are anticipating final revenues to come in 20% under the budgeted amount.

Charges for Services revenues overall are low as compared to the five-year averages for the third quarter, as we have not received payment on the City's dispatch contracts. All other Charges for Services are currently at 77% of budget, and we do anticipate final revenues slightly exceeding the budget.

Intergovernmental revenues are higher than budgeted for the year; this is primarily due to higher than anticipated CalOES reimbursements for the October fire.

Investment Earnings are currently at 95%, well above the anticipated 75% expected for the third quarter.

Miscellaneous Revenues include Rents and Royalties, as well as Contributions/Donations from Private Sources. This category is currently at 85% of the annual budget, and is expected to end the year slightly over budget.

Expenditures

As of March 31, 2018, most departments were operating within 75% of their approved budgets. The Fire Department has spent 77% of its budget as of the third quarter due to high overtime costs. In the second quarter, the \$1.9 million FY 2016/17 General Fund operating surplus was transferred to the CIP General Fund Reserve. This transfer moves available fund balance from fund 100 to fund 301, and while it does not affect the FY 2017/18 operating budget it is included in General Government actual expenditures for FY 2017/18.

The following table provides the expenditure budget and actual spent to date for each department through March 31, 2018:

Expenditures by Department	Budget	Actual	%
	<i>3/31/2018 \$ in millions</i>	<i>3/31/2018 \$ in millions</i>	
City Council / City Clerk	1.20	0.74	62%
City Manager	1.39	0.77	55%
Finance	6.91	4.52	65%
City Attorney	1.21	0.81	67%
Human Resources	1.41	0.82	58%
Community Development	5.67	3.03	53%
General Government	8.73	3.92	45%
Police Department	28.28	20.33	72%
Fire Department	17.42	13.48	77%
Public Works	10.65	6.40	60%
Parks & Recreation	10.10	6.77	67%
Total Expenditures	92.99	61.60	66%

Non-Recurring General Fund

Non-Recurring General Fund Summary

	FY 2017/18 Budget (as of 3/31/2018)	FY 2017/18 YTD Actual (as of 3/31/2018)	% to date (Budget to Actual)	FY 2016/17 YTD Actual (as of 3/31/2017)	FY 2016/17 Annual Totals	% to date	FY 2017/18 Projected (as of 3/31/2018)	Proposed Third Quarter Adjustment
Beginning Available Fund Balance	5.20	5.20					5.20	
Non-Recurring Revenues								
Property Tax (Excess ERAF)	-	0.45	-	1.24	1.24	100%	0.45	-
Sales Tax (Unwind Triple Flip)	-	-	-	-	-	-	-	-
Licenses and Permits	0.35	0.12	34%	0.10	0.14	76%	0.23	-
Charges for Services	0.40	0.69	173%	0.31	0.93	33%	0.74	-
Intergovernmental	6.09	1.46	24%	(0.04)	0.63	-7%	2.42	-
Miscellaneous / Other Revenues	0.64	0.64	100%	0.01	0.01	100%	0.64	-
Transfers In	0.43	0.07	16%	0.23	0.23	100%	0.43	-
Total Non-Recurring Revenues	7.91	3.42	43%	1.85	3.18	58%	4.91	-
Non-Recurring Expenditures								
Salaries & Wages	0.37	0.89	237%	0.15	0.05	319%	1.09	-
Benefits	0.02	0.24	1079%	0.05	0.00	1150%	0.46	-
Services	4.75	2.50	53%	0.67	2.57	26%	3.50	-
Materials and Supplies	0.47	0.23	49%	0.06	0.05	130%	0.36	-
Capital Outlay	6.09	0.03	0%	0.24	0.27	90%	0.10	-
Transfers Out	0.21	0.06	26%	-	0.32	0%	0.21	-
Total Non-Recurring Expenditures	11.92	3.95	33%	1.17	3.26	36%	5.73	-
Net Impact of Non Recurring	(4.01)	(0.52)					4.38	
Projected Ending Fund Balance	1.19	4.67						

After several years of receiving Excess ERAF revenue, the decision was made in the FY 2017/18 budget to include \$0.5 million in the General Fund Property Tax budget each year for anticipated Excess ERAF. The City received \$0.95 million of Excess ERAF this fiscal year, and recorded \$0.5 million in the General Fund and \$0.45 million in the Non-Recurring General Fund.

General Fund Reserves

In accordance with the City's Fiscal Policy, the City maintains an Operating Reserve of 5%, an Emergency Reserve of 14% and a Contingency Reserve of 1% of the annual General Fund Operating Budget. The CIP Facilities Reserve receives a transfer equal to 2% of the General Fund Operating Budget, and the CIP General Fund Reserve a transfer of 1% of the General Fund Operating Budget.

Resolution R2017-110 approved the use of up \$2.6 million of the Operating Reserve to cover the potential termination payment for the Civic Center Project. This payment (or a portion thereof) would only be made if the project does not move forward.

Reserves (in millions)	FY 2017/18 Beginning Balance	Budgeted Expenditures	Budgeted Transfer	FY 2017/18 Ending Balance
Emergency Reserve	11.29	-	0.64	11.93
Operating Reserve	4.03	(2.60)	0.23	1.66
Contingency Reserve	0.55	-	0.09	0.63
CIP Facilities Reserve	5.96	(3.64)	1.71	4.03
General Fund Projects Reserve	8.91	(7.90)	1.17	2.18
Total Reserves	30.74	(14.13)	3.83	20.44

Proprietary Funds

In addition to the General Fund, the Quarterly Financial Report also provides a snapshot of the City's Proprietary Funds. Proprietary funds are those funds in which the City charges a fee to customers to recover the cost of providing the service. These funds are made up of Enterprise Funds and Internal Service Funds. Both types of funds are presented separately below, along with summary information for each of the individual funds within each category.

Enterprise Funds

Enterprise Funds are those funds that provide goods or services to the public for a fee that makes the entity self-supporting. Napa's Enterprise Funds include: Solid Waste & Materials Diversion and Water. A listing of these funds and summary of the quarterly activity follows below:

Solid Waste & Materials Diversion Fund

The Solid Waste & Materials Diversion Fund is responsible for the collection, processing, public education and long-term planning related to solid waste materials generated in the City of Napa. Beyond the safe and cost-effective handling of solid waste materials, the fund's primary mission is to maximize the diversion of solid waste materials from landfill disposal in order to meet or exceed State mandates. A summary of the Solid Waste & Materials Diversion Fund activity through March 31, 2018 is provided below:

Solid Waste & Materials Diversion Fund

	FY 2017/18 Budget (as of 3/31/2018)	FY 2017/18 YTD Actual (as of 3/31/2018)	% to date (Budget to Actual)	FY 2016/17 YTD Actual (as of 3/31/2017)	FY 2016/17 Annual Totals	% as of 3/31/2017
Beginning Available Balance [1]	2.17	2.17				
Operating Revenues						
Refuse Collection Charges	18.18	14.44	79%	14.49	18.48	78%
MDF Gate Fees	3.14	2.26	72%	1.58	2.45	65%
Material Sales	6.20	4.49	72%	4.36	5.97	73%
Other Revenues	0.24	0.29	119%	0.19	0.17	112%
Total Operating Revenues	27.76	21.47	77%	20.62	27.07	76%
Operating Expenditures						
Salaries and Benefits	1.13	0.75	67%	0.72	1.04	69%
Contractor Service	16.89	11.00	65%	10.35	14.56	71%
Transfer Station Disposal Fees	3.20	2.10	66%	2.24	3.30	68%
MDF Facility Materials	2.10	1.40	66%	1.34	2.33	57%
Other Materials, Supplies & Services	1.91	1.28	67%	0.55	0.81	68%
Administrative Support & Transfers	0.90	0.23	25%	0.38	0.52	74%
Total Operating Expenditures	26.13	16.76	64%	15.59	22.56	69%
Operating Surplus/(Deficit)	1.63	4.71				
Non-Recurring Revenues	12.80	0.04	0%	(0.00)	0.00	-4%
Non-Recurring Expenditures	0.06	0.03	48%	0.46	0.64	73%
Capital Expenditures	13.95	1.67	12%	0.44	0.41	108%
Transfer to Street Resurfacing	1.92	1.44	75%	1.40	1.87	75%
Debt Service Expenditures	0.33	0.33	100%	0.28	0.29	95%
Projected Ending Available Balance [1]	0.34					

[1] Available Fund Balance = Fund Balance Available for Appropriation (Reserved for CIP, Undesignated Fund Balance)

Refuse Collection Charges and MDF Gate Fees are on track, with revenue as a percentage of budget comparable or higher to prior year at 3-4% above adopted budget. Material Sales are lagging slightly, with only 72% of budget received instead of the expected 75%. MDF gate fees are slightly behind the adopted FY 2017/18 budget (at 72%) but it should be noted that the actual MDF gate fee revenue was \$0.67 million higher than actual revenue for same first nine-month period of FY 2016/17. This represents more third-party use of the City MDF with tonnage throughput for CY2017 growing to a little over 157,000 tons vs. 141,000 tons for CY2016.

On April 17, 2018, the City Council approved the 2018 Contract Amendment to the City-Napa Recycling & Waste Services (NRWS) agreement. This amendment extended the contract term 14 years through the end of calendar year 2031. Please note that a mid-year budget adjustment will soon go to Council for consideration of fiscal items related to the contract amendment as well as other current FY2017/18 actuals within the Fund.

The most significant capital project expenditures are in support of the covered compost/stormwater upgrades at the City's Materials Diversion Facility (MDF). In late 2016, the City approved a \$12.5 million direct bond issuance for the covered compost, storm water upgrades, roof extensions and a southeast corner concrete pad at the City MDF. Design-Build Request for Proposals (RFPs) for these bond-funded facility improvements were issued in April and May 2017. A \$2.1 million contract for construction of the southeast corner concrete and roof extensions was

finalized in late September. On February 6, 2018, Council approved a resolution to authorize a not-to-exceed \$10.4 million design-build construction contract for compost operations and stormwater improvements. For both the anaerobic digestion to biofuel system and potential biomass gasification plant(s), ongoing cost/benefit analysis continue as both estimated necessary capital costs and market conditions (e.g., retail cost of compressed natural gas, limited outlets for chipped wood energy production) continue to change significantly.

Water Fund

The Water Fund is responsible for the operation, maintenance and improvement of the municipal water system serving the City and adjacent areas. The Fund's mission is to provide an uninterrupted supply of high quality and low cost water to the community for consumption, sanitary needs, irrigation and fire protection. The Water Fund's Administration, Engineering, Treatment, and Distribution sections accomplish this mission by delivering nearly 13,000 acre-feet (4.2 billion gallons), down from pre-drought 15,000 acre-feet (5 billion gallons) of water meeting State and Federal drinking water regulations, investing in capital improvements, planning for long-term water supply needs, responding to emergency repairs, and maintaining a proactive water conservation program. A summary of the Water Fund activity through March 31, 2018 is provided below:

Water Fund							
	FY 2017/18 Budget (as of 3/31/2018)	FY 2017/18 YTD Actual (as of 3/31/2018)	% to date (Budget to Actual)	FY 2016/17 YTD Actual (as of 3/31/2017)	FY 2016/17 Annual Totals	% as of 3/31/2017	Proposed Third Quarter Adjustments
Beginning Available Balance [1]	14.21	14.21					
Operating Revenues							
Charges for Services	24.54	18.42	75%	16.16	25.24	64%	1.83
Other Revenues	0.28	0.26	95%	0.25	0.21	117%	-
Total Operating Revenues	24.82	18.68	75%	16.41	25.45	64%	1.83
Operating Expenditures							
Salaries and Benefits	8.87	5.86	66%	5.52	7.80	71%	-
Services, Materials and Supplies	12.93	7.28	56%	7.64	12.23	62%	-
Administrative Support	1.58	1.19	75%	1.38	1.84	75%	-
Total Operating Expenditures	23.38	14.33	61%	14.54	21.88	66%	-
Operating Surplus/(Deficit)	1.44	4.36		1.87	3.57		
Capital and Non-Recurring Revenues	3.02	2.19	72%	2.97	2.60	114%	-
Capital and Non-Recurring Expenditures	14.15	1.25	9%	0.85	4.83	18%	-
2014 Earthquake Revenues (FEMA/CalOES)	0.25	1.31	0%	(0.74)	0.05	-1566%	-
2014 Earthquake Expenditures (FEMA/CalOES)	0.34	0.32	0%	0.60	1.07	56%	-
Debt Service Expenditures	3.42	0.83	24%	0.87	1.73	50%	-
Water Interfund Transfer Revenue	0.08	-	0%	-	3.64	0%	-
Water Interfund Transfer Expenditures	0.08	-	0%	-	3.64	0%	-
Projected Ending Available Balance [1]	1.01						

[1] Available Fund Balance = Fund Balance Available for Appropriation (Reserved for CIP and Undesignated Fund Balance).

Water consumption post-drought continues to be at lower levels than 2013 before the State Drought mandate. Revenue budgets have been recalibrated to reflect these lower consumption levels. Rate changes to reflect the cost of service provided were effective December 1, 2017 and the first cycle of bimonthly bills are reflected in Q3 of fiscal year 2018/19. We are proposing revenue adjustments totaling \$1.83 million to add the anticipated additional revenue from the rate increase.

The Governor's mandate of reduced consumption for municipal water users has had a profound impact on revenues for City of Napa and all municipal water providers in California. Water operating expenditures are slightly under budget and staff worked hard to delay expenditures in light of known reduced sales and corresponding revenue. Most costs to provide 24/7 service do not correlate directly to the volume consumed.

The 12-inch Water Main Project on 3rd street (\$1 million) is in construction. The Barwick Jamieson Centrifuge equipment (\$1.6 million) work has been delayed due to response efforts associated with the loss of two pump stations during the October 2017 Atlas fire. The ongoing capital projects that will be constructed in FY 2018/19 include, but are not limited to Highway 29 directional drilling repair projects (totaling \$3.9 million) that are a result of the August 2014 earthquake and funded by CalOES and FEMA. These projects are pending the imminent release of State and Federal permits. An additional \$2.5 million is pending design approvals for the installation of eleven 36-inch transmission main valves. Finally, through the design-bid-build process the two pump stations in the Silverado area will be constructed in FY 2018/19.

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, Post-Employment Benefits, and Equipment Replacement.

The Post-Employment Benefits fund currently has expenditures at 172% of budget. This is due to the transfer of FY 2016/17 funds to the pension trust, which was processed in FY 2017/18. The transfer shows as an expense in the current fiscal year, but is paid from fund balance rather than current year revenue. No budget adjustment is requested.

Internal Service Funds	FY 2017/18 Budget (as of 3/31/2018)	FY 2017/18 YTD Actual (as of 3/31/2018)	% to date (as of 3/31/2018)	FY 2016/17 Actual (as of 3/31/2017)	% as of 3/31/2017	Proposed Third Quarter Adjustments
Fleet Management Fund						
Available Capital [1]	1.12	1.12		2.19		
Revenues	5.17	3.56	69%	2.86	62%	
Expenditures	5.83	3.50	60%	1.61	37%	
Fund Balance Addition/(Reduction)	(0.66)	0.06		1.25		
Projected Ending Available Balance	0.46					
Fleet - Fire Apparatus Replacement Fund						
Available Capital [1]	2.17	2.17		0.26		
Revenues	0.35	0.27	77%	0.17	51%	
Expenditures	-	0.00	-	0.00	0%	
Fund Balance Addition/(Reduction)	0.35	0.27		0.17		
Projected Ending Available Balance	2.52					
Central Stores Fund						
Available Capital [1]	(0.31)	(0.31)		(0.30)		
Revenues	0.60	0.40	66%	0.31	34%	
Expenditures	0.60	0.36	60%	0.31	34%	
Fund Balance Addition/(Reduction)	-	0.04		0.00		
Projected Ending Available Balance	(0.31)					
IT Replacement						
Available Capital [1]	0.08	0.08		0.07		
Revenues	0.16	0.12	75%	0.09	49%	
Expenditures	0.16	0.14	84%	0.05	31%	
Fund Balance Addition/(Reduction)	-	(0.01)		0.03		
Projected Ending Available Balance	0.08					
Risk Management						
Available Capital [1]	4.66	4.66		3.98		
Revenues	5.40	4.48	83%	2.39	52%	
Expenditures	5.47	3.72	68%	2.27	49%	
Fund Balance Addition/(Reduction)	(0.08)	0.76		0.12		
Projected Ending Available Balance	4.58					
Post Employment Benefits (PEB)						
Available Capital [1]	2.12	2.12		(0.29)		
Revenues	1.01	0.88	87%	0.52	39%	
Expenditures	1.06	1.83	172%	1.80	136%	
Fund Balance Addition/(Reduction)	(0.06)	(0.95)		(1.28)		
Projected Ending Available Balance	2.06					
Equipment Replacement						
Available Capital [1]	0.20	0.20		0.10		
Revenues	0.10	0.08	77%	0.05	51%	
Expenditures	-	0.00	-	-	0%	
Fund Balance Addition/(Reduction)	0.10	0.08		0.05		
Projected Ending Available Balance	0.30					

[1] Available Capital = Fund Balance available for Appropriation

What We Are Watching

Nationally:

The Fed increased rates by a quarter percentage in March. It is currently expected that the Fed will increase rates another two to three times in 2018.

The advance estimate for January-March 2018 GDP is 2.3%, lower than the prior three quarters. However, this estimated Q1 growth is higher than the growth in both Q1 2017 and Q1 2016. The GDP increase was partly due to increased nonresidential fixed investment and personal spending, although those gains were partially offset by increases in imports. The International Monetary Fund currently projects that final 2018 US GDP will be 2.9%, and the 2018 US Inflation rate at 2.5%.

State:

California's unemployment rate in March 2018 was at 4.2%, lower than the March 2017 rate of 5.1%. Over the last 12 months, the labor force grew by 175,100 people and the number of unemployed people decreased by 157,400.

The California Department of Tax and Fee Administration is currently projecting that California taxable sales for FY 2017/18 will be approximately 5% higher than FY 2016/17 sales. We are currently projecting that our sales tax revenue for FY 2017/18 will be 3% higher than FY 2016/17 revenue.

In December 2016, the CalPERS Board of Administration voted to lower the discount rate from 7.5% to 7% over the next three years. This lowering of the discount rate will increase the City's contributions to CalPERS beginning in FY 2018/19.

We continue to monitor legislation that could impact the City's financial position.

Local Economic Condition:

We are closely monitoring TOT and sales tax revenue to determine the impact of October's Atlas fire on Napa tourism. While October TOT was lower than usual, November through February revenues are higher than the same period in the prior fiscal year. City property affected by the fire was covered by insurance, and we are working with FEMA on projects needed to repair fire damage.

Additionally, the City has projects related to the January and February 2017 winter storms going through the approval process with FEMA.

Property and transient occupancy tax revenues continue to rise in the City. The housing market is still strong, with the median list price for a home in Napa at \$762,000 in March 2018, a 2.8% increase over March 2017. Home values are expected to increase by approximately 2.6% over the next year.

Napa County's unemployment rate continues to be lower than California's overall rate, and was 3.2% for March 2018. Over the last twelve months, the labor force in the County increased by 400 people and the number of unemployed people decreased by 600. The March 2018 rate of 3.2% is lower than the March 2017 rate of 4.1%.

Recommendation

Adopt a resolution approving amendments to the budget for the 2017/18 Fiscal Year, with the following adjustments. The revenue adjustments for the Water Fund are discussed in the Water section, and increase the revenue budget to account for the rate increases that went into effect on December 1, 2017. Public Works has requested to reduce the planned transfer amount from the Traffic Fund to the Street Resurfacing Program. Adjustments are also requested for the Public Arts Fund and the CIP Fund; projects that were originally budgeted in the Public Arts Fund will be part of CIP and so the funds will be transferred to CIP and spent from that fund for project tracking. An adjustment to the CIP Fund is also required for a FY19 project that was mistakenly budgeted in FY18.

Water Fund Budget Adjustments			
	FY 2017/18 Budget (as of 3/31/2018)	Proposed Adjustments	FY 2017/18 Proposed Budget
Description			
Revenues:			
Charges for Services	19,635,500	1,827,200	21,462,700
Total Revenue Adjustments		1,827,200	

Traffic Fund Budget Adjustments			
	FY 2017/18 Budget (as of 3/31/2018)	Proposed Adjustments	FY 2017/18 Proposed Budget
Description			
Expenditures:			
Transfers Out	1,182,312	(350,000)	832,312
Total Expenditure Adjustments		(350,000)	

CIP Fund - Street Resurfacing Budget Adjustments			
	FY 2017/18 Budget (as of 3/31/2018)	Proposed Adjustments	FY 2017/18 Proposed Budget
Description			
Revenues:			
Transfers In	3,098,312	(350,000)	2,748,312
Total Revenue Adjustments		(350,000)	

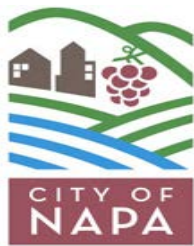
Public Art Fund Budget Adjustments			
Description	FY 2017/18 Budget (as of 3/31/2018)	Proposed Adjustments	FY 2017/18 Proposed Budget
Expenditures:			
Services	217,200	(172,200)	45,000
Capital Outlay	100,000	(100,000)	-
Transfers Out	3,800	272,200	276,000
Total Expenditure Adjustments		-	

CIP Fund - Current Projects Budget Adjustments			
Description	FY 2017/18 Budget (as of 3/31/2018)	Proposed Adjustments	FY 2017/18 Proposed Budget
Revenues:			
Intergovernmental	6,376,533	(650,000)	5,726,533
Transfers In	24,319,867	272,200	24,592,067
Total Revenue Adjustments		(377,800)	
Expenditures:			
Capital Outlay	56,159,267	(377,800)	55,781,467
Total Expenditure Adjustments		(377,800)	
JL Key Adjustments:			
PK15RA01PA: Revenue	-	172,200	172,200
PK15RA01PA: Expenditures	-	172,200	172,200
MS18CD04PA: Revenue	-	100,000	100,000
MS18CD04PA: Expenditures	-	100,000	100,000
Total JL Key Adjustments		544,400	

3rd Quarter Appropriation Adjustments

In accordance with Resolution R2017-091 Section 7 and 8, as part of the Budget Adoption, the City Manager is authorized to increase appropriations for specific purposes, as long as the expenditure appropriations do not exceed the amount of the donation, and the adjustment is reported to the City Council as part of the Quarterly Financial Report.

Budget Adjustment Summary (Fund / Department / Purpose)	Revenues	Expenditures
Fund 862 / CDD - Housing / Contract with A.E. Bahn, Investigations	10,000.00	10,000.00
Total Non-Recurring General Fund	10,000.00	10,000.00



City of Napa
Quarterly Investment Report
as of March 31, 2018

Introduction

This report represents the City's investment portfolio as of March 31, 2018. 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

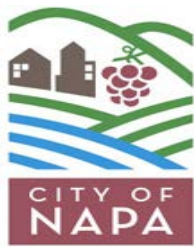
The City's investments are guided by an Investment Policy, which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council in June 2017 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City relies on an investment advisor and the State investment pool known as the Local Agency Investment Fund (LAIF).

Current Market Conditions

The first calendar quarter of 2018 was characterized by a spike in volatility associated with an equity market correction, talks of tariffs and trade wars, a modest uptick in inflation, and an array of geopolitical concerns. Despite healthy fundamentals and a robust global economic backdrop, "risk-off" sentiment, where investors prefer the safety of Treasuries and other government securities, began to take hold of the financial markets. For the first time in nearly 10 years, both the stock market and bond market posted losses for the quarter. Economic data continued to support growth and optimism (both business and consumer) as many indicators reached or remained at multi-year bests during the quarter, including the unemployment rate, consumer confidence, productivity, and manufacturing.

The U.S. economy posted solid results in 2017, as the Gross Domestic Product (GDP) for the fourth calendar quarter was revised up to show a real growth rate of 2.9%, after back-to-back readings in excess of 3% the prior two quarters. In the midst of eight straight years of domestic economic expansion, global growth is now in synchrony, with nearly every advanced economy around the globe, including the Eurozone, Japan, and China, showing positive growth rates.

The U.S. labor market remained strong and the unemployment rate hovered at a 17-year low of 4.1%. The economy also posted positive net job gains for consecutive months dating back to the fourth



City of Napa

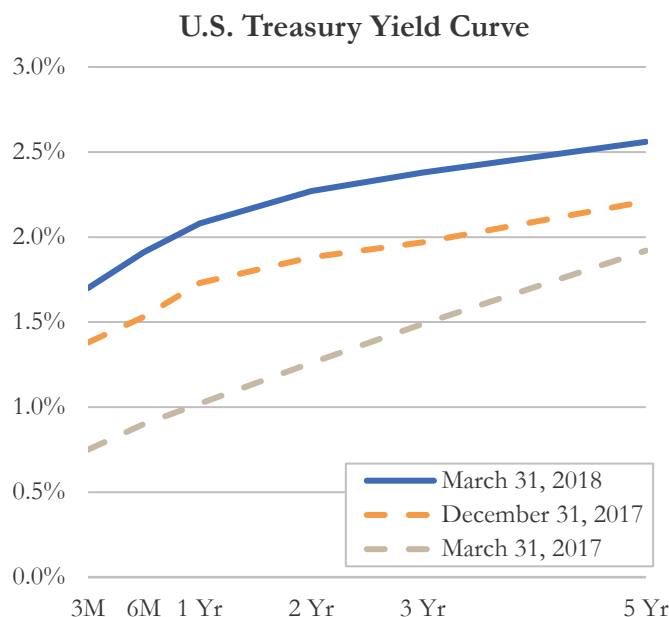
Quarterly Investment Report

as of March 31, 2018

calendar quarter of 2010. Meanwhile, wages are beginning to gain some traction, as average hourly earnings – an important measure of wage growth – increased 2.7% over the past year ended March 31, 2018.

Under new Fed chair Jay Powell, the Federal Open Market Committee (FOMC or Fed) raised the short-term federal funds target rate by a quarter percent to a new range of 1.50% to 1.75% at their March meeting. While widely anticipated, the March rate hike indicates the Fed remains committed to their well-defined and well-telegraphed path of monetary policy tightening. Expectations point to two or three more rate hikes over the balance of 2018, with additional hikes likely in 2019 and 2020 as well. U.S. Treasury yields rose across the yield curve during the quarter, as the yield on the two-year Treasury increased 38 basis points (0.38%) from 1.88% to 2.26%, while the yield on the 10-year Treasury increased 33 basis points (0.33%) from 2.40% to 2.73%. Although the yield curve initially steepened early in the quarter, as longer-term rates moved up in response to a modest uptick in inflation expectations, the flattening trend ultimately resumed, retreating to post-recession tight by quarter-end.

Yield Curve History



Maturity	12/31/17	3/31/18	Quarter over Quarter Change
3-Mo.	1.38%	1.70%	+0.32%
6-Mo.	1.53%	1.91%	+0.38%
1-Yr.	1.74%	2.08%	+0.34%
2-Yr.	1.89%	2.27%	+0.38%
3-Yr.	1.97%	2.38%	+0.41%
5-Yr.	2.21%	2.56%	+0.35%
10-Yr.	2.41%	2.74%	+0.33%
30-Yr.	2.74%	2.97%	+0.23%

Source: Bloomberg



City of Napa
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As a result of the increase in interest rates during the quarter, both the City's market-based benchmark and the City's portfolio had a negative total return for the quarter, reflecting unrealized market value losses that were greater than realized earnings. In addition, the combined effects of an equity market correction, a spike in market volatility, and unpredictable U.S. politics and policy (e.g. tariffs, trade wars, Facebook, global relations, budget deficits, etc.) led to a "risk off" sentiment in the market, where investors prefer the safety of Treasuries and other government securities. This resulted in sharply wider credit spreads on corporates and other non-government sectors. Although credit-related instruments like corporates, negotiable CDs and asset-backed securities (ABS) have had a strong nine-year run of cumulative outperformance, the wider credit spreads led to under-performance in the quarter. Even though their returns were also negative, U.S. Treasuries and agencies were among the best performing fixed income sectors.

While performance of the City's portfolio has benefited from increased credit allocations over the past several years, some of that benefit was reversed in the quarter. The underperformance of credit sectors due to widening spreads overwhelmed the benefit of other strategies and led to overall underperformance vs. the benchmark for the period. Performance remains strongly above the benchmark for the past year, and all trailing prior periods. It is also notable that the City's performance was positive over the past year, despite the market benchmark's negative return over the same period

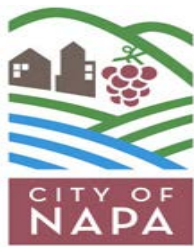
Total Return Comparison
Periods Ending March 31, 2018

	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	-0.52%	0.21%	0.74%	0.86%
BofA Merrill Lynch 1-5 Year Government Index	-0.37%	-0.08%	0.48%	0.65%
LAIF Yield	0.37%	1.17%	0.73%	0.53%

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

*** Source of LAIF yield is State Treasurer's website. Reflects quarterly apportionment rate of LAIF de-annualized and linked over the specified time periods.*

It is the nature of the fixed income market to experience cycles of both up and down markets. After 10 years of record low yields, we have finally entered the rising rate period of the interest rate cycle. When rates are rising, the natural result is market value declines and negative total returns. But, history has demonstrated that longer-term strategies – and the discipline to stick to them – has resulted in



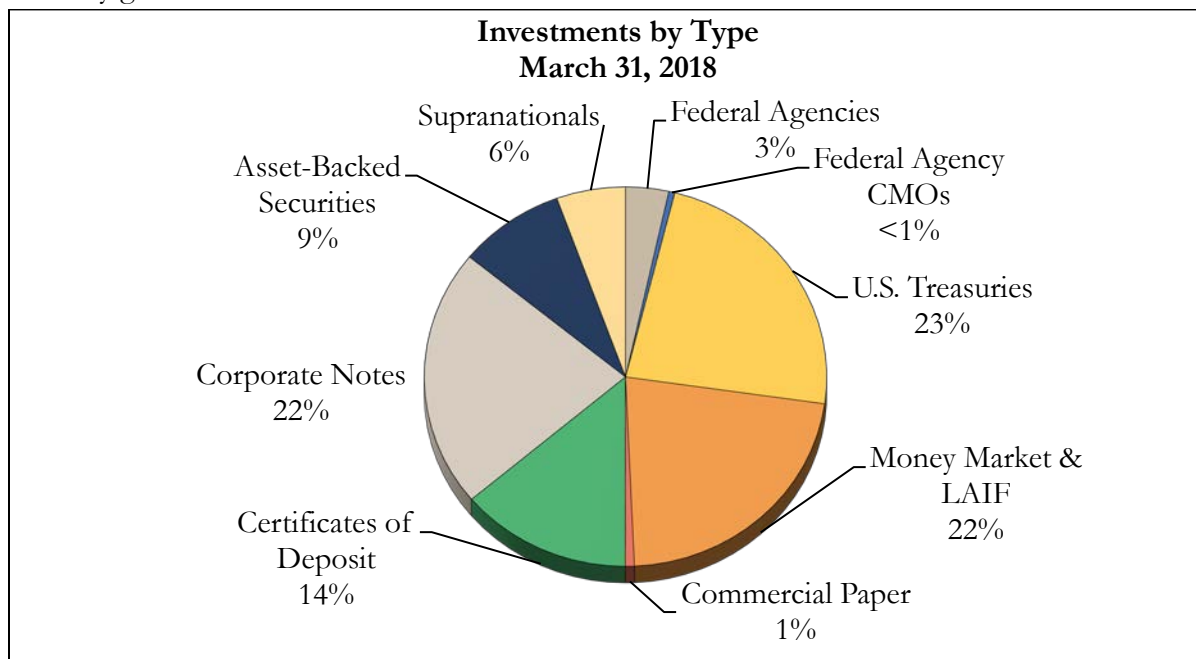
City of Napa
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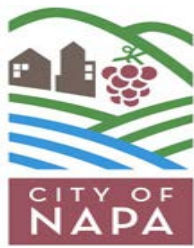
higher returns over time. The investment goal remains to safely exceed the performance of the benchmark over a full market cycle, with reduced volatility. While rising rates can dampen market values of existing holdings, the silver lining is that new investments can be placed at higher yields, and the increased income can help to offset some of the negative effects.

Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of March 31, 2018, invested funds totaled \$136,992,113.12. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste, and Recycling Funds.

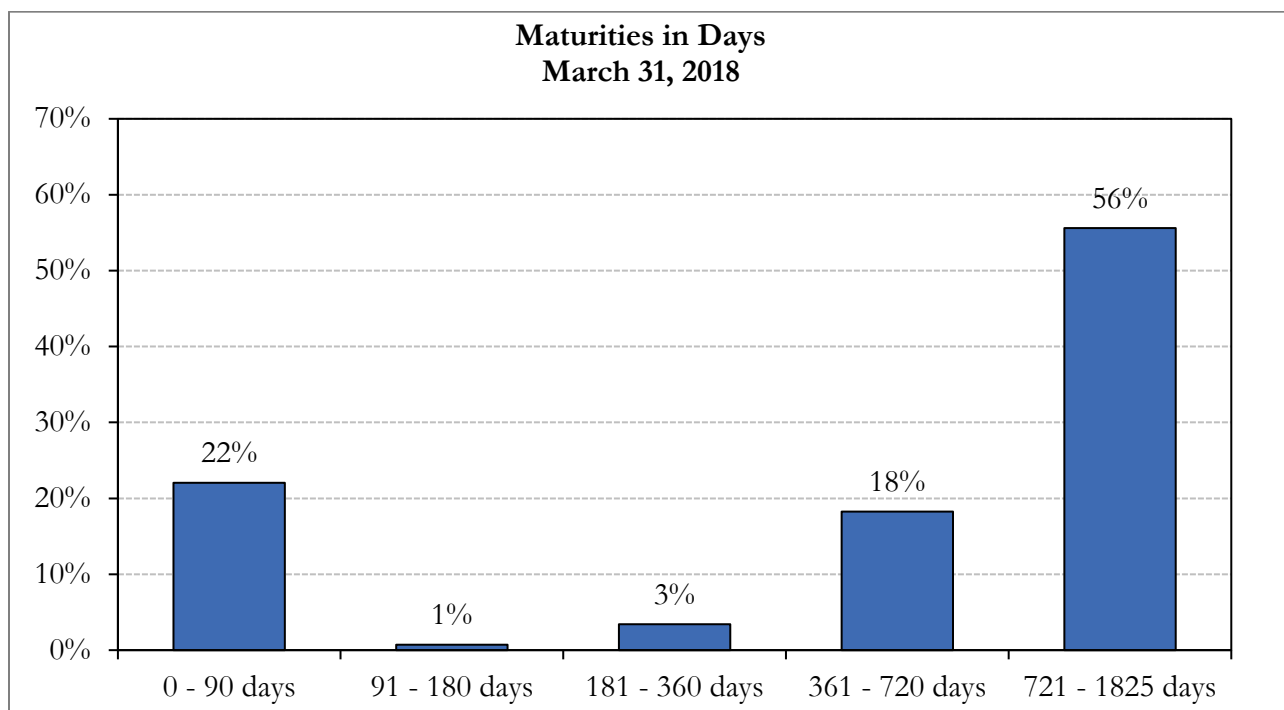
The City's portfolio is well diversified by investment type and consists of U.S. Treasuries, federal agencies, federal agency collateralized mortgage obligations (CMOs), supranationals, corporate notes, negotiable certificates of deposit, commercial paper, asset-backed securities, and cash instruments such as CAMP and LAIF. As noted in the chart below and on the attached investment detail report, as of March 31, 2018, approximately half of the City's investment portfolio was invested in the State Local Agency Investment Fund (LAIF), the California Asset Management Program (CAMP) and high quality (AA+ rated) U.S. Treasury and federal agency securities to maintain the focus on safety and liquidity. Approximately 45% of the portfolio is allocated to high quality credit instruments including negotiable certificates of deposit, commercial paper, corporate notes, and asset-backed securities as yields and return potential on these investment types continued to be attractive relative to comparable-maturity government securities.





City of Napa
Quarterly Investment Report
as of March 31, 2018

The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of March 31, 2018, 22% of the City's funds were invested in very short-term liquid investments, 22% of the funds were invested with maturities between 91 days and 2 years, and 56% of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



Conclusion

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City's investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer-term maturities (to realize a higher rate of return) is appropriate given the current market conditions.

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 - Summary and Performance
as of March 31, 2018

ATTACHMENT 2 Attachment A

Sector	Par Value	Original Cost	Market Value*
U.S. Treasuries	32,777,000.00	32,613,030.55	31,932,344.20
Federal Agencies	4,820,000.00	4,801,584.05	4,748,882.40
Federal Agency CMOs	666,152.29	672,809.50	661,448.31
Supra-National Agencies	7,750,000.00	7,694,743.52	7,602,887.96
Commercial Paper	1,000,000.00	987,325.00	991,957.00
Certificates of Deposit	19,105,000.00	19,102,749.70	18,968,143.27
Corporate Notes	30,440,000.00	30,917,872.85	30,156,817.57
Asset-Backed Securities	11,852,879.01	11,851,566.52	11,745,835.84
California Asset Management Trust	180,186.13	180,186.13	180,186.13
Local Agency Investment Fund	30,003,610.44	30,003,610.44	30,003,610.44
Total	138,594,827.87	138,825,478.26	136,992,113.12

Portfolio Earnings			Total Return Performance				
	Market Value Basis	Accrual Basis		Current Quarter	1 Year	5 Year	Since Inception (3/31/99)
Beginning Value (12/31/2017)	\$107,503,362.65	\$108,243,360.92					
Net Purchases/Sales	\$574,940.74	\$574,940.74	City of Napa	-0.52%	0.21%	0.86%	3.54%
Change in Value	(\$1,089,800.71)	(\$218,194.75)	BofA ML 1-5 Year U.S. Treasury/Agency Index	-0.37%	-0.08%	0.65%	3.33%
Ending Value (03/31/2018)	\$106,988,502.68	\$108,600,106.91					
Interest Earned	\$528,489.96	\$528,489.96					
Portfolio Earnings	(\$561,310.75)	\$310,295.21					

Portfolio values as of March 31, 2018 excluding accrued interest.

Portfolio earnings and performance excludes funds in the California Asset Management Trust and the Local Agency Investment Fund.



City of Napa
Quarterly Investment Report - Holdings Report
as of March 31, 2018

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter 2Q18	FY Quarter 3Q18								
LAIF and Money Market											
N/A	California Asset Management Trust	AAAm	AAAm	180,186.13	3/31/2018	1.62%	4/1/2018	180,186.13	1.62%	-	180,186.13
N/A	Local Agency Investment Fund	NR	NR	30,003,610.44	3/31/2018	1.51%	4/1/2018	30,003,610.44	1.51%	-	30,003,610.44
Total LAIF and Money Market				30,183,796.57				30,183,796.57	1.51%	-	30,183,796.57
U.S. Treasuries											
9128283S7	U.S. Treasury	-	AA+	365,000.00	2/1/2018	2.00%	1/31/2020	363,930.67	2.15%	1,209.94	363,260.41
912828J84	U.S. Treasury	AA+	AA+	572,000.00	6/28/2016	1.38%	3/31/2020	578,502.03	1.07%	21.49	561,677.12
912828ND8	U.S. Treasury	AA+	AA+	655,000.00	5/29/2015	3.50%	5/15/2020	717,301.76	1.50%	8,676.04	670,786.81
912828VF4	U.S. Treasury	AA+	AA+	195,000.00	12/4/2015	1.38%	5/31/2020	193,438.48	1.56%	898.66	191,077.19
912828VJ6	U.S. Treasury	AA+	AA+	300,000.00	9/3/2015	1.88%	6/30/2020	305,214.84	1.50%	1,414.02	296,988.30
912828XM7	U.S. Treasury	AA+	AA+	170,000.00	3/31/2016	1.63%	7/31/2020	172,822.27	1.23%	457.87	167,270.65
912828N89	U.S. Treasury	AA+	AA+	1,180,000.00	5/27/2016	1.38%	1/31/2021	1,180,921.87	1.36%	2,689.23	1,147,227.86
912828B90	U.S. Treasury	AA+	AA+	670,000.00	10/5/2016	2.00%	2/28/2021	694,392.19	1.15%	1,165.22	662,540.89
912828Q78	U.S. Treasury	AA+	AA+	1,480,000.00	1/5/2017	1.38%	4/30/2021	1,450,515.62	1.86%	8,544.75	1,434,617.28
912828Q78	U.S. Treasury	AA+	AA+	1,000,000.00	2/3/2017	1.38%	4/30/2021	980,234.38	1.86%	5,773.48	969,336.00
912828R77	U.S. Treasury	AA+	AA+	2,820,000.00	7/5/2017	1.38%	5/31/2021	2,776,818.75	1.78%	12,996.02	2,729,452.62
912828S76	U.S. Treasury	AA+	AA+	685,000.00	5/11/2017	1.13%	7/31/2021	665,145.70	1.84%	1,277.28	656,128.62
912828WY2	U.S. Treasury	AA+	AA+	1,890,000.00	11/23/2016	2.25%	7/31/2021	1,930,162.50	1.78%	7,048.34	1,878,113.79
912828D72	U.S. Treasury	AA+	AA+	2,740,000.00	12/5/2016	2.00%	8/31/2021	2,749,632.82	1.92%	4,765.22	2,698,793.14
912828T67	U.S. Treasury	AA+	AA+	3,485,000.00	3/16/2017	1.25%	10/31/2021	3,355,401.56	2.10%	18,291.44	3,340,017.03
912828T67	U.S. Treasury	AA+	AA+	975,000.00	8/3/2017	1.25%	10/31/2021	955,004.88	1.75%	5,117.40	934,438.05
912828T67	U.S. Treasury	AA+	AA+	2,850,000.00	8/31/2017	1.25%	10/31/2021	2,805,246.09	1.64%	14,958.56	2,731,434.30
912828U81	U.S. Treasury	AA+	AA+	5,360,000.00	6/28/2017	2.00%	12/31/2021	5,425,115.63	1.72%	26,948.07	5,265,154.80
912828H86	U.S. Treasury	AA+	AA+	470,000.00	7/7/2017	1.50%	1/31/2022	462,270.70	1.88%	1,168.51	452,962.50
9128282P4	U.S. Treasury	AA+	AA+	1,945,000.00	1/4/2018	1.88%	7/31/2022	1,916,128.91	2.22%	6,044.54	1,892,803.98
9128282P4	U.S. Treasury	AA+	AA+	2,300,000.00	12/6/2017	1.88%	7/31/2022	2,272,957.03	2.14%	7,147.79	2,238,277.20
9128282P4	U.S. Treasury	AA+	AA+	360,000.00	11/3/2017	1.88%	7/31/2022	357,539.06	2.03%	1,118.78	350,339.04
912828L57	U.S. Treasury	AA+	AA+	310,000.00	12/6/2017	1.75%	9/30/2022	304,332.81	2.15%	14.82	299,646.62
Total U.S. Treasuries				32,777,000.00				32,613,030.55	1.82%	137,747.47	31,932,344.20
Federal Agencies											
3135G0N33	Federal National Mortgage Association	AA+	AA+	865,000.00	8/2/2016	0.88%	8/2/2019	863,546.80	0.93%	1,240.43	849,443.84
3130A8Y72	Federal Home Loan Banks	AA+	AA+	1,300,000.00	8/4/2016	0.88%	8/5/2019	1,297,504.00	0.94%	1,769.44	1,276,632.50
3137EAEH8	Federal Home Loan Mortgage Corporation	AA+	AA+	655,000.00	7/19/2017	1.38%	8/15/2019	654,037.15	1.45%	1,150.80	647,373.84
3137EADM8	Federal Home Loan Mortgage Corporation	AA+	AA+	840,000.00	12/23/2015	1.25%	10/2/2019	828,240.00	1.63%	5,220.83	827,405.04
3137EAE55	Federal Home Loan Mortgage Corporation	AA+	AA+	460,000.00	5/11/2017	1.50%	1/17/2020	458,983.40	1.58%	1,418.33	453,438.56
3130ADN32	Federal Home Loan Banks	-	AA+	455,000.00	2/9/2018	2.13%	2/11/2020	454,167.35	2.22%	1,396.60	453,115.39
3135G0H55	Federal National Mortgage Association	AA+	AA+	245,000.00	12/29/2015	1.88%	12/28/2020	245,105.35	1.87%	1,186.72	241,473.23
Total Federal Agencies				4,820,000.00				4,801,584.05	1.36%	13,383.15	4,748,882.40
Federal Agency CMOs											
3136AQSW1	Federal National Mortgage Association	AA+	AA+	99,127.81	11/30/2015	1.90%	1/1/2019	100,119.08	1.20%	156.79	98,743.32
3137BNN26	Federal Home Loan Mortgage Corporation	AA+	AA+	321,371.15	4/28/2016	1.78%	7/1/2019	324,577.14	1.10%	476.70	318,576.73
3136AQDQ0	Federal National Mortgage Association	AA+	AA+	245,653.33	10/30/2015	1.65%	9/1/2019	248,113.28	1.08%	336.95	244,128.26
Total Federal Agency CMOs				666,152.29				672,809.50	1.11%	970.44	661,448.31
Supra-National Agencies											
459058FS7	International Bank of Reconstruction and Dev.	AAA	AAA	1,100,000.00	8/23/2017	1.13%	11/27/2019	1,090,978.54	1.49%	4,262.50	1,078,233.20



City of Napa
Quarterly Investment Report - Holdings Report
as of March 31, 2018

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter									
		2Q18	3Q18								
4581X0CX4	Inter-American Development Bank	AAA	AAA	1,370,000.00	4/12/2017	1.63%	5/12/2020	1,366,753.10	1.70%	8,595.80	1,349,926.76
459058GA5	International Bank of Reconstruction and Dev.	AAA	AAA	915,000.00	8/29/2017	1.63%	9/4/2020	914,807.85	1.63%	1,115.16	896,366.94
45905UP32	International Bank of Reconstruction and Dev.	AAA	AAA	1,370,000.00	9/19/2017	1.56%	9/12/2020	1,366,712.00	1.64%	1,128.69	1,336,126.75
4581X0CD8	Inter-American Development Bank	AAA	AAA	915,000.00	10/10/2017	2.13%	11/9/2020	923,481.23	1.81%	7,669.48	907,323.15
45950VLQ7	International Finance Corporation	-	AAA	1,000,000.00	3/16/2018	2.64%	3/9/2021	999,250.00	2.66%	1,097.92	996,381.00
4581X0CZ9	Inter-American Development Bank	-	AAA	1,080,000.00	2/23/2018	1.75%	9/14/2022	1,032,760.80	2.78%	892.50	1,038,530.16
Total Supranationals				7,750,000.00				7,694,743.52	1.94%	24,762.05	7,602,887.96
Commercial Paper											
09659CH35	BNP Paribas	A-1	A-1	1,000,000.00	11/6/2017	0.00%	8/3/2018	987,325.00	1.71%	-	991,957.00
Total Commercial Paper				1,000,000.00				987,325.00	1.71%	-	991,957.00
Certificates of Deposit											
13606A5Z7	Canadian Imperial Bank NY	A-1	A-1	1,815,000.00	12/5/2016	1.76%	11/30/2018	1,813,584.30	1.78%	10,736.73	1,809,936.15
86958JHB8	Svenska Handelsbanken NY	AA-	A-1+	1,000,000.00	1/12/2017	1.89%	1/10/2019	1,000,000.00	1.91%	4,252.50	995,084.00
06427KRC3	Bank of Montreal Chicago	A+	A-1	1,750,000.00	2/9/2017	1.88%	2/7/2019	1,750,000.00	1.90%	4,935.00	1,748,358.50
06417GUE6	Bank of Nova Scotia Houston	A+	A-1	1,425,000.00	4/6/2017	1.91%	4/5/2019	1,425,000.00	1.91%	13,457.54	1,417,025.70
86563YVN0	Sumitomo Mitsui Bank NY	A	A	1,750,000.00	5/4/2017	2.05%	5/3/2019	1,750,000.00	2.05%	14,848.26	1,744,230.25
83050FXT3	Skandinaviska Enskilda NY	A+	A+	2,140,000.00	8/4/2017	1.84%	8/2/2019	2,139,165.40	1.85%	6,343.91	2,075,178.14
06539RGM3	Bank of Tokyo Mitsubishi	A	A	915,000.00	9/27/2017	2.07%	9/25/2019	915,000.00	2.07%	9,785.93	906,454.82
22549LFR1	Credit Suisse NY	-	A	1,080,000.00	2/8/2018	2.67%	2/7/2020	1,080,000.00	2.67%	4,245.30	1,083,579.12
65590ASN7	Nordea Bank NY	-	AA-	1,815,000.00	2/22/2018	2.72%	2/20/2020	1,815,000.00	2.72%	5,348.20	1,809,502.37
90275DHG8	UBS CT	-	A+	1,900,000.00	3/6/2018	2.90%	3/2/2020	1,900,000.00	2.93%	3,979.44	1,913,719.90
96121T4A3	Westpac Bank NY	AA-	AA-	1,685,000.00	8/7/2017	2.05%	8/3/2020	1,685,000.00	2.05%	5,181.38	1,664,665.42
87019U6D6	Swedbank NY	AA-	AA-	1,830,000.00	11/17/2017	2.27%	11/16/2020	1,830,000.00	2.30%	15,577.88	1,800,408.90
Total Certificates of Deposit				19,105,000.00				19,102,749.70	2.18%	98,692.07	18,968,143.27
Corporate Notes											
94974BFU9	Wells Fargo	A	A-	925,000.00	3/26/2015	2.13%	4/22/2019	934,888.25	1.85%	8,681.51	919,461.10
36962G4D3	General Electric Capital Corporation	A	A	1,470,000.00	4/15/2015	6.00%	8/7/2019	1,728,822.90	1.74%	13,230.00	1,523,910.78
02665WAH4	American Honda Finance	A+	A+	650,000.00	9/9/2014	2.25%	8/15/2019	648,797.50	2.29%	1,868.75	646,498.45
084664CK5	Berkshire Hathaway	AA	AA	290,000.00	8/15/2016	1.30%	8/15/2019	289,718.70	1.33%	481.72	284,745.78
12189TBC7	Burlington Northern Santa Fe	A	A+	350,000.00	6/8/2016	4.70%	10/1/2019	386,365.00	1.48%	8,225.00	359,800.70
172967LF6	Citigroup	BBB+	BBB+	915,000.00	1/10/2017	2.45%	1/10/2020	914,634.00	2.46%	5,043.94	906,496.91
037833AX8	Apple	AA+	AA+	520,000.00	2/25/2015	1.55%	2/7/2020	513,344.00	1.82%	1,164.22	510,406.52
037833CK4	Apple Inc	AA+	AA+	1,280,000.00	2/9/2017	1.90%	2/7/2020	1,279,372.80	1.92%	3,648.00	1,265,312.00
0258M0EE5	American Express	A-	A-	840,000.00	3/3/2017	2.20%	3/3/2020	839,126.40	2.24%	1,437.33	828,242.52
25468PDP8	Walt Disney	A+	A+	285,000.00	3/6/2017	1.95%	3/4/2020	284,925.90	1.96%	416.81	280,978.94
89236TDU6	Toyota Motor Credit Corporation	AA-	AA-	930,000.00	4/17/2017	1.95%	4/17/2020	929,572.20	1.97%	8,261.50	914,687.55
904764AV9	Unilever Capital	A+	A+	175,000.00	5/5/2017	1.80%	5/5/2020	174,441.75	1.91%	1,277.50	171,882.73
437076BQ4	Home Depot Inc.	A	A	455,000.00	6/5/2017	1.80%	6/5/2020	454,736.10	1.82%	2,639.00	446,962.43
02665WB7	American Honda Finance	A+	A+	125,000.00	7/20/2017	1.95%	7/20/2020	124,873.75	1.98%	480.73	122,326.50
14913Q2A6	Caterpillar Financial	A	A	685,000.00	9/7/2017	1.85%	9/4/2020	684,424.60	1.88%	950.44	668,753.86
69371RN85	Paccar Financial Corp.	A+	A+	255,000.00	11/13/2017	2.05%	11/13/2020	254,977.05	2.05%	2,003.88	249,897.45
94974BGR5	Wells Fargo	A	A-	1,345,000.00	2/3/2017	2.55%	12/7/2020	1,348,160.75	2.49%	10,860.88	1,321,866.00
931142EA7	Wal-Mart Stores	AA	AA	1,830,000.00	10/20/2017	1.90%	12/15/2020	1,827,346.50	1.95%	15,549.92	1,794,331.47
38141GWG5	Goldman Sachs Bank	BBB+	BBB+	1,615,000.00	5/15/2017	2.60%	12/27/2020	1,622,945.80	2.46%	10,964.06	1,590,841.22
24422ETZ2	John Deere Capital	-	A	175,000.00	1/8/2018	2.35%	1/8/2021	174,909.00	2.37%	948.16	172,275.43
44932HAB9	IBM	A+	A+	915,000.00	9/8/2017	1.80%	1/20/2021	913,105.95	1.86%	3,248.25	887,651.57



City of Napa
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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
		FY Quarter									
		2Q18	3Q18								
44932HAG8	IBM	-	A+	175,000.00	2/6/2018	2.65%	2/5/2021	174,914.25	2.67%	708.51	174,082.83
02665WCD1	American Honda Finance	-	A+	300,000.00	2/15/2018	2.65%	2/12/2021	299,580.00	2.70%	1,015.83	298,478.70
46625HQJ2	JPMorgan Chase	A-	A-	1,625,000.00	5/15/2017	2.55%	3/1/2021	1,628,298.75	2.49%	3,453.13	1,598,905.75
69371RN93	Paccar Financial Corp.	-	A+	550,000.00	2/27/2018	2.80%	3/1/2021	549,730.50	2.82%	1,454.44	548,044.75
24422EUD9	John Deere Capital	-	A	310,000.00	3/13/2018	2.88%	3/12/2021	309,789.20	2.90%	445.63	309,165.48
14913Q2G3	Caterpillar Financial	-	A	400,000.00	3/15/2018	2.90%	3/15/2021	399,784.00	2.92%	515.56	398,923.20
63743HER9	National Rural Utilities Co Finance Corp	-	A	450,000.00	2/26/2018	2.90%	3/15/2021	449,500.50	2.94%	1,268.75	448,759.35
904764AZ0	Unilever Capital	-	A+	835,000.00	3/22/2018	2.75%	3/22/2021	830,733.15	2.93%	574.06	832,939.22
911312BP0	UPS	A+	A+	730,000.00	11/14/2017	2.05%	4/1/2021	728,846.60	2.10%	5,695.01	713,963.36
713448DX3	PepsiCo	A+	A+	580,000.00	10/10/2017	2.00%	4/15/2021	579,884.00	2.01%	5,510.00	565,593.38
0258M0EB1	American Express	A-	A-	1,635,000.00	5/15/2017	2.25%	5/5/2021	1,625,271.75	2.41%	14,919.38	1,592,669.85
61747WAL3	Morgan Stanley	BBB+	BBB+	845,000.00	3/29/2017	5.50%	7/28/2021	938,930.20	2.76%	8,133.13	902,508.17
06051GGS2	Bank of America Corp.	A-	A-	385,000.00	9/18/2017	2.33%	10/1/2021	385,000.00	2.33%	4,805.06	376,484.96
24422ETL3	John Deere Capital	A	A	595,000.00	3/15/2017	2.65%	1/6/2022	592,376.05	2.75%	3,722.88	586,082.14
06051GEM7	Bank of America Corp.	A-	A-	395,000.00	6/22/2017	5.70%	1/24/2022	446,831.90	2.64%	4,190.29	431,351.46
06406RAA5	Bank of New York Mellon	A	A	1,395,000.00	2/10/2017	2.60%	2/7/2022	1,395,641.70	2.59%	5,440.50	1,368,541.04
05531FAX1	BB&T	A-	A-	1,375,000.00	4/6/2017	2.75%	4/1/2022	1,385,381.25	2.59%	18,906.25	1,349,528.13
20030NBD2	Comcast Corporation	A-	A-	915,000.00	9/1/2017	3.13%	7/15/2022	953,969.85	2.20%	6,036.46	912,841.52
89236TEC5	Toyota Motor Credit Corporation	AA-	AA-	915,000.00	9/12/2017	2.15%	9/8/2022	913,920.30	2.18%	1,256.85	880,624.37
Total Corporate Notes				30,440,000.00				30,917,872.85	2.27%	189,433.32	30,156,817.57
Asset-Backed Securities											
89231UAD9	Toyota Auto Receivables	AAA	AAA	162,076.57	5/11/2016	1.30%	4/15/2020	162,068.29	1.30%	93.64	161,062.39
47788NAC2	John Deere	NR	NR	127,459.47	7/27/2016	1.25%	6/15/2020	127,449.32	1.25%	70.81	126,510.46
12636WAB2	CNH Equipment Trust	AAA	AAA	583,342.97	3/22/2017	1.64%	7/15/2020	583,320.56	1.80%	425.19	581,079.07
44930UAD8	Hyundai Auto Receivables	AAA	AAA	210,000.00	3/30/2016	1.56%	9/15/2020	209,959.26	1.57%	145.60	208,814.36
65478VAD9	Nissan Auto Receivables	NR	NR	155,000.00	4/27/2016	1.32%	1/15/2021	154,975.96	1.33%	90.93	153,451.09
17305EGA7	Citigroup	AAA	AAA	780,000.00	1/26/2017	1.74%	1/17/2021	779,850.63	1.75%	2,789.80	775,563.59
44891EAC3	Hyundai Auto Receivables	AAA	AAA	470,000.00	9/21/2016	1.29%	4/15/2021	469,936.74	1.30%	269.47	462,235.74
02007PAC7	Ally Auto Receivables Trust	NR	NR	230,000.00	1/31/2017	1.70%	6/15/2021	229,979.90	1.70%	173.78	227,708.53
34531EAD8	Ford Credit Auto Owner Trust	NR	NR	615,000.00	1/25/2017	1.67%	6/15/2021	614,997.72	1.67%	456.47	608,355.17
17305EGH2	Citigroup	AAA	AAA	915,000.00	10/2/2017	1.80%	9/20/2021	914,931.83	1.80%	503.25	903,984.86
47788BAD6	John Deere Owners Trust	NR	NR	270,000.00	7/18/2017	1.82%	10/15/2021	269,980.24	1.82%	218.40	265,911.36
89237RAD0	Toyota Motor Corp	AAA	AAA	570,000.00	8/2/2017	1.78%	11/15/2021	569,954.57	2.00%	450.93	560,919.73
02007FAC9	Ally Auto Receivables Trust	AAA	AAA	660,000.00	8/23/2017	1.75%	12/15/2021	659,991.49	1.75%	513.33	651,447.06
02582JHG8	American Express Credit Account Master Account	AAA	AAA	1,035,000.00	5/30/2017	1.64%	12/15/2021	1,034,834.19	1.65%	754.40	1,024,932.87
44932GAD7	Hyundai Auto Receivables	AAA	AAA	765,000.00	8/16/2017	1.77%	1/15/2022	764,867.43	1.78%	601.80	752,290.67
43814UAC3	Honda Auto Receivables	-	AAA	945,000.00	2/28/2018	2.64%	2/15/2022	944,877.81	2.65%	1,108.80	944,609.53
02007YAC8	Ally Auto Receivables Trust	AAA	AAA	710,000.00	11/22/2017	1.99%	3/15/2022	709,944.90	1.99%	627.96	701,017.22
34532AAD5	Ford Credit Auto Owner Trust	AAA	AAA	915,000.00	11/21/2017	2.01%	3/15/2022	914,835.03	2.02%	817.40	903,543.19
47788CAC6	John Deere Owners Trust	-	NR	250,000.00	2/28/2018	2.66%	4/16/2022	249,982.03	2.66%	572.64	249,603.50
65478DAD9	Nissan Auto Receivables	-	AAA	570,000.00	2/28/2018	2.65%	5/15/2022	569,934.85	2.66%	671.33	569,296.96
02582JHQ6	American Express Credit Account Master Account	-	NR	915,000.00	3/21/2018	2.67%	10/17/2022	914,893.77	2.68%	678.63	913,498.49
Total Asset-Backed Securities				11,852,879.01				11,851,566.52	1.96%	12,034.56	11,745,835.84
Total LAIF and Securities				138,594,827.87				138,825,478.26	1.90%	477,023.06	136,992,113.12



City of Napa
Quarterly Investment Report - Maturity Report
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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	180,186.13	3/31/2018	1.62%	4/1/2018	180,186.13	1.62%	-	180,186.13	1
N/A	Local Agency Investment Fund	NR	30,003,610.44	3/31/2018	1.51%	4/1/2018	30,003,610.44	1.51%	-	30,003,610.44	1
Total LAIF and Money Market			30,183,796.57				30,183,796.57		-	30,183,796.57	
Other											
09659CH35	BNP Paribas	A-1	1,000,000.00	11/6/2017	0.00%	8/3/2018	987,325.00	1.71%	-	991,957.00	125
13606A5Z7	Canadian Imperial Bank NY	A-1	1,815,000.00	12/5/2016	1.76%	11/30/2018	1,813,584.30	1.78%	10,736.73	1,809,936.15	244
3136AQSW1	Federal National Mortgage Association	AA+	99,127.81	11/30/2015	1.90%	1/1/2019	100,119.08	1.20%	156.79	98,743.32	276
86958JHB8	Svenska Handelsbanken NY	A-1+	1,000,000.00	1/12/2017	1.89%	1/10/2019	1,000,000.00	1.91%	4,252.50	995,084.00	285
06427KRC3	Bank of Montreal Chicago	A-1	1,750,000.00	2/9/2017	1.88%	2/7/2019	1,750,000.00	1.90%	4,935.00	1,748,358.50	313
06417GUE6	Bank of Nova Scotia Houston	A-1	1,425,000.00	4/6/2017	1.91%	4/5/2019	1,425,000.00	1.91%	13,457.54	1,417,025.70	370
94974BFU9	Wells Fargo	A-	925,000.00	3/26/2015	2.13%	4/22/2019	934,888.25	1.85%	8,681.51	919,461.10	387
86563YVN0	Sumitomo Mitsui Bank NY	A	1,750,000.00	5/4/2017	2.05%	5/3/2019	1,750,000.00	2.05%	14,848.26	1,744,230.25	398
3137BNN26	Federal Home Loan Mortgage Corporation	AA+	321,371.15	4/28/2016	1.78%	7/1/2019	324,577.14	1.10%	476.70	318,576.73	457
3135G0N33	Federal National Mortgage Association	AA+	865,000.00	8/2/2016	0.88%	8/2/2019	863,546.80	0.93%	1,240.43	849,443.84	489
83050FXT3	Skandinaviska Enskilda NY	A+	2,140,000.00	8/4/2017	1.84%	8/2/2019	2,139,165.40	1.85%	6,343.91	2,075,178.14	489
3130A8Y72	Federal Home Loan Banks	AA+	1,300,000.00	8/4/2016	0.88%	8/5/2019	1,297,504.00	0.94%	1,769.44	1,276,632.50	492
36962G4D3	General Electric Capital Corporation	A	1,470,000.00	4/15/2015	6.00%	8/7/2019	1,728,822.90	1.74%	13,230.00	1,523,910.78	494
3137EAEH8	Federal Home Loan Mortgage Corporation	AA+	655,000.00	7/19/2017	1.38%	8/15/2019	654,037.15	1.45%	1,150.80	647,373.84	502
02665WAH4	American Honda Finance	A+	650,000.00	9/9/2014	2.25%	8/15/2019	648,797.50	2.29%	1,868.75	646,498.45	502
084664CK5	Berkshire Hathaway	AA	290,000.00	8/15/2016	1.30%	8/15/2019	289,718.70	1.33%	481.72	284,745.78	502
3136AQDQ0	Federal National Mortgage Association	AA+	245,653.33	10/30/2015	1.65%	9/1/2019	248,113.28	1.08%	336.95	244,128.26	519
06539RGM3	Bank of Tokyo Mitsubishi	A	915,000.00	9/27/2017	2.07%	9/25/2019	915,000.00	2.07%	9,785.93	906,454.82	543
12189TBC7	Burlington Northern Santa Fe	A+	350,000.00	6/8/2016	4.70%	10/1/2019	386,365.00	1.48%	8,225.00	359,800.70	549
3137EADM8	Federal Home Loan Mortgage Corporation	AA+	840,000.00	12/23/2015	1.25%	10/2/2019	828,240.00	1.63%	5,220.83	827,405.04	550
459058FS7	International Bank of Reconstruction and Dev.	AAA	1,100,000.00	8/23/2017	1.13%	11/27/2019	1,090,978.54	1.49%	4,262.50	1,078,233.20	606
172967LF6	Citigroup	BBB+	915,000.00	1/10/2017	2.45%	1/10/2020	914,634.00	2.46%	5,043.94	906,496.91	650
3137EAE55	Federal Home Loan Mortgage Corporation	AA+	460,000.00	5/11/2017	1.50%	1/17/2020	458,983.40	1.58%	1,418.33	453,438.56	657
9128283S7	U.S. Treasury	AA+	365,000.00	2/1/2018	2.00%	1/31/2020	363,930.67	2.15%	1,209.94	363,260.41	671
22549LFR1	Credit Suisse NY	A	1,080,000.00	2/8/2018	2.67%	2/7/2020	1,080,000.00	2.67%	4,245.30	1,083,579.12	678
037833AX8	Apple	AA+	520,000.00	2/25/2015	1.55%	2/7/2020	513,344.00	1.82%	1,164.22	510,406.52	678
037833CK4	Apple Inc	AA+	1,280,000.00	2/9/2017	1.90%	2/7/2020	1,279,372.80	1.92%	3,648.00	1,265,312.00	678
3130ADN32	Federal Home Loan Banks	AA+	455,000.00	2/9/2018	2.13%	2/11/2020	454,167.35	2.22%	1,396.60	453,115.39	682
65590ASN7	Nordea Bank NY	AA-	1,815,000.00	2/22/2018	2.72%	2/20/2020	1,815,000.00	2.72%	5,348.20	1,809,502.37	691
90275DHG8	UBS CT	A+	1,900,000.00	3/6/2018	2.90%	3/2/2020	1,900,000.00	2.93%	3,979.44	1,913,719.90	702
0258M0EE5	American Express	A-	840,000.00	3/3/2017	2.20%	3/3/2020	839,126.40	2.24%	1,437.33	828,242.52	703
25468PDP8	Walt Disney	A+	285,000.00	3/6/2017	1.95%	3/4/2020	284,925.90	1.96%	416.81	280,978.94	704
912828J84	U.S. Treasury	AA+	572,000.00	6/28/2016	1.38%	3/31/2020	578,502.03	1.07%	21.49	561,677.12	731
89231UAD9	Toyota Auto Receivables	AAA	162,076.57	5/11/2016	1.30%	4/15/2020	162,068.29	1.30%	93.64	161,062.39	746
89236TDU6	Toyota Motor Credit Corporation	AA-	930,000.00	4/17/2017	1.95%	4/17/2020	929,572.20	1.97%	8,261.50	914,687.55	748
904764AV9	Unilever Capital	A+	175,000.00	5/5/2017	1.80%	5/5/2020	174,441.75	1.91%	1,277.50	171,882.73	766
4581X0CX4	Inter-American Development Bank	AAA	1,370,000.00	4/12/2017	1.63%	5/12/2020	1,366,753.10	1.70%	8,595.80	1,349,926.76	773
912828ND8	U.S. Treasury	AA+	655,000.00	5/29/2015	3.50%	5/15/2020	717,301.76	1.50%	8,676.04	670,786.81	776
912828VF4	U.S. Treasury	AA+	195,000.00	12/4/2015	1.38%	5/31/2020	193,438.48	1.56%	898.66	191,077.19	792
437076BQ4	Home Depot Inc.	A	455,000.00	6/5/2017	1.80%	6/5/2020	454,736.10	1.82%	2,639.00	446,962.43	797



City of Napa
Quarterly Investment Report - Maturity Report
as of March 31, 2018

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
47788NAC2	John Deere	NR	127,459.47	7/27/2016	1.25%	6/15/2020	127,449.32	1.25%	70.81	126,510.46	807
912828VJ6	U.S. Treasury	AA+	300,000.00	9/3/2015	1.88%	6/30/2020	305,214.84	1.50%	1,414.02	296,988.30	822
12636WAB2	CNH Equipment Trust	AAA	583,342.97	3/22/2017	1.64%	7/15/2020	583,320.56	1.80%	425.19	581,079.07	837
02665WBT7	American Honda Finance	A+	125,000.00	7/20/2017	1.95%	7/20/2020	124,873.75	1.98%	480.73	122,326.50	842
912828XM7	U.S. Treasury	AA+	170,000.00	3/31/2016	1.63%	7/31/2020	172,822.27	1.23%	457.87	167,270.65	853
96121T4A3	Westpac Bank NY	AA-	1,685,000.00	8/7/2017	2.05%	8/3/2020	1,685,000.00	2.05%	5,181.38	1,664,665.42	856
459058GA5	International Bank of Reconstruction and Dev.	AAA	915,000.00	8/29/2017	1.63%	9/4/2020	914,807.85	1.63%	1,115.16	896,366.94	888
14913Q2A6	Caterpillar Financial	A	685,000.00	9/7/2017	1.85%	9/4/2020	684,424.60	1.88%	950.44	668,753.86	888
45905UP32	International Bank of Reconstruction and Dev.	AAA	1,370,000.00	9/19/2017	1.56%	9/12/2020	1,366,712.00	1.64%	1,128.69	1,336,126.75	896
44930UAD8	Hyundai Auto Receivables	AAA	210,000.00	3/30/2016	1.56%	9/15/2020	209,959.26	1.57%	145.60	208,814.36	899
4581X0CD8	Inter-American Development Bank	AAA	915,000.00	10/10/2017	2.13%	11/9/2020	923,481.23	1.81%	7,669.48	907,323.15	954
69371RN85	Paccar Financial Corp.	A+	255,000.00	11/13/2017	2.05%	11/13/2020	254,977.05	2.05%	2,003.88	249,897.45	958
87019U6D6	Swedbank NY	AA-	1,830,000.00	11/17/2017	2.27%	11/16/2020	1,830,000.00	2.30%	15,577.88	1,800,408.90	961
94974BGR5	Wells Fargo	A-	1,345,000.00	2/3/2017	2.55%	12/7/2020	1,348,160.75	2.49%	10,860.88	1,321,866.00	982
931142EA7	Wal-Mart Stores	AA	1,830,000.00	10/20/2017	1.90%	12/15/2020	1,827,346.50	1.95%	15,549.92	1,794,331.47	990
38141GWG5	Goldman Sachs Bank	BBB+	1,615,000.00	5/15/2017	2.60%	12/27/2020	1,622,945.80	2.46%	10,964.06	1,590,841.22	1,002
3135G0H55	Federal National Mortgage Association	AA+	245,000.00	12/29/2015	1.88%	12/28/2020	245,105.35	1.87%	1,186.72	241,473.23	1,003
24422ETZ2	John Deere Capital	A	175,000.00	1/8/2018	2.35%	1/8/2021	174,909.00	2.37%	948.16	172,275.43	1,014
65478VAD9	Nissan Auto Receivables	NR	155,000.00	4/27/2016	1.32%	1/15/2021	154,975.96	1.33%	90.93	153,451.09	1,021
17305EGA7	Citigroup	AAA	780,000.00	1/26/2017	1.74%	1/17/2021	779,850.63	1.75%	2,789.80	775,563.59	1,023
44932HAB9	IBM	A+	915,000.00	9/8/2017	1.80%	1/20/2021	913,105.95	1.86%	3,248.25	887,651.57	1,026
912828N89	U.S. Treasury	AA+	1,180,000.00	5/27/2016	1.38%	1/31/2021	1,180,921.87	1.36%	2,689.23	1,147,227.86	1,037
44932HAG8	IBM	A+	175,000.00	2/6/2018	2.65%	2/5/2021	174,914.25	2.67%	708.51	174,082.83	1,042
02665WCD1	American Honda Finance	A+	300,000.00	2/15/2018	2.65%	2/12/2021	299,580.00	2.70%	1,015.83	298,478.70	1,049
912828B90	U.S. Treasury	AA+	670,000.00	10/5/2016	2.00%	2/28/2021	694,392.19	1.15%	1,165.22	662,540.89	1,065
46625HQJ2	JPMorgan Chase	A-	1,625,000.00	5/15/2017	2.55%	3/1/2021	1,628,298.75	2.49%	3,453.13	1,598,905.75	1,066
69371RN93	Paccar Financial Corp.	A+	550,000.00	2/27/2018	2.80%	3/1/2021	549,730.50	2.82%	1,454.44	548,044.75	1,066
45950VLQ7	International Finance Corporation	AAA	1,000,000.00	3/16/2018	2.64%	3/9/2021	999,250.00	2.66%	1,097.92	996,381.00	1,074
24422EUD9	John Deere Capital	A	310,000.00	3/13/2018	2.88%	3/12/2021	309,789.20	2.90%	445.63	309,165.48	1,077
14913Q2G3	Caterpillar Financial	A	400,000.00	3/15/2018	2.90%	3/15/2021	399,784.00	2.92%	515.56	398,923.20	1,080
63743HER9	National Rural Utilities Co Finance Corp	A	450,000.00	2/26/2018	2.90%	3/15/2021	449,500.50	2.94%	1,268.75	448,759.35	1,080
904764AZ0	Unilever Capital	A+	835,000.00	3/22/2018	2.75%	3/22/2021	830,733.15	2.93%	574.06	832,939.22	1,087
911312BP0	UPS	A+	730,000.00	11/14/2017	2.05%	4/1/2021	728,846.60	2.10%	5,695.01	713,963.36	1,097
713448DX3	PepsiCo	A+	580,000.00	10/10/2017	2.00%	4/15/2021	579,884.00	2.01%	5,510.00	565,593.38	1,111
44891EAC3	Hyundai Auto Receivables	AAA	470,000.00	9/21/2016	1.29%	4/15/2021	469,936.74	1.30%	269.47	462,235.74	1,111
912828Q78	U.S. Treasury	AA+	1,480,000.00	1/5/2017	1.38%	4/30/2021	1,450,515.62	1.86%	8,544.75	1,434,617.28	1,126
912828Q78	U.S. Treasury	AA+	1,000,000.00	2/3/2017	1.38%	4/30/2021	980,234.38	1.86%	5,773.48	969,336.00	1,126
0258M0EB1	American Express	A-	1,635,000.00	5/15/2017	2.25%	5/5/2021	1,625,271.75	2.41%	14,919.38	1,592,669.85	1,131
912828R77	U.S. Treasury	AA+	2,820,000.00	7/5/2017	1.38%	5/31/2021	2,776,818.75	1.78%	12,996.02	2,729,452.62	1,157
02007PAC7	Ally Auto Receivables Trust	NR	230,000.00	1/31/2017	1.70%	6/15/2021	229,979.90	1.70%	173.78	227,708.53	1,172
34531EAD8	Ford Credit Auto Owner Trust	NR	615,000.00	1/25/2017	1.67%	6/15/2021	614,997.72	1.67%	456.47	608,355.17	1,172
61747WAL3	Morgan Stanley	BBB+	845,000.00	3/29/2017	5.50%	7/28/2021	938,930.20	2.76%	8,133.13	902,508.17	1,215
912828S76	U.S. Treasury	AA+	685,000.00	5/11/2017	1.13%	7/31/2021	665,145.70	1.84%	1,277.28	656,128.62	1,218
912828WY2	U.S. Treasury	AA+	1,890,000.00	11/23/2016	2.25%	7/31/2021	1,930,162.50	1.78%	7,048.34	1,878,113.79	1,218
912828D72	U.S. Treasury	AA+	2,740,000.00	12/5/2016	2.00%	8/31/2021	2,749,632.82	1.92%	4,765.22	2,698,793.14	1,249
17305EGH2	Citigroup	AAA	915,000.00	10/2/2017	1.80%	9/20/2021	914,931.83	1.80%	503.25	903,984.86	1,269
06051GGS2	Bank of America Corp.	A-	385,000.00	9/18/2017	2.33%	10/1/2021	385,000.00	2.33%	4,805.06	376,484.96	1,280



City of Napa
Quarterly Investment Report - Maturity Report
as of March 31, 2018

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
47788BAD6	John Deere Owners Trust	NR	270,000.00	7/18/2017	1.82%	10/15/2021	269,980.24	1.82%	218.40	265,911.36	1,294
912828T67	U.S. Treasury	AA+	3,485,000.00	3/16/2017	1.25%	10/31/2021	3,355,401.56	2.10%	18,291.44	3,340,017.03	1,310
912828T67	U.S. Treasury	AA+	975,000.00	8/3/2017	1.25%	10/31/2021	955,004.88	1.75%	5,117.40	934,438.05	1,310
912828T67	U.S. Treasury	AA+	2,850,000.00	8/31/2017	1.25%	10/31/2021	2,805,246.09	1.64%	14,958.56	2,731,434.30	1,310
89237RAD0	Toyota Motor Corp	AAA	570,000.00	8/2/2017	1.78%	11/15/2021	569,954.57	2.00%	450.93	560,919.73	1,325
02007FAC9	Ally Auto Receivables Trust	AAA	660,000.00	8/23/2017	1.75%	12/15/2021	659,991.49	1.75%	513.33	651,447.06	1,355
02582JHG8	American Express Credit Account Master Account	AAA	1,035,000.00	5/30/2017	1.64%	12/15/2021	1,034,834.19	1.65%	754.40	1,024,932.87	1,355
912828U81	U.S. Treasury	AA+	5,360,000.00	6/28/2017	2.00%	12/31/2021	5,425,115.63	1.72%	26,948.07	5,265,154.80	1,371
24422ETL3	John Deere Capital	A	595,000.00	3/15/2017	2.65%	1/6/2022	592,376.05	2.75%	3,722.88	586,082.14	1,377
44932GAD7	Hyundai Auto Receivables	AAA	765,000.00	8/16/2017	1.77%	1/15/2022	764,867.43	1.78%	601.80	752,290.67	1,386
06051GEM7	Bank of America Corp.	A-	395,000.00	6/22/2017	5.70%	1/24/2022	446,831.90	2.64%	4,190.29	431,351.46	1,395
912828H86	U.S. Treasury	AA+	470,000.00	7/7/2017	1.50%	1/31/2022	462,270.70	1.88%	1,168.51	452,962.50	1,402
06406RAA5	Bank of New York Mellon	A	1,395,000.00	2/10/2017	2.60%	2/7/2022	1,395,641.70	2.59%	5,440.50	1,368,541.04	1,409
43814UAC3	Honda Auto Receivables	AAA	945,000.00	2/28/2018	2.64%	2/15/2022	944,877.81	2.65%	1,108.80	944,609.53	1,417
02007YAC8	Ally Auto Receivables Trust	AAA	710,000.00	11/22/2017	1.99%	3/15/2022	709,944.90	1.99%	627.96	701,017.22	1,445
34532AAD5	Ford Credit Auto Owner Trust	AAA	915,000.00	11/21/2017	2.01%	3/15/2022	914,835.03	2.02%	817.40	903,543.19	1,445
05531FAX1	BB&T	A-	1,375,000.00	4/6/2017	2.75%	4/1/2022	1,385,381.25	2.59%	18,906.25	1,349,528.13	1,462
47788CAC6	John Deere Owners Trust	NR	250,000.00	2/28/2018	2.66%	4/16/2022	249,982.03	2.66%	572.64	249,603.50	1,477
65478DAD9	Nissan Auto Receivables	AAA	570,000.00	2/28/2018	2.65%	5/15/2022	569,934.85	2.66%	671.33	569,296.96	1,506
20030NBD2	Comcast Corporation	A-	915,000.00	9/1/2017	3.13%	7/15/2022	953,969.85	2.20%	6,036.46	912,841.52	1,567
912828P4	U.S. Treasury	AA+	1,945,000.00	1/4/2018	1.88%	7/31/2022	1,916,128.91	2.22%	6,044.54	1,892,803.98	1,583
912828P4	U.S. Treasury	AA+	2,300,000.00	12/6/2017	1.88%	7/31/2022	2,272,957.03	2.14%	7,147.79	2,238,277.20	1,583
912828P4	U.S. Treasury	AA+	360,000.00	11/3/2017	1.88%	7/31/2022	357,539.06	2.03%	1,118.78	350,339.04	1,583
89236TEC5	Toyota Motor Credit Corporation	AA-	915,000.00	9/12/2017	2.15%	9/8/2022	913,920.30	2.18%	1,256.85	880,624.37	1,622
4581X0CZ9	Inter-American Development Bank	AAA	1,080,000.00	2/23/2018	1.75%	9/14/2022	1,032,760.80	2.78%	892.50	1,038,530.16	1,628
912828L57	U.S. Treasury	AA+	310,000.00	12/6/2017	1.75%	9/30/2022	304,332.81	2.15%	14.82	299,646.62	1,644
02582JHQ6	American Express Credit Account Master Account	NR	915,000.00	3/21/2018	2.67%	10/17/2022	914,893.77	2.68%	678.63	913,498.49	1,661
Total Other			108,411,031.30				108,641,681.69		477,023.06	106,808,316.55	
Total LAIF and Securities			138,594,827.87				138,825,478.26		477,023.06	136,992,113.12	

RESOLUTION R2017-079

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

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

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

WHEREAS, the Council appointed Finance Director Brian Cochran to serve as the City Treasurer on June 6, 2017; 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 20th day of June, 2017 by the following vote:

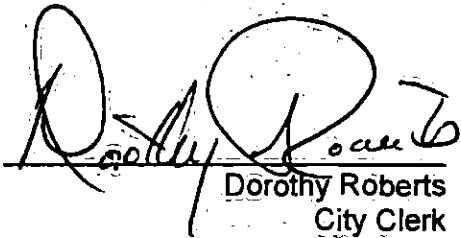
AYES: Gentry, Mott, Sedgley, Inman, Techel

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 2017

1. Policy

It is the policy of the City of Napa ("City") 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. This investment policy has been separately approved by the respective governing bodies of the Housing Authority of the City of Napa ("HACN") and the Successor Agency to the Napa Community Redevelopment Agency ("Successor Agency"); thus, references in this policy to the "City" shall apply equivalently to HACN and the Successor Agency. There are four categories of funds that are separately invested in accordance with specialized requirements for administration and reserve requirements, which supersede conflicting requirements of this policy, including: employees' retirement funds (governed by CalPERS), pension stabilization trust funds (governed by separate investment guidelines adopted by City Council), CERBT trust funds (Governed by CalPERS), and certain debt issues which are invested by trustees appointed under indenture agreements. Funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) 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's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the City 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

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2017

quality, liquidity or yield of the portfolio in response to market conditions or the City's risk preferences.

4.2 Liquidity: The City'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'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 Finance Director/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 Finance Director/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 professional money 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'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 the Allowable Investment and Additional Investment Guidelines of this policy (Reference pages 5-11).

If the Finance Director/City Treasurer directly invests in individual securities, then the City will maintain a list of financial institutions and primary dealers authorized to provide investment

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
June 2017

services. Professional money managers working with the City may maintain their own list. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

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

A current audited financial statement is required to be on file for each financial institution and dealer.

8. Authorized Investments

The City is governed by the California Government Code Sections 53600 et seq. Authorized investments of the City are detailed in the Allowable Investment and Additional Investment Guidelines of this policy (Reference pages 5-11).

9. Collateralization

Collateralization will be required as indicated in the Allowable Investment and Additional Investment Guidelines of this policy (Reference pages 5-11). 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 the Allowable Investment and Additional Investment Guidelines of this policy (Reference pages 5-11).

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 the Allowable Investment and Additional Investment Guidelines of this policy (Reference pages 5-11)).

13. Internal Control

The Finance Director/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

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
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transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and code of ethics standards.

14. Performance Standards

The investment portfolio shall be designed to attain a market average rate of return through budgetary and economic cycles, taking into account the investment risk constraints and cash flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market benchmark index. The current benchmark index for the portfolio is the Merrill Lynch U.S. Treasuries/ Agencies 1-5 Year Index.

15. Reporting

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

Per California Government Code section 53646, the Finance Director/Treasurer may render a periodic 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's investment policy shall be adopted by City Council resolution. Any modifications made thereto must be approved by the City Council.

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

A. CASH AND INVESTMENT INSTRUMENTS

City funds that are necessary to meet current operating demands may be kept in checking accounts and savings accounts at financial institutions as identified in California State Government Code Section 53648 provided that they are adequately secured with proper collateral as prescribed by Government Code Sections 53656 and/or 53658. The Finance Director/City Treasurer is authorized to establish systems by which funds may be transferred between these checking and savings accounts, and to and from allowable investment instruments in accordance with this policy.

Allowable investments for the portfolio of the City are limited by California State Government Code Sections 53601 et seq.; 53635. They are further restricted by the Finance Director/City Treasurer's investment strategy. Allowable investments for the Housing Authority of the City of Napa are further restricted by the Federal Department of Housing and Urban Development's (HUD) Required HA Cash Management and Investment Policies and Procedures as provided in Notice PIH 96-33(HA). Percentages of Investment Participation and percentages of Maximum Investment Participation apply at the time of purchase. Purchase transactions may not exceed \$10,000,000, nor exceed five-year maturities. Exceptions can only be approved by City Council. The investment instruments and percentages of participation permitted by this policy are:

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.

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

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

carry the federal government guarantee.

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 allocation - no limitation
- 3) Maximum allocation per issuer - no limitation
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing agency. Although these issues have either the implicit or explicit guarantee of the federal government, market perception often limits the liquidity of these issues.

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

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

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

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

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

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

California Government Code Section 53601 Requirement:

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

City of Napa Limitation:

- 1) Maximum maturity – 180 days
- 2) Maximum allocation is 30% of portfolio
- 3) Maximum par value per institution - regardless of sector, \$2,000,000 or 5% whichever is lower.
- 4) Credit - financial institutions that shall only include banks that have short-term credit ratings of A-1, P-1 or equivalent ratings from other recognized rating services.

6. Certificate of Deposit

6A. Certificate of Deposit (Time Deposit) is a time deposit in a financial institution documented by a certificate that bears a specified dollar amount of the deposit, a specified maturity date and a specified interest rate.

California Government Code Section 53635.8 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity - 2 years
- 2) Maximum par value total size - No restriction
- 3) Maximum par value per institution - \$250,000
- 4) Credit - from City authorized financial institutions. Collateralization must comply with statutory regulations.

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

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

City of Napa Limitation:

- 1) Maximum Maturity - 5 years
- 2) Maximum allocation 30%

CITY OF NAPA
STATEMENT OF INVESTMENT POLICY
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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

- 3) Maximum allocation per institution - 5% regardless of sector
- 4) Credit - Must be rated in a rating category of "A" (long-term) or its equivalent or better or A-1 (short-term) or its equivalent or better, by a nationally recognized statistical-rating organization.

7. 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 be rated in a rating category of "A" or its equivalent or higher 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 allocation 25%
- 3) Maximum allocation per issuer - 5% per issuer regardless of sector.
- 4) Credit - CA GC Section 53601 requirements.

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

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized statistical ratings organization.
- 3) May not exceed 30% of surplus money

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum allocation - 30%
- 3) Maximum allocation per issuer - 5% regardless of sector
- 4) Credit - from City or money manager authorized institutions that shall only include institutions rated in a rating category of "A" or its equivalent or higher by a nationally recognized statistical-rating organization. Any downgrading of these issues below the minimum required after purchase shall be reported to the Council in the quarterly reports.

CITY OF NAPA
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June 2017

ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

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

LAIF Limitations:

- 1) Maximum amount permitted by LAIF's Local Investment Advisory Board.
- 2) No more than 15 transactions in a month

City of Napa Limitation: None

10. A Repurchase Agreement is not a security but a contractual agreement. It consists of two simultaneous transactions. First, an investor purchases securities (collateral) from a bank 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, when utilized, shall comply with the following guidelines:

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

11. Money Market Funds The City is authorized to invest in shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and are subject to either one of the following requirements:

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

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

City of Napa Limitation:

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

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

- 1) CAMP Limitations: City's investment may not comprise more than 10% of the CAMP Pool.
- 2) City of Napa Limitation: None

13. Asset-Backed Securities. The City is authorized to invest in a mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond.

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be issued by an issuer rated in a rating category of "A" or its equivalent or higher rating for the issuer's debt as provided by a nationally recognized statistical ratings organization and rated in a rating category of "AA" or its equivalent or better.
- 3) May not exceed 20% of surplus money

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum allocation - 20%
- 3) Maximum allocation per issuer - 5% regardless of sector
- 4) Credit - CA GC Section 53601 requirements.

14. Supranationals. The City is authorized to invest in United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical ratings organization.
- 3) May not exceed 30% of surplus money

City of Napa Limitation:

- 1) Maximum maturity- 5 years
- 2) Maximum allocation 30%
- 3) Maximum allocation per issuer- 5% regardless of sector

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

- 4) Credit- CA GC Section 53601 requirements.

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, 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 CDs
- 6) Federal (Fed) funds.

B. ADDITIONAL GUIDELINES

- 1) Where California Government Code Section 53601 specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.
- 2) The rating criteria will apply at the time of purchase. If an eligible investment is downgraded after purchase to a rating category which is below the minimum required, the Finance Manager will document his/her analysis and recommendation for disposition of the security for review and approval by the Finance Director / Treasurer.
- 3) Securities shall not be purchased with trading or speculation (such as anticipating an appreciation of capital value through changes in market interest rates) as the dominant criterion for the selection of the security,
- 4) Transfer of funds to any one institution of more than \$5,000,000 shall be approved by the Finance Director/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 Finance Director/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 Finance Director/Treasurer shall promptly make and implement an informed decision on whether to sell, withdraw, or retain any security or deposit in the City portfolio issued or held by such affected financial institution or depository.
- 10) Written policies and procedures for the selection and maintenance of qualified financial institutions should be strictly followed. The Finance Director/Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.



FY 2017-2018 Project Tracking 3rd Quarter

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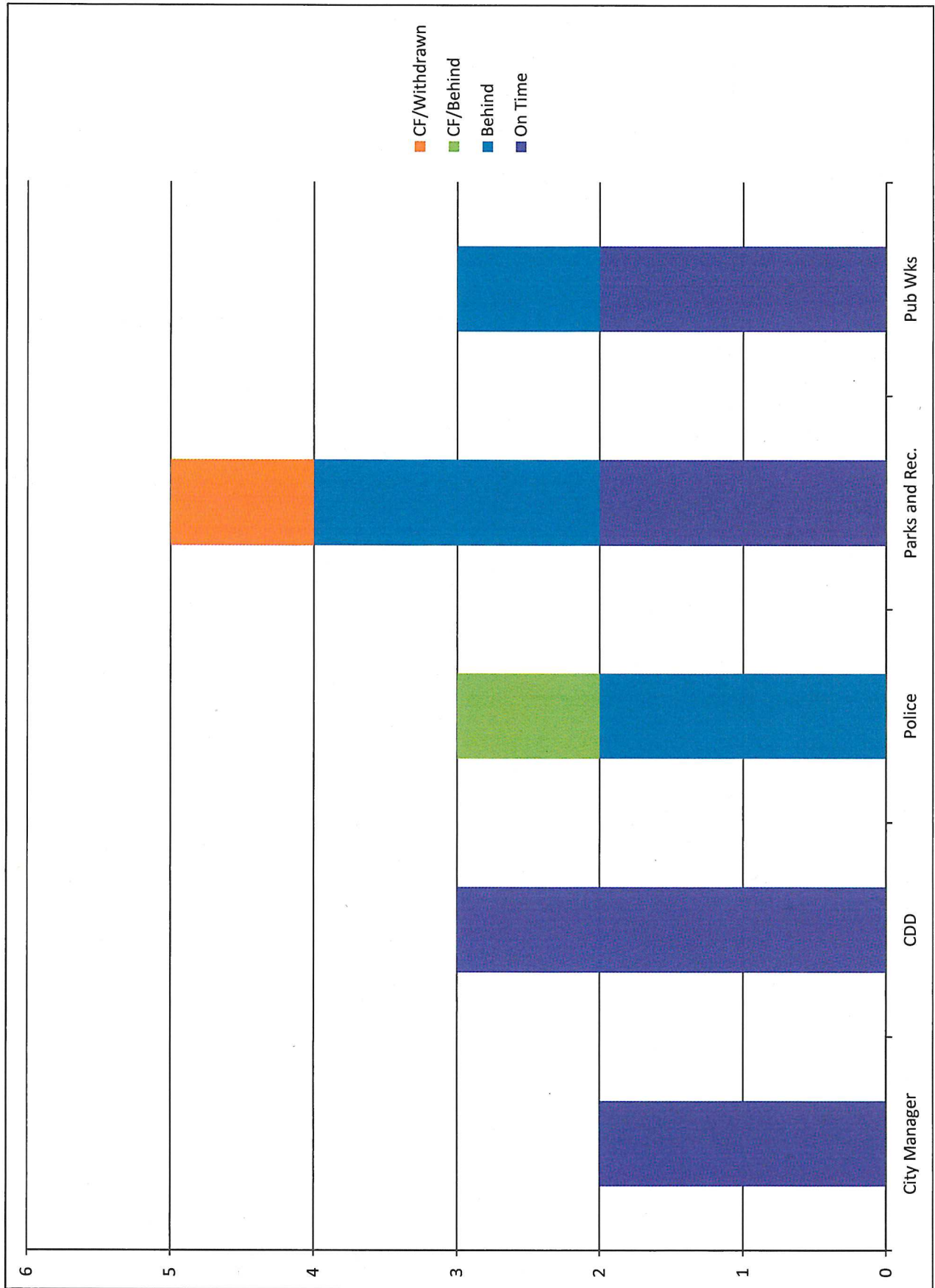
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Project Status by Department





Project Tracking Summary

by Department

CDD, Economic Development

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00830	Downtown Parking Mgt Plan Implementation Phase 2	2 of 3	On Time	6/30/2018	Tooker/Staff
Total Projects for CDD, Economic Development: 1					

CDD, Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00815	Affordable Housing Strategies & Homeless Programs	2 of 3	On Time	6/30/2018	Tooker/Ferrell
Total Projects for CDD, Housing: 1					

CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00806	General Plan Update	1 of 3	On Time	6/30/2018	Mike Walker
Total Projects for CDD, Planning: 1					

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00829	Enhance the City's Social Media Presence	1 of 1	On Time	6/30/2018	Jaina French
CM-00831	Website Upgrade	1 of 1	On Time	6/30/2018	Jaina French
Total Projects for City Manager: 2					

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
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Project Tracking Summary

by Department

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00810	Downtown Police Bicycle Patrols	1 of 1	Behind	6/30/2018	Steve Potter
PD-00826	Body Worn Camera Program Implementation	2 of 2	Behind	6/30/2018	Steve Potter
PD-00827	Text to 911	1 of 1	CF/Behind	6/30/2018	Gus Ulloa
Total Projects for Police: 3					

PRSD, Parks

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PRS-00818	Park Development Impact Fee Review	5 of 6	CF/Withdrawn	6/30/2018	Coates/Staff
PRS-00819	Park Amenity Improvements Phase II	2 of 3	On Time	6/30/2018	Dave Perazzo
PRS-00820	Implement Park Ranger Program	1 of 1	On Time	6/30/2018	Dave Perazzo
Total Projects for PRSD, Parks: 3					

PRSD, Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PRS-00812	Oxbow Commons Park Enhancements - Phase 1	1 of 1	Behind	6/30/2018	Katrina Gregory
PRS-00814	Joint Use Agreements - NVUSD & NVC - Phase 1	1 of 1	Behind	6/30/2018	Katrina Gregory
Total Projects for PRSD, Recreation: 2					

PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00816	Measure T Implementation - Year 1	1 of 1	On Time	6/30/2018	J. Ferons



Project Tracking Summary

by Department

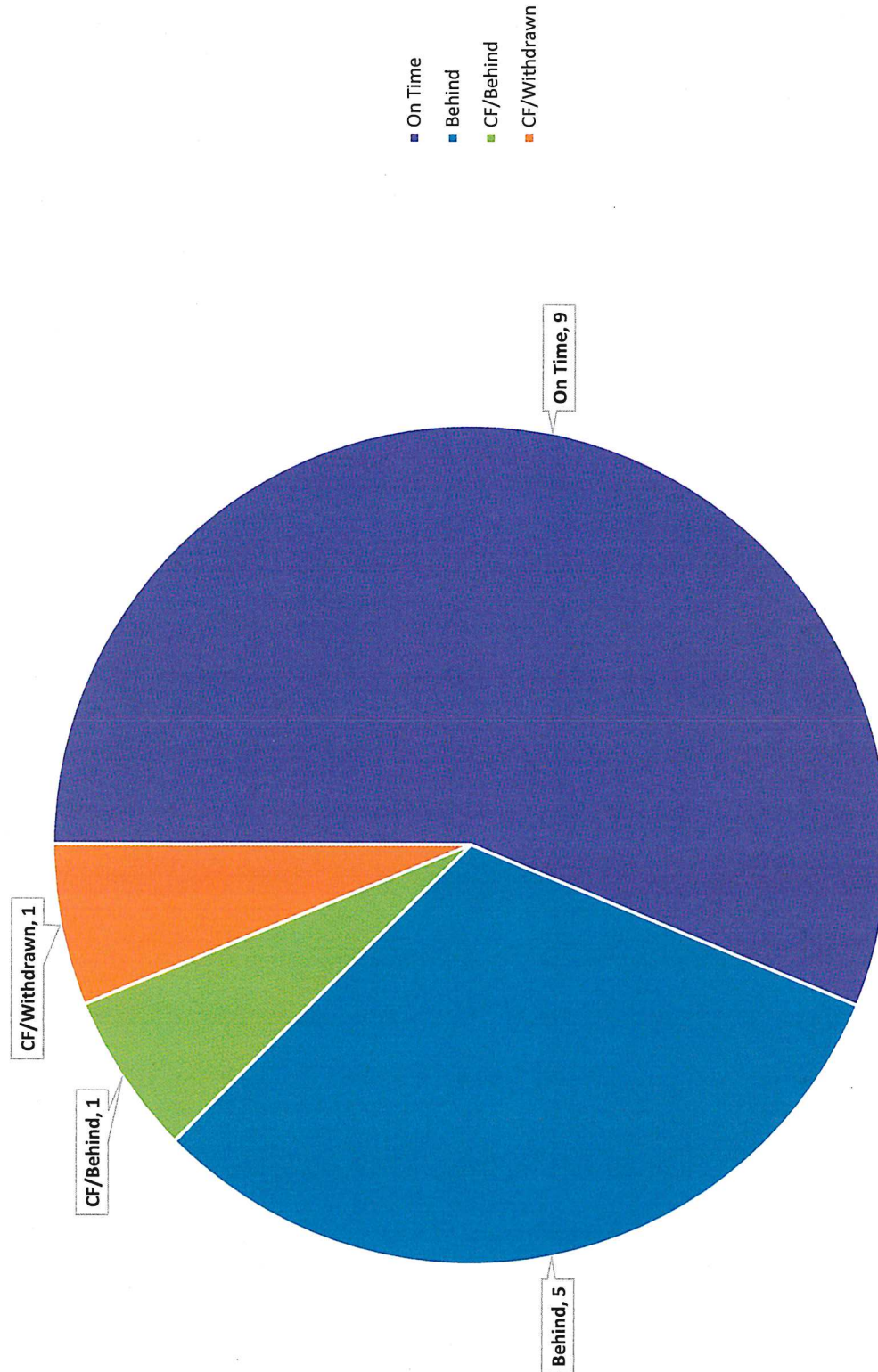
PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00817	Imola Avenue Gateway Enhancement Project	1 of 1	Behind	6/30/2018	J. Ferons
Total Projects for PW, Engineering: 2					

PW, Water

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00824	Master Plan for Reservoir and Watershed Operations	3 of 4	On Time	6/30/2018	Joy Eldredge
Total Projects for PW, Water: 1					

PROJECTS BY STATUS
Total Projects = 16





Project Tracking Summary

by Project Status

Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00810	Downtown Police Bicycle Patrols	1 of 1	6/30/2018	Police	Steve Potter
PD-00826	Body Worn Camera Program Implementation	2 of 2	6/30/2018	Police	Steve Potter
PRS-00812	Oxbow Commons Park Enhancements - Phase 1	1 of 1	6/30/2018	PRSD, Recreation	Katrina Gregory
PRS-00814	Joint Use Agreements - NVUSD & NVC - Phase 1	1 of 1	6/30/2018	PRSD, Recreation	Katrina Gregory
PW-00817	Imola Avenue Gateway Enhancement Project	1 of 1	6/30/2018	PW, Engineering	J. Ferons
Total Projects with Behind Status: 5					

CF/Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00827	Text to 911	1 of 1	6/30/2018	Police	Gus Ulloth
Total Projects with CF/Behind Status: 1					

CF/Withdrawn

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PRS-00818	Park Development Impact Fee Review	5 of 6	6/30/2018	PRSD, Parks	Coates/Staff
Total Projects with CF/Withdrawn Status: 1					

On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00806	General Plan Update	1 of 3	6/30/2018	CDD, Planning	Mike Walker
CDD-00815	Affordable Housing Strategies & Homeless Programs	2 of 3	6/30/2018	CDD, Housing	Tooker/Ferrell

5/8/2018



Project Tracking Summary

by Project Status

<u>On Time</u>	<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
	CDD-00830	Downtown Parking Mgt Plan Implementation Phase 2	2 of 3	6/30/2018	CDD, Economic Devel	Tooker/Staff
	CM-00829	Enhance the City's Social Media Presence	1 of 1	6/30/2018	City Manager	Jaina French
	CM-00831	Website Upgrade	1 of 1	6/30/2018	City Manager	Jaina French
	PRS-00819	Park Amenity Improvements Phase II	2 of 3	6/30/2018	PRSD, Parks	Dave Perazzo
	PRS-00820	Implement Park Ranger Program	1 of 1	6/30/2018	PRSD, Parks	Dave Perazzo
	PW-00816	Measure T Implementation - Year 1	1 of 1	6/30/2018	PW, Engineering	J. Feron
	PW-00824	Master Plan for Reservoir and Watershed Operations	3 of 4	6/30/2018	PW, Water	Joy Eldredge
	Total Projects with On Time Status: 9					



Project Tracking Report

Project Priority Medium **Project Number** CM-00829 **Project Status** On Time
Project Title Enhance the City's Social Media Presence **Phase** 1 of 1
Project Start Date 7/1/2017 **Project Due Date** 6/30/2018
Requested Start Date **Requested Due Date**
Lead Department City Manager **Project Leader** Jaina French
Project Budget \$0
Funding Sources

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

Project Description

The City of Napa uses many different channels to communicate with the community we serve. One of the fastest, most direct forms of communication is social media - the City employs Facebook, Twitter and Nextdoor for this purpose. Facebook is the City's main social media platform and therefore is the platform used to measure likes and reach. The City uses Facebook (and other social media platforms mentioned) to announce road closures, events, workshops, City project updates, office closures, emergency communications and more.

Goal: Increase Facebook Page Likes

At the start of the Fiscal Year 17/18, the total number of page "likes" on the page were 4,537, with a goal to increase by 1,500 by June 30, 2018.

Status Update

5/1/2018 - jfrench: Total number of "likes": 9,046. We need 947 more "likes" by 6/30/2018 to meet our milestone.

1/23/2018 - jfrench: Work is ongoing with departments to pull together content and information that is meaningful, impactful and useful to the community. Regular posting to social media is ongoing, and the total "likes" for the City of Napa Facebook page is 9,026. We need 967 "likes" to meet our June goal of 9,993.

11/13/2017 - jfrench: Because of the October wildfires, our total page "likes" increased exponentially beyond our goal, to a total of 8,993. A new goal has been set to increase page likes another 1,000 by June 30, 2018.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Set page "like" goals for City Facebook	City Manager	Jaina French	25 %	7/1/2017	Complete
Increase reach by 1,000 to 9,993	City Manager	Jaina French	25 %	6/30/2018	On Time
Post regularly to social media	City Manager	Jaina French	50 %	6/30/2018	On Time

Project Progress: 25% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	CM-00831	Project Status	On Time
Project Title	Website Upgrade			Phase	1 of 1
Project Start Date	7/1/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	City Manager	Project Leader	Jaina French		
Project Budget	\$0				
Funding Sources					

☐ City Manager's Report ☒ City Council's Report

Project Description

The City of Napa is in need of a new content management system for both the external City website as well as the internal employee intranet. It is our vision to develop a user-friendly, self-service government web environment for our community and employees, that has a new look, updated usability, accessibility and quality.

The City has selected CivicPlus to replace our current CMS (Joomla), as well a number of other applications, such as CRM (customer relationship management system for work orders) and NOW Backroom (e-newsletter program). The new solution also offers a robust calendar function, functional media management, and a user-friendly admin platform.

The City of Napa partnered with the County to seek this joint CMS solution. The process has allowed us to work cooperatively with the County with the added benefit of discounted cost based on economies of scale, using their bid process and the providers interest in assigning significant resources and attention given the opportunity to serve both the County and the City.

Phase 1: External Website

The new City of Napa website will go live on December 7, 2017.

Phase II: Employee Intranet

Work on the new employee intranet site will begin in January 2018.

Status Update

5/1/2018 - jfrench: A working group consisting of Human Resources, Finance, IT and City Clerk's Office has been pulled together to begin work on the planning for content migration on iCON (intranet). Much of the work will involve cleaning up and deleting old and outdated information on the intranet prior to migration.

1/23/2018 - jfrench: Training for Website Stakeholder Groups was held the last week of November 2017. These stakeholders are responsible for managing the content of their respective department or division pages, as well as program and project content related to their departments. The new website went live on

Last updated 5/1/2018

Monday, January 8th. I made a brief presentation to Council on Tuesday, January 16, highlighting the new features and tools available on the new website. Work on updating and migrating the employee intranet will begin later this month.

11/13/2017 - jfrench: Training has been scheduled for our Website Stakeholder Group - this is the first round of training for site administrators, representing all departments. We will then roll trainings out to more site administrators as they are assigned.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Site Admin trainings	City Manager	Jaina French	50 %	11/30/2017	Complete
Update content to prep for go live	City Manager	Jaina French	20 %	1/7/2018	Complete
Website "go live"	City Manager	Jaina French	5 %	1/8/2018	Complete
Begin development of intranet site	City Manager	Jaina French	20 %	1/31/2018	On Time
Intranet "go live"	City Manager	Jaina French	5 %	6/30/2018	Not Started

Project Progress: 75% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** CDD-00815 **Project Status** On Time
Project Title Affordable Housing Strategies & Homeless Programs **Phase** 2 of 3
Project Start Date 7/1/2017 **Project Due Date** 6/30/2018
Requested Start Date **Requested Due Date**
Lead Department CDD, Housing **Project Leader** Tooker/Ferrell
Project Budget
Funding Sources Grants, Aff. Housing Fund & General Fund
☐ **City Manager's Report** ☒ **City Council's Report**

Project Description

Affordable housing is a top community and Council priority. Notwithstanding significant accomplishments towards improving and expanding the City's affordable housing stock since 2000 with approximately 100 units built per year, and in particular with several programs over the past two years (e.g., 52 rehab loans and emergency repair grants to low-income homeowners, assisting 16 low-income first time homebuyers, soliciting 34 ADUs for permit approval, purchasing surplus land for future affordable housing development of 53 units, and setting aside \$350,000 in each of the past two years in the General Fund for affordable housing, etc.), there is more that can be done. The comprehensive affordable housing strategy approved by the City Council in May 2016 is being pursued in three phases, as provided below:

Phase I (Completed in FY 16-17)

- Put into place permit review streamline measures
- Incentivize ADU development by relaxing zoning regulations
- Allocate General Funds to affordable housing
- Increase affordable housing fees to address impacts
- Revise policy to exclude affordable units when calculating affordable housing fees for projects with less than 15% affordable units
- Set aside plans of approved ADUs as "model plans" for ease of permitting
- Approve entitlements for Napa Courtyard Project on Coombsville Road
- Help to fund and entitle Stoddard West Project

Phase II (to be Completed in FY 17-18)

- Approve SAHA (Manzanita Family Apartments) Project on surplus City property (Completed in September 2017)
- Revise policy to fast-track permit review of apartment projects, including with affordable housing (Completed in October 2017)
- Explore an amnesty program for unpermitted ADUs
- Launch Junior Accessory Dwelling Unit Initiative Program to encourage the creation of ADU's as affordable rental units

Last updated 5/1/2018

- Consider reducing impact fees for accessory dwelling units
- Explore reinstating inclusionary zoning for multi-family projects (with passage of new State law)
- Begin construction of approved affordable projects (e.g., Napa Courtyard on Coombsville, Redwood Duets, Stoddard West)
- Identify new sites for affordable housing development (e.g., D Street Alley)
- Continue to secure financing for Manzanita Family Apartments Project
- Begin process of review of Gasser's Heritage Housing Project (e.g., application completeness, select a CEQA consultant, etc.)

Phase III (to be completed in FY 18-19)

- Heritage House EIR certification and permit issuance
- Implement the amnesty program to permit previously converted space into safe, habitable low cost housing
- Explore funding of affordable housing on the November 2018 ballot.

During FY17-18, the City's affordable housing efforts will focus on moving several important housing projects and policies forward. This includes continuing work started in previous years with the County and Abode Services to implement the redesigned homeless system. The City will work with various affordable housing developers, including Burbank Housing, Pacific West, and SAHA, to move several approved housing projects which have a combined total of over 150 units of affordable housing, forward towards construction. Staff anticipates seeking direction from Council on a number of affordable housing-related issues including the impact fees for accessory dwelling units and to explore reinstating on-site inclusionary zoning for multifamily projects (once again allowed due to recent changes in State law). The City will also consider new sites, such as the D Street Alley, for affordable housing projects and launch the City's Junior Unit Initiative Program to encourage the creation of junior units citywide and incentivize homeowners for making these units available at affordable rents. The City will also continue to work with the County and Abode Services on implementing the redesigned homeless system which will focus on housing through a Housing First approach to addressing homelessness. It is likely that many of these efforts, such as securing additional housing sites and securing financing to begin construction of Manzanita, SAHA's affordable housing project proposed on Soscol and Soscol, will extend beyond the current fiscal year into future years.

Status Update

5/1/2018 - Iferrell: The Environmental Impact Report (EIR) should soon be underway for Heritage House/Valle Verde. The process is expected to take 37 weeks to complete. Gasser Foundation has been reaching out to neighbors and has scheduled a community meeting about the project on May 22. Also, Public Works and Building staff went "above and beyond" in order to get building permits issued by the April 2 tax credit deadline for both Pacific West's Napa Courtyard and Burbank's Stoddard West affordable housing projects. Their teamwork, flexibility, and hardwork preserved millions of dollars in financing allowing both projects to break ground in spring 2018. Stoddard West will break ground in May with units expected to be completed by July 2019. SAHA received notice that both of the two State grant applications it submitted for Manzanita are moving forward for funding consideration. It should hear by June if these applications are successful. Burbank received 187 applications for Redwood Grove, its 34-unit affordable homeownership project. Of these, 83 have been approved, 25 are still in the process of review and 11 were received past the deadline and are being held as back-up applications. Burbank anticipates holding a pre-lottery meeting with all approved buyers and then conducting a lottery in June or July to select the homebuyers.

In February, the City was notified that Lilypad Homes had decided to shut its doors and would no longer be providing feasibility assessments for the City's newly launched Junior Unit Initiative Program. Staff revised the program to reflect this change and has continued to work on four initial projects to test feasibility given construction costs post-fires. Based on bids received to date, staff anticipates bringing a request to Council to increase the maximum loan from \$40,000 to \$50,000. Staff will look at scheduling a second workshop this spring. County staff have met with Housing staff about having the City provide construction management services for a similar junior unit program in the unincorporated county.

The Housing Authority has referred 30 voucher holders who are either homeless or at-risk of homelessness to Abode for assistance in locating housing. To date, staff has been impressed with Abode's success in helping voucher holders through this partnership. As of the end of April, Abode has finally almost fully staffed its outreach team. The system is working to implement a diversion program to help divert people away from shelters if there are other options available to them such as keeping them housed or reuniting them with family. The homeless system received a grant of \$160,000 from Partnership Health Plan to provide housing assistance to homeless households.

The City conducted a survey of accessory dwelling units to determine if they are naturally affordable and thus should be exempt from the City's affordable housing impact fee. Unfortunately, the results of the survey did not support this presumption. Of the responses received, 41% of the respondents indicated they intend to or are currently renting out their ADU's. The remaining 59% do not plan to rent out their units. Of the ADU's that are identified as rentals, just 29% of the ADU rentals (12% of all ADU's) have a rent affordable to a low-income household. Most ADU's that are being rented or expected to be rented are at rent levels affordable to moderate-income households.

1/17/2018 - lferrell: In 2017, the City approved over 150 affordable housing units. In December, SAHA submitted a request for Section 8 project-based vouchers to the Housing Authority for the Manzanita project, which was approved by the Council in September 2017. SAHA has submitted applications for two State housing grant programs in early January. The project is expected to be under construction, after funding is assembled, in 2019. In November, Burbank Housing closed escrow on the Redwood Duets project, which contains 34-units approved in October. The purchase was financed with loans from the City and the County. Over 850 people registered to attend Burbank's community workshops for the project to learn more about this housing opportunity. The project is undergoing review of construction documents and civil plans and will be under construction in 2018.

Also in December, over 110 people attended a workshop on the City's Junior Unit Initiative Program, which is being implemented in partnership between the City and Lilypad Homes. As of early January, Lilypad Homes has completed 12 feasibility assessments and the City has approved five loans to homeowners to create affordable rental units through the Junior Unit Initiative Program.

In addition to the creation of new affordable units and JADUs, the Housing Authority has referred 17 Section 8 voucher holders, who are either homeless or at-risk of homelessness, to Abode Service for assistance in finding housing with initial success in finding some units. All at risk families seeking assistance have been sheltered. Abode is staffing up which should provide more attention to this issue as they fill their new positions.

11/13/2017 - lferrell: During the first quarter, there were a number of accomplishments including both Burbank's Stoddard West (51 units) and Pacific West's Napa Courtyard (21 units) rental projects receiving 9% tax credit awards in September. Burbank and Pacific West will each need to secure building permits

ATTACHMENT 2

no later than March under tax credit requirements. City staff met with Pacific West staff in November to discuss submittal requirements. Burbank anticipates submitting for building permits in December, which will make it challenging to review and approve a permit in such a short timeframe. Also during the first quarter, SAHA's Manzanita project (52 rental units) was approved for entitlements on September 29th, and Burbank's Redwood Duets project (34 ownership units) was approved on October 24th, and a City loan was approved for Burbank for the Redwood Duets project on November 7th. In October, Council also approved measures for fast tracking permits by reducing the threshold for review of multifamily projects (Planning Commission will review 11 to 30 units and 100% affordable projects and Staff will review 10 or fewer units, except where other permits are required that necessitate Council review such as Zoning Amendments, General Plan Amendments, subdivisions, etc.). Staff also finalized program documents for the Junior Unit Initiative Program in early November and expects the first feasibility assessments to be performed in late November. A workshop about ADU's and the Junior Unit Initiative Program is scheduled for December 11th. The City's contract with Abode Services for Section 8 landlord mitigation and incentives was approved this quarter and the contract is currently in the process of being executed. Staff anticipates making initial referral of homeless or at-risk of homeless Section 8 voucher holders before the end of November.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Manzanita Project approve	CDD, Housing	Tooker/Staff	5 %	9/29/2017	Complete
Redwood Duets Project approved	CDD, Housing	Tooker/Staff	5 %	10/24/2017	Complete
Revise policy to fast track permits	CDD, Planning	Tooker	5 %	10/31/2017	Complete
Launch Junior Unit Initiative Program	CDD, Housing	Ferrell	15 %	11/30/2017	Complete
Explore inclusionary zoning regulations	CDD, Planning	Tooker/Morris	10 %	2/23/2018	Not Started
Commence with Heritage Housing Project	CDD, Planning	Morris/Ferrell	10 %	3/16/2018	Complete
Adopt reduced ADU fees	CDD, Planning	Tooker/Ferrell	5 %	4/17/2018	Not Started
Explore new sites for affordable housing	CDD, Housing	Tooker/Ferrell	5 %	5/31/2018	On Time
Adopt an inclusionary ordinance	CDD, Planning	Tooker/Morris	10 %	6/5/2018	Not Started
Begin to explore an amnesty program	CDD, Planning	Tooker/Walker	5 %	6/25/2018	Not Started
Continue to implement homeless system	CDD, Housing	Ferrell	20 %	6/29/2018	On Time
Help secure funds for housing projects	CDD, Housing	Ferrell	5 %	6/30/2018	On Time

Project Progress: 40% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	CDD-00806	Project Status	On Time
Project Title	General Plan Update			Phase	1 of 3
Project Start Date	9/8/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Planning	Project Leader	Mike Walker		
Project Budget	\$1,500,000				
Funding Sources	General Fund				

☐ City Manager's Report ☒ City Council's Report

Project Description

Preparation of a comprehensive General Plan Update. This project will occur in two phases over a period of two-and-a-half to three years (FY 17/18 - FY19/20). Project objectives include robust community engagement, preparing a strategic vision for the City's growth for the next 20 years, preparing a user-friendly and innovative General Plan document, and preparing all necessary environmental reports in compliance with CEQA.

Phase I in FY 17-18 will include:

1. Prepare and advertise a Request for Proposals (Complete);
2. Retain a consultant for preparation of planning and environmental documents (under way);
3. Form a General Plan Advisory Committee; and
4. Community visioning & outreach

Phase II in FY 18-19 will include preparation of the comprehensive General Plan Update, public meetings, preparation for adoption and commencing with CEQA review

Phase III in FY 19-20 will include certification of the EIR and adoption of the General Plan Update

Status Update

5/1/2018 - mwalker: Contract for Consultant Services with Dyett & Bhatia to City Council on May 1. The initial community kick-off event to the General Plan Update will begin with a two-part speaker series; the first event scheduled for May 18 at the CIA-Copia. A second event will be scheduled for June. Due to interest in including the Speaker Series prior to Council Issue Identification and the selection of an General Plan Advisory Committee, those items will commence upon conclusion of the Speaker Series in early summer 2018.

1/23/2018 - mwalker: City staff prepared evaluations for each of the five consultant proposals. Three consultant teams scored high. Consultant interviews for the top three consultant teams are scheduled for Monday, February 5. The formation of a citizen advisory committee has been postponed until after consultant selection and an initial community kick-off event.

Last updated 5/1/2018

11/13/2017 - mwalker: The RFP was advertised on September 8th and closed on October 6th. In response to the RFP, the City received five proposals from qualified consultant teams. Planning staff distributed the proposals to key City departments on October 26th and followed up with separate meetings with Administration, Parks & Recreation, Public Works, and Safety (Police & Fire) the first week in November. An item has been scheduled for Council consideration on December 19th to discuss the General Plan Update goals and process, including the selection of a General Plan Advisory Committee. Staff will conduct consultant interviews beginning in January. The Advisory Committee will also be formed in January/February by Council selecting among the the best applications comprised of community stakeholders to advise on the preparation of the General Plan Update.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Prepare RFP for circulation	CDD, Planning	Morris/Walker	5 %	9/1/2017	Complete
Solicit Council issue identification	CDD, Planning	Morris/Walker	5 %	12/19/2017	Withdrawn
Select advisory panel	CDD, Planning	Morris/Walker	5 %	2/6/2018	Withdrawn
Interview and select consultant	CDD, Planning	Morris/Walker	5 %	2/28/2018	Complete
Complete consultant contract	CDD, Planning	Morris/Walker	5 %	3/30/2018	Complete
Commence with community visioning	CDD, Planning	Morris/Walker	75 %	6/30/2018	Not Started

Project Progress: 15% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CDD-00830 **Project Status** On Time
Project Title Downtown Parking Mgt Plan Implementation Phase 2 **Phase** 2 of 3
Project Start Date **Project Due Date**
Requested Start Date 8/1/2017 **Requested Due Date** 6/30/2018
Lead Department CDD, Economic Development **Project Leader** Tooker/Staff
Project Budget
Funding Sources Capital Improvement Program, PDA Grant
☐ **City Manager's Report** ☒ **City Council's Report**

Project Description

The Downtown Parking Management Plan was approved in May 2015 and includes a phased Implementation Plan to develop policies and implementation measures and to set aside capital for improvements and operations, as follows:

Phase 1 FY 16-17 (Complete)

- 163-space interim surface parking lot was constructed on the former CineDome site
- Downtown Parking Impact Fee was increased from \$7,500/space to \$23,000/space created by net new demand
- Parking Exempt overlay district was expanded to include commercial properties on Main Street north of Pearl Street
- Downtown Parking Assessment Area boundary was expanded and its revenues applied consistently with those from the Parking & Business Improvement Area 1, Zone 1
- Zoning and General Plan Amendments were processed to facilitate the development of a surface parking lot on City-owned property on Third Street adjacent to the RR tracks.
- Parking structures have been painted and landscape improvements and upgrades to signage have been completed.

Phase 2 FY 17-18 (In Process)

- The City released a RFP for a Parking Technology Roadmap project, funded by a Priority Development Area (PDA) grant, and selected Dixon Resources Unlimited in August 2017. The Parking Technology Roadmap will 1) identify ways to monitor and display parking availability via electronic signage in downtown parking structures and 2) identify and procure all technological components needed for paid parking, including equipment, technology, processes, cost, specification development, vendor solicitation, product evaluation and contract negotiation support. This effort will be coordinated among the affected City departments that currently contribute to the various elements of the parking program. This project is expected to be complete in calendar year 2018.

- Two parking lot projects are currently in the design phase to supplement parking in downtown: (1) the former transit station structures at Pearl and Coombs will be demolished to expand the parking lot and (2)

Last updated 5/2/2018

the City's property on Third Street will be developed into a parking lot for short term usage in the Third/Soscol corridor area. These are CIP projects currently in process and are funded for completion. Also funded is a design consultant to be selected in early 2018 to update Downtown Napa vehicular wayfinding signage, including a focus on parking wayfinding.

- The City is presently finalizing the recruitment process for a new Parking Programs Manager position to be on board in early 2018. This individual will manage all aspects of the existing parking program, including overseeing a future paid parking program should Council move forward with that recommendation. The new Parking Programs Manager will work closely with Dixon Resources Unlimited in the selection of parking technology, the RFP and vendor selection process, and implementation of all phases of the Downtown Parking Management Program.

- The CineDome Master Plan is scheduled to be completed shortly after the New Year and scheduled for Planning Commission and Council review. This Plan will determine site planning, design and conceptual land uses for the area, as well as identify the optimal location and general design parameters for a new 350 to 400 space parking structure in the Pearl/West/Yajome area in the North Main corridor. This structure will be funded by various revenue sources, including parking assessments, parking garage license fees, and parking impact fees.

Phase 3 FY 18-19:

With the assistance of the Parking Programs Manager, parking policy modifications to the Napa Municipal Code would be presented to Council, including policies related to meters, block face enforcement, signage concerns, fees, penalties and related concerns. Once meters are installed and operational, if approved by Council, the paid parking program will require close supervision and monitoring. The City's Parking Programs Manager would work with other City departments to develop a reserve fund, an asset management and replacement strategy, and plan for further consolidating parking-related services in an enterprise operation. The City will construct a fourth parking structure as called for in the CineDome Master Plan, and will continue to seek opportunities to leverage its real property assets to replace aging parking facilities and construct new parking to meet demand.

Status Update

5/1/2018 - rklingbeil: The Parking Programs Manager (PPM) has been selected and will begin his tenure May 7, 2018. Several of the efforts outlined below will be shifted for final task completion by the PPM, including the review/amendments to the Municipal Code regarding Anti-Rolling, completion of the Parking Technology Roadmap, and consideration of garage occupancy signage. Proposed code changes and the Parking Technology Roadmap tasks have been in process through the contract with Dixon Resources Unlimited, and have been taken to a point where they will be reviewed and taken to Council by the PPM. The CineDome Master Plan, which includes a location for a new public parking facility, was reviewed and endorsed by the Planning Commission in April, and had a preliminary review before Council on May 1, 2018. Staff expects the final Master Plan and environmental document to be finalized during the first quarter of FY 18/19. The Pearl and McKinstry Street parking facilities have been designed and the 3rd Street lot is in process of design. It is anticipated that all three lots will be complete by the end of the 2018 calendar year.

1/23/2018 - rtoker: According to the HR Department, the recruitment for the Parking Manager was completed on January 8th and 20 applications were submitted, 10 of which were chosen for phone screening interviews. Interviews of the top candidates selected from the phone interviews will be

conducted in early February. There is a slight delay in selection of the best qualified candidate because the City did not want to have the recruitment end in December, which would have limited the application pool. Regarding the CineDome Master Plan, the administrative draft is in circulation and comments are due back to the consultant on February 1st. A review of the draft will be scheduled for Planning Commission and Council in the next month, with final review considered shortly thereafter depending on the breadth of comments and revisions. The City has also secured funding for the Third Street Parking Lot, which is in design together with the parking lots at Pearl and McKinstry Streets and should be under construction this summer.

11/13/2017 - rtoker: The City has retained the services of Dixon Resources Unlimited, parking consultants, to review overall parking operations management in the downtown area, identify ways to maximize parking related to metered parking, ticketing and enforcement regulations, and the potential revenues from a paid parking program for ongoing maintenance of the program. This effort, described as a "Parking Technology Roadmap" for the future was done with input from a Parking Meter Task Force including key staff from the Public Works, Community Development, Parks & Recreation, Police, and Administration. Also in process are plans to contract design of the Pearl, Third Street and McKinstry Street parking lots. A Parking Programs Manager is being recruited who should be selected by the end of the year.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design Garage Occupancy Sign	Parking Manager	TBD	10 %	6/30/2018	Not Started
Prepare Anti-Rolling Ord for CC Review	Parking Manager	TBD	5 %	6/30/2018	On Time
Adopt CineDome Master Plan	CDD, Planning	Morris/Walker	50 %	6/30/2018	On Time
Select Parking Programs Manager	Human Resources	J.Brizel	5 %	6/30/2018	Complete
Design Pearl/3rd/McKinstry Parking Lots	PW, Engineering	J. Ferons	10 %	6/30/2018	On Time
Complete Parking Technology Roadmap	CDD, Economic Develop	TBD	20 %	6/30/2018	On Time

Project Progress: 5% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PRS-00812	Project Status	Behind
Project Title	Oxbow Commons Park Enhancements - Phase 1				Phase 1 of 1
Project Start Date	10/1/2017		Project Due Date	6/30/2018	
Requested Start Date			Requested Due Date		
Lead Department	PRSD, Recreation		Project Leader	Katrina Gregory	
Project Budget	\$50,000				
Funding Sources	One-time General Fund Increase				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

In order to create a more desirable and useable space that facilitates greater public use and generates all new revenue from park rentals and community events, staff plans to: 1) purchase a portable sound system, 2) install wayfinding signs for better connectivity between downtown and Oxbow District, 3) make several site improvements to support better vehicle circulation and preventative measures to minimize park damages at Oxbow Commons.

Status Update

4/30/2018 - kgregory: A signage plan has been determined for Oxbow Commons. A monument sign is being installed at First Street and Soscol Ave. Staff has hired a graphic designer to create a directional map which will be located at three entrances into Oxbow Commons. Additional directional signs will be install at other key locations. Staff is also working the Flood District to have an interpretative panel at First Street and Soscol Ave to explain the overall project and benefits to the community. The other site enhancements will be postponed until Fall 2018 to not adversely impact the event area during the summer months. Phase 2 of this project will be in the FY18-19.

1/23/2018 - kgregory: Staff is still in process of evaluating options for site improvements and developing a signage plan for Oxbow Commons.

11/6/2017 - kgregory: A high quality sounds system was purchased in October 2017. Staff will begin working on the wayfinding signage and site improvements in the upcoming months.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research and purchase sound equipment	PRSD, Recreation	Katrina Gregory	10 %	12/1/2017	Complete
Evaluate options for site improvements	PRSD, Recreation	Katrina Gregory	15 %	3/1/2018	Behind
Make recommendations to partner agencies	PRSD, Recreation	Katrina Gregory	10 %	3/15/2018	Behind
Develop signage plan for Oxbow Commons	PRSD, Recreation	Katrina Gregory	10 %	3/31/2018	Behind
Order & install signs at Oxbow Commons	PRSD, Recreation	Katrina Gregory	15 %	6/30/2018	On Time

Project Progress: 10% of 60% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PRS-00820	Project Status	On Time
Project Title	Implement Park Ranger Program			Phase	1 of 1
Project Start Date	7/1/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	PRSD, Parks	Project Leader	Dave Perazzo		
Project Budget	\$78,260				
Funding Sources	General Fund/Annual Operating				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

The implementation of the Park Ranger Program will help provide safe and enjoyable park experiences by protecting the public, educating and providing organized recreational opportunities for visitors, and protecting and preserving parkland and wildlife. Park Rangers will embrace visitor services as their primary function and will not be sworn peace officers. Park Rangers will serve as part ambassador, educator and safety officer and patrol the City's open spaces, parks, playgrounds and sports fields.

Status Update

4/27/2018 - dperazzo: The parks rangers were provided training related to communication, defensive tactics and use of pepper spray by the police department. The rangers have also been assigned to work with staff and community groups on volunteer projects. This has included evasive plant removal, tree planting and educational programs. The rangers are tracking their work shifts and logging all of this information. They are developing a list of items that need to be addressed related to parks use. This is growing with the increased use of our parks now that we are into the spring.

1/22/2018 - dperazzo: The department hired a total of 5 (part time) Park Rangers in December. The rangers went through initial training and orientation and started working regular assignments in January. Additional training will be provided by the Police Department in February. Two rangers are currently assigned to each shift as part of the onboarding process. In February the schedule will revert to one ranger per shift. They are inspecting and securing park areas as well as educating the public on use of the parks system. There is one evening shift scheduled during the week and two shifts covering the full day on weekends and holidays. The program has been welcomed by the public and has made a positive impact. The program has allowed the department to have a presence in parks and recreational areas and provide a higher level of safety for the community.

11/8/2017 - dperazzo: The department worked closely with Human Resources and the Police Department to create the policy manual and job description. These tasks were completed in August. The recruitment for candidates opened in September and 52 applicants applied. Interviews were held in October and selected candidates are currently going through the background process.

Last updated 5/1/2018

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Operating Plan and Job Specs	PRSD, Parks	Dave Perazzo	50 %	9/1/2017	Complete
Recruit, Hire and Train	PRSD, Parks	Dave Perazzo	25 %	11/20/2017	Complete
Monitor and Evaluate Program	PRSD, Parks	Dave Perazzo	25 %	6/30/2018	On Time

Project Progress: 75% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PRS-00819	Project Status	On Time
Project Title	Park Amenity Improvements Phase II			Phase	2 of 3
Project Start Date	7/1/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	PRSD, Parks	Project Leader	Dave Perazzo		
Project Budget	\$1,640,000				
Funding Sources	Capital Improvement Fund				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

This project is a compilation of multiple park related CIP projects. This will include the design and installation of a permanent restroom and shade structure at Alston Park, a shade structure at Fuller Park, replacement of the playground equipment at Playground Fantastico and retrofitting older play equipment in parks throughout the system. In addition, the improvements will include the resurfacing of 14 sports courts and purchase of new parks amenities such as trash receptacles, picnic tables, barbeques, fencing and signage. A part-time project planner has been hired and a landscape architect is under contract to assist with this process.

Status Update

4/27/2018 - askapyak: The Parks & Recreation Department is managing several capital improvement projects at various parks around the City. These improvements include new shade shelters, amenity upgrades, sport court resurfacing, and pathway repair. Most notably, three shade shelters are being designed for Alston Park, Dry Creek Park and Fuller Park, as well as a permanent public restroom for Alston Park. These upgrades are guided by community input collected at the open house on January 11, 2017 and additional feedback thereafter. Furthermore, Playground Fantastico, a community built art park and playground located off Old Sonoma Road, is being redeveloped. The play structure is reaching the end of its useful life and will be replaced by the end of 2018. To honor the community effort that brought the original structure to life, the Department is leading a community discussion to collect feedback on the future design.

Due to the competitive construction climate as a result of the Napa Fires in October of 2017, project bidding and contract procurement was placed on hold while the Department assessed available funding and site plans for capital improvements. Despite these conditions, Parks staff have diligently value engineered plans to reach approachable costs. Parks staff aims to complete noted projects by 6/30/19. This takes into consideration an anticipated wet winter when construction is not ideal, and sufficient time for bidding, procurement, construction, installation and close-out. Withdrawn milestones will be included in the FY18-19 Phase III portion of this project.

Last updated 5/2/2018

1/22/2018 - dperazzo: An open house was held at the Senior Center on January 11, 2017 to gather public input on projects at Alston, Dry Creek and Fuller parks. These projects include the addition of shade shelters at all three parks and a permanent public restroom at Alston Park. Park amenities will also be updated in these areas as part of the project. Informational boards with ideas for proposed public improvements were provided and discussed and public comments collected at the open house. These comments were utilized to develop draft concept designs for each park. Next steps will include bringing these concept designs to the Parks and Recreation Advisory Commission and the community for review at public meeting. The RFP for Sports Court resurfacing will be released in February with an award of contract and construction scheduled for the spring. The department has inspected park playgrounds and is retrofitting equipment throughout the park system. Additional public input is being gathered for the replacement of the structures at Playground Fantastico at this time. Final design and schedule for replacement is dependent on public input and budget available.

11/9/2017 - breed: A part-time project planner has been hired along with an on-call landscape architect to provide technical support during planning and construction. Detailed project plans have been created for each of the many park improvements.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Community Engagement and Design Process	PRSD, Parks	Dave Perazzo	25 %	3/31/2018	Complete
Bidding and Contract Procurement	PRSD, Parks	Dave Perazzo	25 %	4/30/2018	Withdrawn
Budget Assessment	PRSD, Parks	Dave Perazzo	25 %	4/30/2018	Complete
Construction, Installation and Closeout	PRSD, Parks	Coates/Staff	25 %	6/30/2018	Withdrawn

Project Progress: 50% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PRS-00814	Project Status	Behind
Project Title	Joint Use Agreements - NVUSD & NVC - Phase 1				Phase 1 of 1
Project Start Date	7/1/2017		Project Due Date	6/30/2018	
Requested Start Date			Requested Due Date		
Lead Department	PRSD, Recreation		Project Leader	Katrina Gregory	
Project Budget	\$325,000				
Funding Sources	General Fund/Annual Operating				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

There are approximately 4,200 community sports group participants utilizing the NVUSD sports fields for approximately 85,000 hours annually. In addition, city-operated recreation programs use the NVUSD's gyms, pools, tennis courts, theaters, classrooms and sports fields. By creating a revised Joint Use Agreement, the City will ensure community access to NVUSD facilities and will assist with increasing the maintenance and quality of Napa Valley School District's athletic fields. The goal will be to reach agreement with NVUSD in order for the City to provide a contractor to create a higher level of agricultural and turf management in addition to NVUSD's current routine maintenance practices, as well as hire a 3rd party contractor to serve as a liaison between the City, NVUSD and the field users/representatives in order to successfully manage field allocation use, facilitate user group meetings, and provide enforcement for field use and regulations. The agreement will outline how the City's matching funds will assist NVUSD in underwriting major capital improvements such as natural turf field replacements. Similarly, the City will be renewing and revising the Joint Use Agreement with the Napa Valley College in the upcoming year to ensure public access to the college's sports facilities as well as continued use by city-operated programs. In addition, the NVC would have access and joint use to city recreation facilities as part of the agreement.

Status Update

4/30/2018 - kgregory: Negotiations with the NVUSD regarding the Joint Use Agreement is still ongoing. The goal will be complete the sports fields terms of the agreement before the end of FY17-18. The other terms of the JUA (i.e. gyms, pools, classrooms, tennis courts) will take the first 6 months of FY18-19 to finalize and will be part of Phase 2. NVC Joint Use Agreement will be postponed until FY18-19 as part of the Phase 2.

1/23/2018 - kgregory: Due to the fires and school closures in October, the Joint Use Agreement discussions with NVUSD were delayed since there was significant impacts to their organization. Meetings with NVUSD staff have resumed in January and the goal is to keep to the specified timeframes for the rest of the project schedule.

11/7/2017 - kgregory: City staff has met with NVUSD administrative staff several times this first quarter to discuss and review agreement terms. There was a slight delay due to the fires but staff will reconvene the

Last updated 5/3/2018

negotiations starting in November. Staff also conducted an initial meeting with NVC in September to start the process for a Joint Use Agreement.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Finalize Sports Field Terms with NVUSD	PRSD, Recreation	Coates/Staff	75 %	5/30/2018	Behind
NVUSD Board approval of agreement	PRSD, Recreation	Coates/Staff	10 %	6/30/2018	Not Started
City Council approval of NVUSD agreement	PRSD, Recreation	Coates/Staff	15 %	6/30/2018	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PD-00826	Project Status	Behind
Project Title	Body Worn Camera Program Implementation			Phase	2 of 2
Project Start Date	7/1/2017	Project Due Date	4/30/2018		
Requested Start Date		Requested Due Date	6/30/2018		
Lead Department	Police	Project Leader	Steve Potter		
Project Budget	\$0				
Funding Sources	FY2017-18 Non-Recurring PD Patrol Budget				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

Implement a body worn camera program with consideration given to legislative mandates, internal policies, data storage, managing public records requests, privacy issues, etc.

Status Update

4/23/2018 - jriesenberg: Review of the draft policy with NPOA and PMU is almost complete. A second vendor was evaluated and this will conclude the pilot program. The server system, storage and software are all cloud-based and functional, but payment is awaiting selection of the provider. Camera and evidence software selection should be made by May 10. Rollout of program will begin in the first quarter of FY18-19.

1/11/2018 - jriesenberg: The pilot program is concluding. Deficiencies in the project have been identified. These problems are associated with the ability to record throughout the entire shift, updating the current Officer training plan to include lessons learned. Discussion has begun with the NPOA regarding future policy meet and confer.

1/9/2017 - jriesenberg: The recruitment for the Property Technician position for data management is underway. Evaluation of the cameras and data storage is currently being conducted. Upon completion of the evaluation we will select the camera and evidence software, complete the policy, meet and confer with the Napa Police Officer and Police Manager associations, purchase software and hardware and implement.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Select Camera & Evidence Software	Police	Pat Manzer	5 %	12/31/2017	Behind
Draft Policy	City Attorney	Casey Jones	10 %	1/31/2018	Complete
Hire Property Tech to Manage System	Human Resources	J. Brizel	5 %	2/1/2018	Complete
Meet & Confer with Associations	Police	Steve Potter	10 %	2/28/2018	Behind
Purchase Server System & Storage	Finance,Information Techn	Scott Nielsen	10 %	3/31/2018	Not Started
Implement Camera Hardware	Finance,Information Techn	Steve Potter	40 %	4/16/2018	Not Started
Implement Software	Finance,Information Techn	Scott Nielsen	20 %	4/16/2018	Not Started

Project Progress: 15% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PD-00810	Project Status	Behind
Project Title	Downtown Police Bicycle Patrols			Phase	1 of 1
Project Start Date	7/1/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	Police	Project Leader	Steve Potter		
Project Budget	\$0				
Funding Sources	FY2017-18 PD Patrol Budget				

☐ City Manager's Report ☒ City Council's Report

Project Description

Positions will address the increased activity in the downtown area which includes the opening of the Archer Hotel, Mall area, additional alcohol establishments and night life. Two (2) Officers will increase coverage to 7 days a week in the downtown area and reduce the need for surrounding beat officers to respond into downtown from their assigned areas. Officers will use various means to increase contact with community members including foot patrol, bicycle patrol, community meetings and meeting with the merchants.

Status Update

4/23/2018 - jriesenberg: We are still working on filling multiple Police Officer positions throughout the department. Downtown staffing is a priority and we look to fill these two positions soon. Currently these duties are being performed on an overtime assignment basis.

1/11/2018 - jriesenberg: At the conclusion of the recent Police Officer recruitment, one passed all testing components and was hired. We are working on a subsequent recruitment to fill the second position.

11/9/2017 - jriesenberg: Interviews have been scheduled for two Police Officer lateral applicants with hopes of filling both positions.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Hire 2 Police Officers	Human Resources	J. Brizel	75 %	1/15/2018	Behind
Train and assign new Officers	Police	Jennifer Gonzales	25 %	6/30/2018	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PW-00816	Project Status	On Time
Project Title	Measure T Implementation - Year 1			Phase	1 of 1
Project Start Date	12/5/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	PW, Engineering	Project Leader	J. Ferons		
Project Budget	\$8,000,000				
Funding Sources	Measure T				

☐ City Manager's Report ☒ City Council's Report

Project Description

Napa County, via the Napa Valley Transportation Authority (NVTa), adopted Measure T, the Napa Countywide Road Maintenance Act in 2012. Measure T is a one-half of one percent sales tax to be implemented July 1, 2018, following the sunset of Measure A, the one-half of one percent sales tax measure for flood protection. This will create a funding program to ensure improved and on-going maintenance of currently under-funded local community streets and supporting infrastructure (e.g., sidewalks, gutters, curbs) within the public right-of-way. It is projected that the City of Napa will receive approximately \$8-\$9 million annually in funding for the 25-year life of Measure T.

This project "Measure T Implementation" picks up where "Measure T Infrastructure Evaluation" leaves off. Staff will present the Measure T 5-Year Work Plan to City Council in December 2017. After adoption of that work plan, CIP and Measure T staff will develop plans to implement the Year One projects of the proposed 5-year work plan.

Status Update

4/26/2018 - jferons: At the January 16th City Council Meeting, Council adopted resolutions approving the maintenance of effort amount, the five-year list of projects and authorized the execution of the master funding agreement for the Measure T program. In April 2018, city staff presented the City's Measure T Plan to the Independent Tax Oversight Committee and received their endorsement for both the maintenance of effort and the 5-year work plan. In the meantime, the City's Measure T engineering team is preparing the design, plans, specifications and estimates for the first phase of Measure T projects to go out to bid in late spring for a summer award and commencement of construction.

1/22/2018 - jferons: The Measure T "Infrastructure Evaluation" phase of the effort from FY16-17 is complete. At the City Council Meeting on January 16, City Council adopted three necessary steps to complete that phase: (1) establishment of the City's Maintenance of Effort; (2) adoption of the Five-Year Work Plan; and (3) execution of the Master Funding Agreement. We are now entering this phase, "Measure T Implementation - Year 1". The Measure T engineering team has developed a schedule to design the Year 1 projects within the first half of calendar 2018, then publicly bid the first phase of projects for award in June 2018 with construction to begin in July 2018. Subsequent Year 1 projects will

Last updated 5/4/2018

follow and be publicly bid and awarded proceeding in July 2018.

11/16/2017 - jferons: Presentation of the Measure T 5-Year Work Plan is scheduled to go before Council on December 5, 2017.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Five Year Workplan to Council	PW, Engineering	J. Ferons	25 %	1/16/2018	Complete
Prepare Plans, Specs and Bids	PW, Engineering	J. Ferons	50 %	5/1/2018	On Time
Public Bid Projects	PW, Engineering	J. Ferons	20 %	5/23/2018	Not Started
City Council Bid Award	PW, Engineering	John Ferons	5 %	6/30/2018	Not Started

Project Progress: 25% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PW-00824	Project Status	On Time
Project Title	Master Plan for Reservoir and Watershed Operations			Phase	3 of 4
Project Start Date	7/1/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	PW, Water	Project Leader	Joy Eldredge		
Project Budget	\$525,000				
Funding Sources	Water Enterprise				

☐ City Manager's Report ☒ City Council's Report

Project Description

The City of Napa has two important local surface water supplies that provide potable water to approximately 80,000 persons throughout City of Napa and surrounding areas. The City owns just 2,822 acres of the 34,000 acres that drain into the Lake Hennessey watershed and owns just 2,200 acres of the 6,200 acres that drain into the Milliken Watershed. There are a number of important issues related to the protection of both the quality and quantity of these critical water supplies. Staff has determined there is a need to review multiple aspects of the operation, document the current situations, assess future scenarios and make recommendations for the short and long term management of the Dam and Watershed facilities to assure a stable, sustainable high quality water supply for the City's water customers.

A series of Technical Memorandums will be completed to address the following items:

- flow releases from the Hennessey and Milliken Dams (Phase I)
- watershed monitoring and analyses of water quality in tributaries and reservoir (Phase I)
- watershed protection and management (Phase II)
- bathymetric survey (Phase II)
- spillway bypass design (Phase III)

This effort will take two years to complete. The tasks below are scheduled for Fiscal Year 2017-18.

- invasive species prevention of quagga and zebra mussels (Phase III)
- management of recreation on and around the reservoirs (Phase III)

The City is in the process of assessing the flow releases from the dams that were established in concert with the Resource Agencies in the early 1980s. Development on the private lands within the watershed is under the jurisdiction of the County. Through the years there has been an uptick in the number of privately-owned acres within the watershed developed to support houses, vineyards and some wineries. Land use changes within the watershed area result in a degradation of water quality that runs off from the watershed and is gathered in the drinking water reservoirs.

- Continue to gather water quality data at the creek inlets to determine the amounts of phosphates, nitrogen and nutrients being introduced into Lake Hennessey and Milliken Reservoir today and monitor any

Last updated 4/27/2018

increases in the future.

- Continue to clear brush on City watershed property and restrict public access to trails when fire danger is elevated. A fire in either watershed may render the water supply unusable. An influx of organic matter, charred trees and natural matter washed into the supply makes the water treatment process unable to treat to today's drinking water standards.

By December 31, 2017, the Watershed Sanitary Survey will be completed and will review baseline data, identify changes to water quality, reasons for water quality changes and make recommendations for mitigating and restoring water quality.

Status Update

4/25/2018 - jeldredge: The HEC-RAS model has been created and the spillway bypass assessment is 80% complete. The results show capacity is insufficient to accommodate the probable maximum storm under the criteria specified in today's applicable criteria from NOAA's Hydro meteorological Report No. 59. The final report will provide high level project alternatives to address the deficiency.

The added scope for bathymetry at Milliken Reservoir is underway. Field work for the bathymetric survey of Milliken Reservoir has been completed and data continues to be post-processed.

The Vulnerability Assessment for invasive species protection is complete. The Watershed Sanitary Survey has been drafted and refinement of data is underway to clarify information gathered from various stakeholders.

The joint project with the County to establish the Watershed Model and Monitoring Plan is underway. The hydrologic analysis has been calibrated for both Hennessey and Milliken watersheds. The next phase is to incorporate water quality data and develop the water quality monitoring and analysis plan.

Flow releases for Hennessey and Milliken continues to progress and is developing into a programmatic approach to creek restoration that will be a better long term approach but will take longer to bring multiple stakeholders together including CalTrans, Napa Resource Conservation District (RCD), and CA Department of Fish and Wildlife (DFW.)

1/10/2018 - jeldredge: The Amendment for the spillway bypass assessment was authorized by Council on December 5th and work will commence pending execution of the Agreement.

Watershed protection and management includes the Vulnerability Assessment and the Sanitary Survey. The draft Vulnerability Assessment for invasive species is under review by City staff and will be completed by the end of January. Prior to finalizing comments on the Sanitary Survey, staff will work with County staff directly to refine the data on land use projects within the watershed prior to final submittal to the State Division of Drinking Water.

Watershed model and monitoring plan is progressing with greater refinement of land use and samples gathered and analyzed after rain events.

The task for flow releases for Hennessey and Milliken entails developing a programmatic approach to habitat restoration at both Conn and Milliken Creeks. The stream monitoring and data loggers will be deployed in summer 2018 to continue to gather data under various flow conditions.

Last updated 4/27/2018

11/8/2017 - jeldredge:

Flow releases for Hennessey and Milliken is underway and stream monitoring data was gathered summer of 2017. Data loggers will be pulled, data reviewed and recommendations made by specialist team.

Watershed Model and Monitoring Plan - Consultant is under contract and kick-off meeting and watershed visit held October 25th. Consultant team is processing data and setting up the model with a draft deliverable for initial feedback in late December.

Watershed Protection and Management will largely be based on the results of the Model and Monitoring tasks.

Bathymetric survey completed for Lake Hennessey showing that nearly 2,000 acre feet of storage supply in Lake Hennessey is taken up by sediment deposits.

Spillway bypass design will start after amendment to contract for Master Plan is approved by Council (Dec 5 Agenda.) CA Division of Safety of Dams is not providing a HEC-RAS model for review, but directed the City to create its own HEC-RAS model under revised Maximum storm event with a deadline in mid-2018. Consultant scope of work needs to be amended since the original direction in the RFP and contract was to provide review only.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Spillway bypass assessment	PW, Water	Joy Eldredge	20 %	6/30/2018	On Time
Bathymetric survey	PW, Water	Joy Eldredge	20 %	6/30/2018	Complete
Watershed Protctn and Mgmt	PW, Water	Joy Eldredge	20 %	6/30/2018	On Time
Watershed Model and Monitoring Plan	PW, Water	Joy Eldredge	20 %	6/30/2018	On Time
Flow releases for Henn and Milliken	PW, Water	Joy Eldredge	20 %	6/30/2018	On Time

Project Progress: 20% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PW-00817	Project Status	Behind
Project Title	Imola Avenue Gateway Enhancement Project			Phase	1 of 1
Project Start Date	7/1/2017	Project Due Date	6/30/2018		
Requested Start Date		Requested Due Date			
Lead Department	PW, Engineering	Project Leader	J. Ferons		
Project Budget	\$2,100,000				
Funding Sources	General Fund				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

On December 1, 2015, City staff provided a presentation to Council regarding the City-Wide Arterial/Gateway Enhancement Plan which included the various considerations and steps needed to revitalize the City's entrance gateways and corridors. Discussion items included the need to prioritize the locations in need of enhancement and to provide a consistent theme/plant palette relevant to the City of Napa.

Subsequent to the City Council meeting, City staff was directed to prioritize Imola Avenue, between SR29 and Coombs Street, as the first gateway enhancement project. The goal being, to develop and select a concept for Imola Avenue that may serve as the template for application at other gateway locations throughout the City.

Status Update

4/24/2018 - sbarcal: Design Plans, Specs and Estimates are being updated based on a revision to the scope of work to include landscaping on a splitter island and installation of an interconnected irrigation system. Comments from Caltrans on the encroachment permit are anticipated to be received by end of May 2018. The maintenance agreement process with Caltrans is nearing completion. Project is tracking an out-to-bid date of July 2018 and construction award September 2018.

1/22/2018 - jferons: Design Plans, Specs and Estimates are on-time, 95% complete with a completion date of mid-February. There are two items in process with Caltrans, the encroachment permit and maintenance agreement. Project is tracking an out-to-bid date of April 2018 and construction award June 2018.

11/8/2017 - jferons: At the November 7, 2017 City Council meeting, Council provided direction by selecting one of three design themes. Staff and consultant will prepare plans, specs and estimates to publicly bid the project with the goal of construction in the first calendar quarter of 2018.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Design Theme Options	PW, Engineering	J. Ferons	20 %	10/31/2017	Complete
Present Design Themes to Council	PW, Engineering	John Ferons	20 %	11/7/2017	Complete
Prepare Plans, Specs and Estimates	PW, Engineering	J. Ferons	30 %	2/16/2018	Behind
Put Plans out to Public Bid	PW, Engineering	J. Ferons	15 %	4/30/2018	Not Started
Award Construction Contract	PW, Engineering	J. Ferons	15 %	6/19/2018	Not Started

Project Progress: 40% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PD-00827	Project Status	CF/Behind
Project Title	Text to 911			Phase	1 of 1
Project Start Date	7/1/2016	Project Due Date	3/31/2018		
Requested Start Date		Requested Due Date	6/30/2018		
Lead Department	Police	Project Leader	Gus Ulloth		
Project Budget	\$35,000				
Funding Sources	JAG Grant & General Fund				

☐ City Manager's Report ☒ City Council's Report

Project Description

Agent511 services and licensing to implement TextBlue the text-to-911 application from Agent511. Intergraph services to integrate TextBlue with the Computer Aided Dispatch (CAD) system. TextBlue will be able to function in a "stand-alone" mode allowing its use even if CAD is not available. Integration facilitates data between systems.

Status Update

4/23/2018 - jriesenberg: Contract is pending approval by City Attorney's office. Request for Service from the wireless carriers and the Text Control Center will be completed by June 15, 2018. We should start receiving texts for 911 service by June 30, 2018. All work will be completed by the grant end date of June 30, 2018.

1/18/2018 - jriesenberg: We are in process of finalization of contract terms with the selected vendor. There is no anticipated change to project completion date at this time.

11/17/2017 - GULLOTH: Concerns regarding CAD integration were resolved late September. The fire events weeks of October 8 and 15 have impacted daily operations significantly and projects massively. This project is still in play but now projected to be completed by March 31, 2018.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Acquire the System	Police	Gus Ulloth	20 %	12/15/2017	CF/Behind
Train Dispatchers	Police	Gus Ulloth	30 %	1/31/2018	Not Started
Implement System & Outreach to Community	Police	Gus Ulloth	50 %	3/31/2018	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PRS-00818	Project Status	CF/Withdrawn
Project Title	Park Development Impact Fee Review			Phase	5 of 6
Project Start Date	7/1/2017		Project Due Date	4/30/2018	
Requested Start Date			Requested Due Date	6/30/2018	
Lead Department	PRSD, Parks		Project Leader	Coates/Staff	
Project Budget	\$34,000				
Funding Sources	One-time General Fund Increase				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

The Finance Department began working with departments in FY 13/14 to identify major concerns regarding various types of development impact fees to be reviewed and updated. In FY 14/15, a contract was executed with NBS to perform studies to update the Parks and Recreation Facility Impact Fees and to determine how to utilize the funds previously collected for Parkland Acquisition. Due to the complexity associated with the existing Park Acquisition and Development Impact Fee structure, staff determined that additional support and guidance was required to follow the fee study through to completion.

In February 2016, HB Consulting was hired to complete a Park Inventory Analysis of all city-wide land and amenities. In September 2016, the final analysis was presented in draft form to representatives from Parks and Recreation, Legal and Finance to provide comment and direction. The project committee provided conceptual recommendations to the fee structure for future development and use of existing funds. Taussig and Associates was hired in Jan 2017 to conduct the fee study report, including a review of the General Plan and recommendations for use of existing land acquisition fees on hand.

Prior to presenting the final fee study report to Council for adoption, City staff will present preliminary analyses on current park acreage and park development funding to seek policy direction for the final report (task for FY 18/19). This effort will be in collaboration with the Community Development Director, Finance Director and City Attorney to ensure that the report is considering other City planning efforts such as the General Plan update. When complete, this report will be used to conduct community outreach and advise Council on the recommended fee increase and the methodology for consolidating quadrant funds.

Status Update

4/28/2018 - askapyak: The Draft Park Development Impact Fee study is complete and under review by the Parks & Recreation Director, Community Development Director, Finance Director, and City Attorney. Although other tasks assigned are noted as "CF/Withdrawn", additional internal review was recently identified as a top priority to develop the report's fundamental direction, prior to review by the Parks, Recreation and Trees Advisory Commission and City Council. In FY 18/19, City staff will present preliminary analyses on current park acreage and park development funding to Council to seek policy direction for the final report. This effort will be in collaboration with other City departments to ensure that

the report is considering other City planning efforts such as the General Plan update.

Upon internal review and with policy direction from Council, the study will be revised as needed and brought to completion. The complete fee study will be reviewed by the Parks, Recreation and Trees Advisory Commission and City Council for adoption thereafter. The Department is working diligently to finalize and bring the project to full adoption by 12/31/18.

1/19/2018 - breed: Department Directors for Finance, Legal and Community Development are scheduled to meet the week of January 29, 2018, to provide final input on study and proposed fees.

11/8/2017 - breed: Draft report and nexus argument has been completed. Department Directors for Finance, Legal and Community Development still need to provide feedback on the study and final recommendations. Once complete, the Parks and Recreation Director and City Manager will determine the best course of action as it relates to advancing the fee study, the change in fund accounting methodology and the proposed fee increase.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Draft Fee Study Document	PRSD, Parks	Coates/Staff	60 %	7/14/2017	CF/Comple
Finalize Fee Study	PRSD, Parks	Coates/Staff	10 %	12/31/2017	CF/Withdra
Conduct Community Outreach	PRSD, Parks	Coates/Staff	10 %	3/15/2018	CF/Withdra
Seek Adoption from Council	PRSD, Parks	Coates/Staff	10 %	4/30/2018	CF/Withdra
Draft Fee Study Review	PRSD, Parks	Coates/Staff	10 %	6/30/2018	CF/On Tim

Project Progress: 0% of 100% Complete



FY 2017-2018
Capital Improvement Projects
3rd Quarter

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CAPITAL IMPROVEMENT PROJECT STATUS REPORT

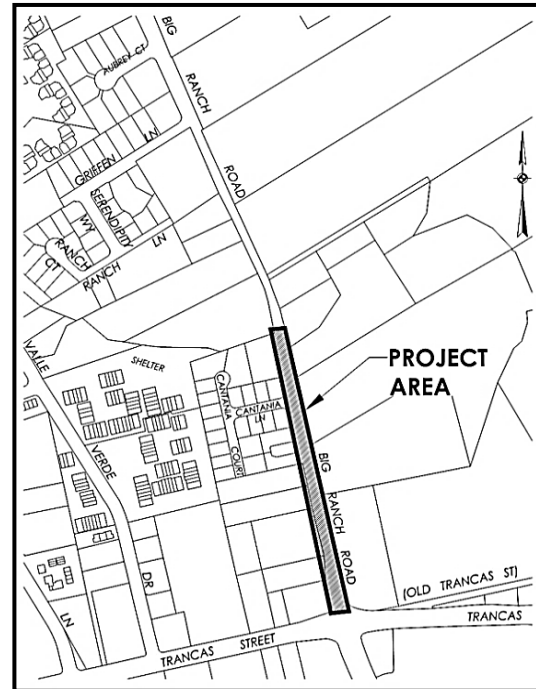
BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02

PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Rosa Corona, Assistant Engineer
Public Works Department - Engineering Division



PROJECT STATUS:

- Property Appraisal Consultant is working on updating property appraisals, anticipated time of completion is by the end of May 2018; right of way negotiations will follow. Acquisition is subject to negotiations, schedule to be determined.
- Design approximately 90% complete with PS&E 100% complete for public bid when right of way is acquired.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline																			
			FY 2014-15				FY 2015-16				FY 2016-17				FY 2017-18				FY 2018-19			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design	Behind	90%																				
Right-of-way acquisition	in progress	25%																				
Bid & Award	schedule for future date	-																				
Construction	schedule for future date	-																				

Estimated Completion Date TBD

- indicates current quarter

■ estimated schedule ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$2,307,000

BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design prior to 2011, and approximately \$311,500 has been spent to date on the design, preparing right-of-way and CEQA documents since June 2016.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

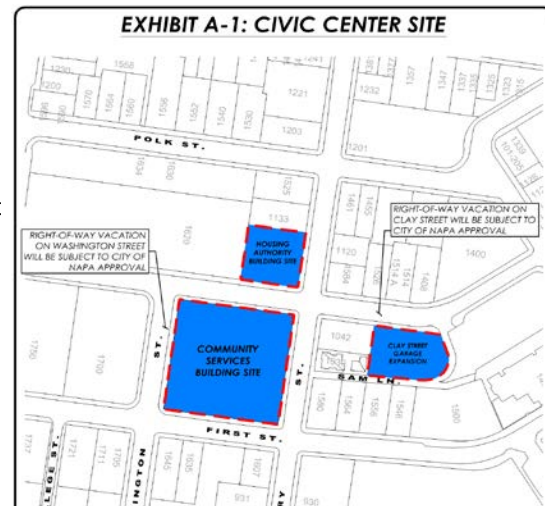
CITY ADMINISTRATION AND PUBLIC SAFETY BUILDING PROJECT NO. FC15PW02

PROJECT DESCRIPTION:

The project consists of development and construction of a new joint Public Safety and City Administration building at 1600 First Street, Fire Station 1 at 1115 Seminary Street, and Parking Garage at 1511 Clay Street. Excess City land at 955 School Street and 930 Seminary Street, will be used for private development, under conditions defined in the Exclusive Negotiation Agreement (ENA) and Project Agreement (PA).

PROJECT MANAGEMENT:

Jacques LaRoche, Public Works Director
Public Works Department - PW Administration



PROJECT STATUS:

On September 5, 2017, Council approved the ENA with Plenary Properties Napa (PPN).

- Project Agreement (PA) Negotiations - City is working with PPN to develop Term Sheets, as a part of the project agreements.
- Design Development - City is working with PPN and their Design Build (DB) partner - Sundt and Woods Bagot to develop the design. The Basis of Design (BOD) was completed in February 2018. The design team is now working toward Schematic Design (SD) preparation in May and June 2018.
- The project application was submitted April 2018.
- EIR work is in progress for the site.
- Swing Space - PPN proposed Swing Space Strategy for the City staff during construction; this is under review.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline																			
			FY 2016-17				FY 2017-18				FY 2018-19				FY 2019-20				FY 2020-21			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ENA Negotiations	complete	100%																				
PA Negotiations	in progress	10%																				
Design	in progress	20%																				
Construction																						

Estimated Completion Date

• indicates current quarter

■ estimated schedule

▨ revised schedule

BUDGET STATUS:

CURRENT PROJECT BUDGET: \$4,580,880 current project budget includes ENA negotiation, project management, and design.

APPROVED PROJECT BUDGET IN FY19: \$1,704,120

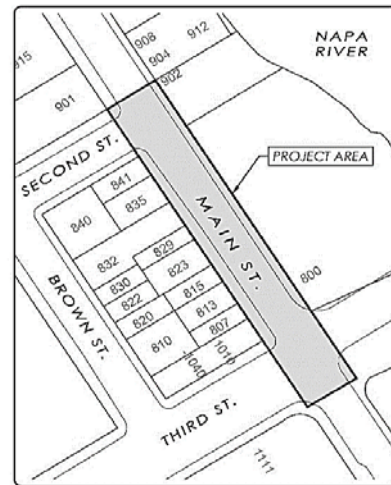
BUDGET EXPENDED TO DATE: \$2,053,895.01 was spent on preliminary project development, Request for Proposal preparation, the design consultant selection process, and project program design. Additional funding is programmed for the remaining design process, permitting process and construction.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

DOWNTOWN STREETSCAPE IMPROVEMENT PLAN PROJECT NO. MS14RA03

PROJECT DESCRIPTION:

Streetscape improvements along First Street and the Downtown Two-Way Conversion have been completed under the overall Downtown Streetscape Improvement Plan. The next high priority project under the overall plan is the Main Street Streetscape Improvement Project which includes improvements to Main Street between Second and Third Streets. The Main Street Streetscape Improvements Project will include reconstruction of sidewalks, opportunities for outdoor dining along widened sidewalks, curbs, curb ramps, street intersection changes (pedestrian scramble), and all associated utility relocations.



PROJECT MANAGEMENT:

John Ferons, Senior Civil Engineer
Public Works Department - Engineering Division

PROJECT STATUS:

- City staff is in the process of preparing plans, specifications and an engineering cost estimate (PS&E) for the Main Street Streetscape Improvement Project.
- The project has evolved to accommodate additional facilities including a raised "at grade" pedestrian scramble at the Second Street and Main Street intersection, and adjustments to traffic lane configurations.
- Exploratory trenching of Main Street was completed in July 2017 to identify subgrade conditions and materials for supplementing the design.
- The design is currently 85% complete. Staff is conducting outreach to affected businesses to determine optimal season for construction as well as accommodating special events calendar.
- Construction could begin Winter 2018 pending results of outreach and business coordination.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline															
			FY 2016-17				FY 2017-18				FY 2018-19				FY 2019-20			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design	On Time	85%							•									
Award	schedule for future date	-																
Construction	schedule for future date	-																

Estimated Completion Date October 2018

• indicates current quarter

■ estimated schedule

▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: Approximately \$1,959,000

BUDGET EXPENDED TO DATE: Approximately \$2,145,000 has been spent to date on the overall Downtown Streetscape Improvement Plan which encompasses the First Street corridor from Main Street to Franklin Street. Approximately \$60,000 has been spent to date on the Main Street Streetscape Improvement Project for due diligence, site reconnaissance, and design of the plans & specifications.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

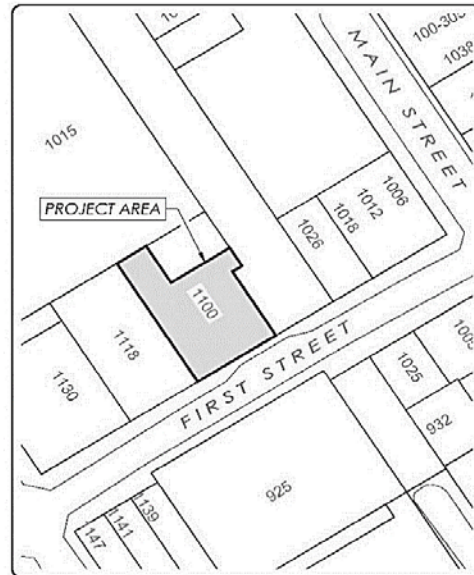
DWIGHT MURRAY PLAZA PROJECT NO. PK15RA01

PROJECT DESCRIPTION:

The Project includes reconstruction of the existing Dwight Murray Plaza to create an entirely new at-grade public space. The public space will complement and enhance surrounding uses while providing a useful gathering space, recreational use and a place for public art.

PROJECT MANAGEMENT:

John Ferons, Senior Civil Engineer
Public Works Department - Engineering Division





PROJECT STATUS:

- The project delivery was extended due to design revisions regarding a public fountain which evolved into development of a new, non-water public art installation.
- During contract negotiations with the design-build team, it became apparent the conceptual design was too vague by not addressing items such as underground design issues (i.e. underground vault, storm drain and sanitary sewers) and too specific of design features such as paver specifications and paver orientation that needs greater investigation and thought with regards to function and constructability. This created a situation resulting in too much risk for the design-build contractor to accept while also trying to stay within the City's budget.
- City staff is working a three-pronged approach to see the project to fruition: (1) value engineering the conceptual design to manage costs associated with construction; (2) evaluating a phased construction alternative to implement the design features that are known and could be constructed; and, (3) coordinating with the Downtown Business Association to improve communication and determine the best time to disrupt and construct the plaza.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline															
			FY 2014-15				FY 2015-16				FY 2016-17				FY 2017-18			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Award	TBD after design	-																
Design	Behind	-																
Construction	schedule for future date	-																

Estimated Completion Date Mid 2018

- indicates current quarter
-  estimated schedule
  revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$1,797,000

BUDGET EXPENDED TO DATE: Approximately \$115,671 has been spent to date on professional project management and consulting services for development of the RFQ.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

FIRE STATION NO. 5

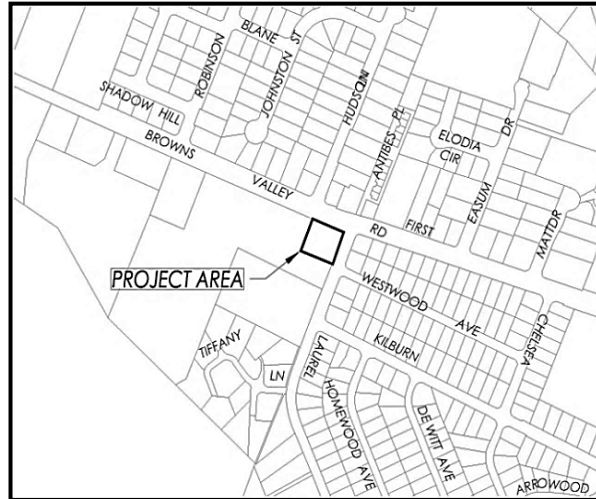
PROJECT NO. FC09FD01

PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer



PROJECT STATUS:

- The move-in was completed and the fire station has been fully operational since early March.
- There are a few remaining minor work items which are scheduled for completion in mid to late May.
- The grand opening/ribbon cutting is scheduled for Tuesday, May 8th, at 3 p.m.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline															
			FY 2014-15				FY 2015-16				FY 2016-17				FY 2017-18			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design	complete	100%																
Bid & Award	complete	100%																
Construction	in progress	99%																

Estimated Completion Date January 2018

- indicates current quarter

■ estimated schedule ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$7,813,500 total project budget including land purchase, design, construction, equipment and staffing.

BUDGET EXPENDED TO DATE: \$830,000 was spent on land acquisition. Approximately \$5,880,000 has been spent to date on preliminary project development, scheduling, coordination, Request for Proposal preparation, the design consultant selection process, project design, the permitting process, bid process and construction. The project remains on budget.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

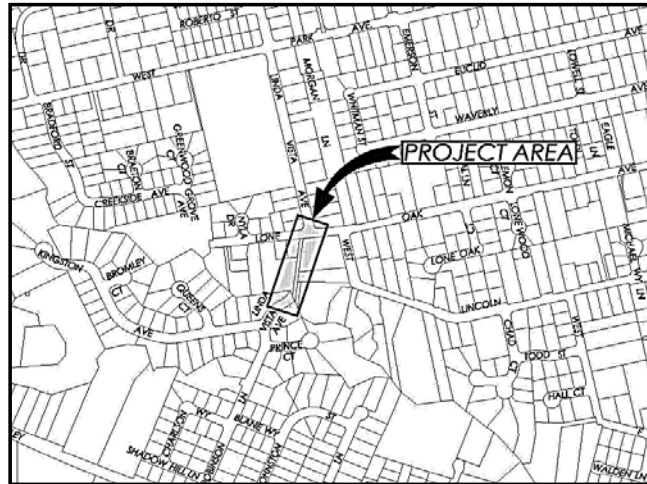
LINDA VISTA BRIDGE OVER NAPA CREEK PROJECT NO. BR14PW02

PROJECT DESCRIPTION:

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

PROJECT MANAGEMENT:

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



PROJECT STATUS:



- This project had been on hold pending completion of Citywide Travel Demand Model. The Model is now complete, and Public Works is modeling the effect the bridge will have on traffic volumes for Robinson Lane and Linda Vista Avenue as well as the streets within the vicinity which will be influenced by the bridge.
- Public Works is tentatively scheduled to present the results of the model at a June 2018 City Council Meeting and request direction on how Council would like to proceed based on the results of the traffic modeling.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline															
			FY 2014-15				FY 2015-16				FY 2016-17				FY 2017-18			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Preliminary Design	on-time	100%																
Design	TBD	-																
Bid & Award	TBD	-																
Construction	TBD	-																

Estimated Completion Date Pending Further City Council Direction

- indicates current quarter

 estimated schedule  revised schedule

BUDGET STATUS:

BUDGET EXPENDED TO DATE: The project was budgeted for Preliminary Design only at \$60,000. Approximately \$57,000 has been spent to date on boundary and topographic survey work, the preparation of alternate road alignments, meetings with property owners and the City Council meeting. 100% of the Preliminary Design work has been completed and approximately 94% of the Preliminary Design budget was spent.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SIERRA AVENUE EXTENSION TO VILLA LANE PROJECT NO. ST14PW07

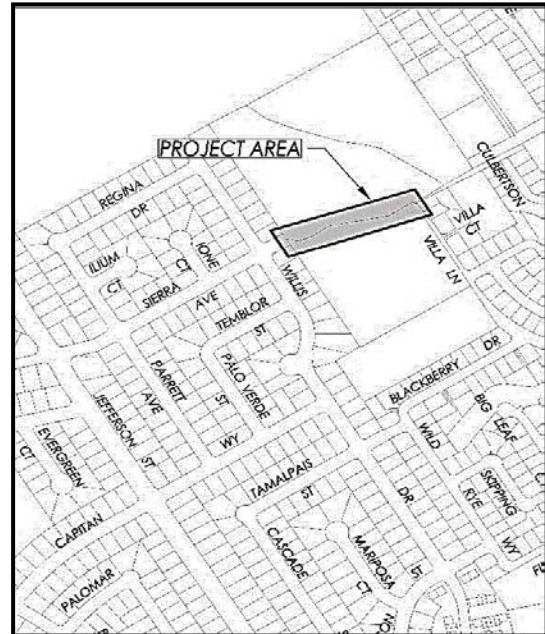
PROJECT DESCRIPTION:

The Sierra Avenue Extension Project extends Sierra Avenue from Willis Drive to the northerly terminus of Villa Lane. The extension will include a new roadway, curb, gutter, and sidewalk.

PROJECT MANAGEMENT:

Mike Socorro, Assistant Engineer
Public Works Department - Engineering Division

PROJECT STATUS:



- An Administrative Report was presented to City Council on August 15, 2017 regarding project status and to describe the input received from the Community Meeting in May 2017 and the Bicycle and Trails Advisory Commission in June 2017 and to receive input/direction from Council. Council supported the project as proposed by staff and directed staff to continue with the PS&E to eventually construct this segment of roadway.
- CEQA Administrative Draft IS/MND is complete. Final approval of CEQA is pending completion of project design coordination with City's Garfield Park project to the north.
- Public Works Department will begin final right of way acquisition from NVUSD after CEQA is complete, anticipated July 2018.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline																			
			FY 2015-16				FY 2016-17				FY 2017-18				FY 2018-19				FY 2019-20			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design	delayed	40%																				
Bid & Award	schedule for future date	-																				
Construction	schedule for future date	-																				

Estimated Completion Date Summer 2019

- indicates current quarter
- estimated schedule
- ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$750,000

REVISED PROJECT BUDGET: \$900,000 per mid-cycle budget approval.

BUDGET EXPENDED TO DATE: Approximately \$100,000 has been spent to date on environmental consultant and in-house engineering design costs.



Report on Service Center (CRM) activity Q3 FY 2017-18

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 or by using the new City of Napa mobile app. 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 **277 external service requests** were processed and closed by Public Works and Parks & Recreation via the CRM system in the third quarter of FY 2017-18. This is 84 less requests than submitted in the second quarter of FY 2017-18 and 124 less than the number submitted one year ago in the third quarter of FY 2016-17. The majority of requests generally appear to be concentrated in the area of tree issues. Conversely, there were no requests in the areas of clogged storm drain, construction site problems, drainage problems, new streetlight, pollution reports, traffic signal malfunction, utility pole problems, water quality, or weeds.

The accompanying table shows the total number of service requests made in the 24 request types handled by Public Works and Parks & Recreation Services during the period January 1—March 31, 2018 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 the SLA.

In 8 of 24 service request categories, the SLA was exceeded (in white). In some categories, the average time to close was impacted by a number of service requests that tend to be long-term projects, requiring more time than the SLA allows.

**External Service Requests closed by
Public Works and Parks & Recreation Services
January 1 – March 31, 2018**

Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	16	32.01	5
City landscaping issue	3	51.2	6
Clogged storm drain	0	0	1
Construction site problems	0	0	1
Dead Animal	31	.87	1
Drainage problem	0	0	1
Graffiti	9	5.8	2
Light out	22	.27	3
Litter or debris	43	2.97	2
Miscellaneous park/public space issue	6	11.8	5
New streetlight	0	0	5
Park issue	10	4.2	5
Pollution report	0	0	1
Pothole	34	.7	2
Rough road surface	6	52.18	5
Sign problem	8	.59	2
Street sweeping	3	1.36	2
Traffic signal malfunction	0	0	1
Tree issue	83	14.4	5
Utility pole issue	0	0	5
Water leak	1	.79	1
Water pressure problem	2	70.15	1
Water quality issue	0	0	1
Weeds	0	0	5

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