



First Quarter Report FY 2018-2019



City Manager's Office

December 4, 2018

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 1st quarter financial report for FY2018-19. 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 blue ink, appearing to read 'S. Potter', with a stylized flourish at the end.

Steve Potter
Interim City Manager



Quarterly Financial Report *As of September 30, 2018*

Introduction

This Quarterly Financial Report provides an analysis of the City's General Fund and Proprietary Fund revenues and expenditures for the first quarter of the 2018/19 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. 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 2018/19 revenues and expenditures through September 30, 2018. A discussion of the significant budget items is presented below.

FY 2018/19 General Fund Budget

The FY 2018/19 budget as originally adopted estimated revenues of \$96.9 million to fund expenditures of \$95.4 million, resulting in a \$0.8 million surplus after funding incremental increases to emergency, operating and contingency reserves in accordance with the Council adopted fiscal policy. Changes adopted in the Mid-Cycle Budget increased revenues to \$97.0 million and expenditures to \$96.0 million, leaving a projected surplus of \$0.2 million after funding reserves. Carryforwards from FY17/18 have now been posted, increasing expenditure budgets by \$0.6 million. Carryforward budgets are funded with available fund balance, rather than current year operating revenue.

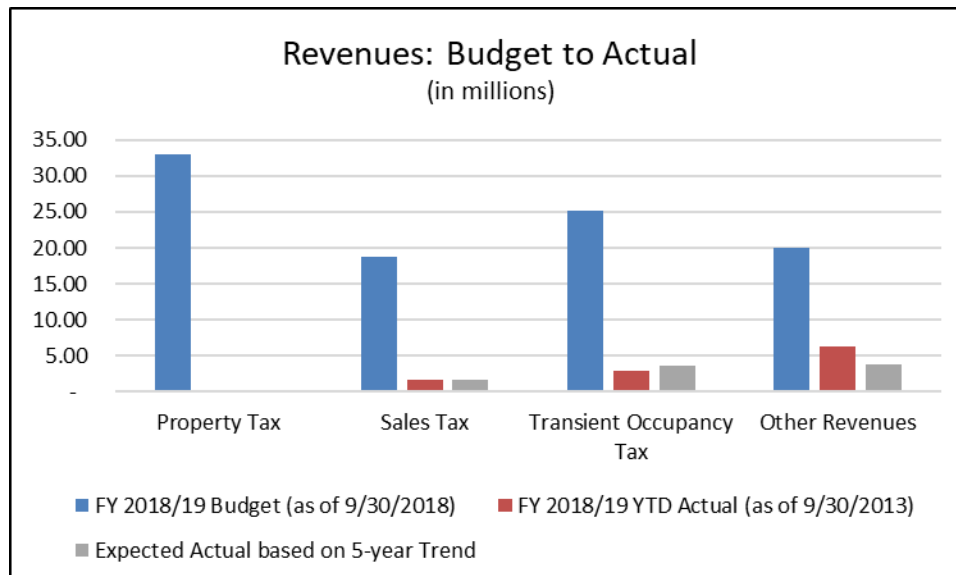
The proposed budget adjustments on the chart following are for minor corrections to the adopted budget. R2018-025 modified FY 2017/18 budgets for the city-wide records shredding and storage contract; the related FY 2018/19 budget adjustments were not included in the final mid-cycle budget. These adjustments increase both General Fund revenues and expenditures by \$4,800.00.

General Fund Summary (in millions)

	FY 2018/19 Budget (as of 9/30/2018)	FY 2018/19 YTD Actual (as of 9/30/2018)	% to date (Budget to Actual)	FY 2017/18 YTD Actual (as of 9/30/2017)	FY 2017/18 Annual Totals	% to date	Proposed First Quarter Adjustment
Beginning Available Fund Balance [1]	4.69	4.69					
Operating Revenues							
Property Tax	33.05	0.12	0%	0.01	32.13	0%	-
Sales Tax	18.67	1.61	9%	1.83	17.94	10%	-
Transient Occupancy Tax	25.22	2.82	11%	2.76	20.09	14%	-
Business License Tax	3.66	0.82	22%	0.73	3.72	20%	-
Other Taxes	2.87	0.05	2%	0.00	2.69	0%	-
Licenses and Permits	3.08	0.69	23%	0.52	2.59	20%	-
Charges for Services	5.47	2.93	54%	0.83	6.21	13%	-
Intergovernmental	0.68	0.05	8%	0.11	1.20	9%	-
Investment Earnings	0.29	0.16	55%	0.08	(0.12)	-68%	-
Miscellaneous / Other Revenues	0.20	0.10	52%	0.06	0.34	19%	-
Transfers In	3.77	1.44	38%	1.46	7.31	20%	0.00
Total Operating Revenues	96.95	10.80	11%	8.40	94.09	9%	0.00
Operating Expenditures							
City Council / City Clerk	1.20	0.29	24%	0.21	1.07	20%	(0.00)
City Manager	1.72	0.34	20%	0.23	1.22	19%	(0.00)
Finance	7.21	1.76	24%	1.39	6.21	22%	(0.01)
City Attorney	1.22	0.23	19%	0.18	1.10	16%	(0.00)
Human Resources	1.32	0.23	17%	0.24	1.20	20%	(0.01)
Community Development	6.05	0.92	15%	0.87	5.03	17%	(0.01)
General Government	11.39	0.57	5%	0.68	9.02	8%	0.05
Included in General Government:							
Set-Aside for Civic Center Termination Payment [1]	2.60	-	0%	-	-	0%	-
Transfer to CIP Facilities Reserve (current FY)	1.79	-	0%	-	1.78	0%	-
Transfer to CIP General Reserve (current FY)	3.49	-	0%	-	0.89	0%	-
Transfer to CIP General Reserve (prior FY surplus)	-	-	0%	-	1.92	0%	-
Police Department	29.92	6.61	22%	6.07	27.91	22%	(0.00)
Fire Department	18.68	4.70	25%	4.35	18.17	24%	(0.00)
Public Works	12.07	2.29	19%	2.07	9.35	22%	(0.01)
Parks & Recreation	8.40	1.88	22%	2.30	9.99	23%	(0.00)
Total Operating Expenditures	99.17	19.81	20%	18.60	90.27	21%	0.00
Operating Reserve	0.20						
Emergency Reserve	0.56						
Contingency Reserve	0.04						
Projected Ending Available Fund Balance	1.67						

[1] Beginning Available Fund Balance includes \$2.09 million of Undesignated Fund Balance and \$2.60 million from the Operating Reserve (earmarked for the Set-Aside for Civic Center Termination Payout).

Major Revenues



Property Tax

The FY 2018/19 Property Tax revenues are currently budgeted at \$33.1 million. 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%). The real estate market continues to have steady growth, with a 6.9% increase in Napa median home sale prices from September 2017 to September 2018. Current projections estimate up to 5% growth in home values over the next year, which could increase our future property tax revenue.

Sales Tax

Sales Tax revenues for FY 2018/19 are currently budgeted at \$18.7 million. Sales tax is received in monthly advances from the Board of Equalization based on prior year actual revenues received, and lag two (2) months behind. Currently, sales tax received in the first quarter is slightly above the five-year historical trend.

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 17.5% and 10.1% 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 September 2018 was 11.4% higher than in September 2017; these higher gas prices help the City to collect more in sales tax for our transportation category, while also costing the City more to operate its vehicles.

For the year ended March 2018, four of our six sales tax categories showed increases over the prior year, while two had decreases. Food Products, Transportation, General Retail, and Construction increased by 6.0% in total (\$0.76 million), while Business to Business and Miscellaneous decreased by 11.0% in total (\$0.16 million). Additionally, our share of County Pool revenue decreased by \$0.26 million over the prior year. Overall, sales tax increased by \$0.34 million over the year ended March 2017.

Transient Occupancy Tax

FY 2018/19 Transient Occupancy Tax (TOT) revenue was budgeted at \$25.2 million. There were 25 hotels, 20 bed and breakfast establishments, 37 non-hosted and 52 hosted vacation rentals generating transient occupancy tax revenue within the City as of the end of the first quarter. The budget for TOT expects 5% growth over the prior year, but baseline TOT growth in FY 17/18 was lower than expected, with only one month (January 2018) showing year over year growth over 5%. This trend may be continuing into FY 18/19. Baseline July 2018 TOT was 3.5% less than July 2017, while August 2018 TOT was 2.6% higher than August 2017 TOT.

Other Revenues

Business License Tax, Other Taxes, and Licenses and Permits are in line with the City's 5-year trends.

Charges for Services revenues are high as compared to the five-year averages for the first quarter, due to the recognition of dispatch contract revenue in the first quarter. In prior fiscal years, this revenue was typically recorded later in the year.

Intergovernmental revenues are in line with the 5-year trend; the timing of these revenues can vary from year-to-year based on when the other governments disburse funds to the City.

Investment Earnings are currently at 55%, well above the anticipated 25% expected for the first quarter.

Miscellaneous Revenues include Rents and Royalties, as well as Contributions/Donations from Private Sources. This category is currently at 52% of the annual budget, higher than the 5-year trend of 34%. Much of this additional revenue is from Parks and Recreation, which has received donations for the Lighted Art Festival, along with higher than anticipated facility rentals.

Expenditures

As of September 30, 2018, departments were operating within 25% of their approved budgets.

The following table provides the expenditure budget and actual spent to date for each department through September 30, 2018:

Expenditures by Department	Budget	Actual	%
	<i>9/30/2018 \$ in millions</i>	<i>9/30/2018 \$ in millions</i>	
City Council / City Clerk	1.20	0.29	24%
City Manager	1.72	0.34	20%
Finance	7.21	1.76	24%
City Attorney	1.22	0.23	19%
Human Resources	1.32	0.23	17%
Community Development	6.05	0.92	15%
General Government	11.39	0.57	5%
Police Department	29.92	6.61	22%
Fire Department	18.68	4.70	25%
Public Works	12.07	2.29	19%
Parks & Recreation	8.40	1.88	22%
Total Expenditures	99.17	19.81	20%

Non-Recurring General Fund**Non-Recurring General Fund Summary (in millions)**

	FY 2018/19 Budget (as of 9/30/2018)	FY 2018/19 YTD Actual (as of 9/30/2018)	% to date (Budget to Actual)	FY 2017/18 YTD Actual (as of 9/30/2017)	FY 2017/18 Annual Totals	% to date	Proposed First Quarter Adjustment
Beginning Fund Balance	5.01	5.01					
Non-Recurring Revenues							
Property Tax (Excess ERAF)	0.50	2.54	509%	0.95	1.28	74%	-
Sales Tax (Unwind Triple Flip)	-	-	0%	-	-	0%	-
Licenses and Permits	0.06	0.06	99%	0.05	0.15	36%	-
Charges for Services	0.70	0.05	7%	0.12	1.03	11%	-
Intergovernmental	3.08	0.04	1%	0.08	1.82	4%	0.61
Investment Earnings	-	-	0%	-	(0.05)	0%	-
Miscellaneous / Other Revenues	-	-	0%	-	0.64	0%	-
Transfers In	0.45	-	0%	-	0.44	0%	-
Total Non-Recurring Revenues	4.79	2.70	56%	1.20	5.31	23%	0.61
Non-Recurring Expenditures							
Salaries & Wages	0.16	0.07	44%	0.06	1.08	6%	-
Benefits	0.00	0.03	1998%	0.02	0.29	6%	-
Services	4.95	0.15	3%	1.23	2.82	44%	(0.08)
Materials and Supplies	0.39	0.01	3%	0.03	0.29	9%	-
Capital Outlay	0.84	0.00	0%	0.03	0.19	15%	0.65
Transfers Out	-	-	0%	0.06	0.15	36%	-
Total Non-Recurring Expenditures	6.34	0.26	4%	1.42	4.82	29%	0.57
Net Impact of Non Recurring	(1.54)	2.43					
Projected Ending Fund Balance	3.47	7.44					

The budget for anticipated Excess ERAF revenue is split between the General Fund (\$0.5 million/year) and the Non-Recurring General Fund (any excess received over \$0.5 million/year). Given the large amount received in September 2018, we will work with the County to determine if a larger amount should be allocated to the General Fund.

The proposed budget adjustments remove a \$75,000 appropriation that was included in Parks and Recreation's budget in error, and add budget for the Police Department Range project stemming from the October 2017 fires. The project has been obligated by FEMA and 93.75% of the total project cost of \$0.65 million will be reimbursed by FEMA and CalOES.

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.

Reserves (in millions)	FY 2018/19 Beginning Balance	Budgeted Expenditure s	Budgeted Transfer	FY 2018/19 Ending Balance
Emergency Reserve	12.50	-	0.56	13.06
Operating Reserve	4.44	-	0.20	4.64
Contingency Reserve	0.89	-	0.04	0.93
CIP Facilities Reserve	4.58	(6.30)	1.79	0.07
General Fund Projects Reserve	8.73	(8.03)	3.49	4.20
Total Reserves	31.15	(14.33)	6.08	22.90

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 September 30, 2018 is provided below:

Solid Waste & Materials Diversion Fund

	FY 2018/19 Budget (as of 9/30/2018)	FY 2018/19 YTD Actual (as of 9/30/2018)	% to date (Budget to Actual)	FY 2017/18 YTD Actual (as of 9/30/2017)	FY 2017/18 Annual Totals	% as of 9/30/2017
Beginning Available Balance [1]	1.01	1.01				
Operating Revenues						
Refuse Collection Charges	18.18	4.84	27%	4.83	19.21	25%
MDF Gate Fees	3.50	0.66	19%	0.57	3.19	18%
Material Sales	6.20	1.56	25%	1.45	6.13	24%
Other Revenues	0.24	0.13	53%	0.10	0.38	26%
Total Operating Revenues	28.12	7.19	26%	6.95	28.91	24%
Operating Expenditures						
Salaries and Benefits	1.20	0.27	22%	0.22	1.13	20%
Contractor Service	17.43	3.22	18%	2.20	17.21	13%
Transfer Station Disposal Fees	3.30	0.54	16%	0.54	3.24	17%
MDF Facility Materials	2.20	0.54	24%	0.37	2.71	14%
Other Materials, Supplies & Services	2.06	0.35	17%	0.15	1.78	9%
Administrative Support & Transfers	0.88	0.08	9%	0.08	0.31	25%
Total Operating Expenditures	27.07	4.99	18%	3.56	26.39	14%
Operating Surplus/(Deficit)	1.05	2.20				
Non-Recurring Revenues	12.80	-	0%	-	(0.00)	0%
Non-Recurring Expenditures	0.06	0.01	18%	0.00	0.05	2%
Capital Expenditures	10.69	1.18	11%	0.07	0.63	11%
Transfer to Street Resurfacing	1.96	0.49	25%	0.48	1.92	25%
Debt Service Expenditures	0.87	0.71	81%	0.16	0.57	29%
Projected Ending Available Balance [1]	1.28	0.82				

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

Operating revenues are as expected, with Other Revenues coming in higher than anticipated. Operating expenditures are slightly above historical trend but still less than 25% of total budget. The budgets above do include carryforwards from FY 2017/18.

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 (DB) RFPs were issued for all these improvements and approximately \$2 million dollars was spent in FY 2017/18 on the roof extensions and concrete pad. On February 6, 2018, Council approved a resolution to authorize a not-to-exceed \$10.4 million DB construction contract with Overaa Construction for compost operations and stormwater improvements. The DB agreement was finalized in April 2018, and Overaa began their DB work with the majority of the covered compost construction work to be completed and operational by early 2019. For both the anaerobic digestion to biofuel system and potential bioenergy (biomass gasification) facility, 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. Staff is currently investigating the best available financing options and possible contract amendment(s) with Napa Recycling & Waste Services (NRWS) to deliver these potential projects to the City

MDF if the final cost-benefit analysis seem advantageous to the City Council and rate payers.

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 over 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 September 30, 2018 is provided below:

Water Fund							
	FY 2018/19 Budget (as of 9/30/2018)	FY 2018/19 YTD Actual (as of 9/30/2018)	% to date (Budget to Actual)	FY 2017/18 YTD Actual (as of 9/30/2017)	FY 2017/18 Annual Totals	% as of 9/30/2017	Proposed First Quarter Adjustments
Beginning Available Balance [1]	10.24	10.24					
Operating Revenues							
Charges for Services	30.15	6.34	21%	5.71	29.39	19%	-
Other Revenues	0.28	0.21	76%	0.12	0.25	47%	-
Total Operating Revenues	30.43	6.55	22%	5.83	29.64	20%	-
Operating Expenditures							
Salaries and Benefits	9.23	1.86	20%	1.78	8.50	21%	-
Services, Materials and Supplies	12.64	1.25	10%	1.74	11.51	15%	-
Administrative Support	1.72	0.42	24%	0.40	1.58	25%	-
Total Operating Expenditures	23.59	3.53	15%	3.92	21.60	18%	-
Operating Surplus/(Deficit)	6.83	3.02		1.91	8.04		
Capital and Non-Recurring Revenues	2.87	0.34	12%	0.49	3.39	14%	-
Capital and Non-Recurring Expenditures	15.95	0.53	3%	0.34	5.87	6%	-
2014 Earthquake Revenues (FEMA/CalOES)	-	-	0%	-	0.29	0%	-
2014 Earthquake Expenditures	-	0.01	0%	0.00	0.04	8%	-
2017 Fire Revenues (FEMA/CalOES)	-	0.20	0%	-	1.18	0%	1.55
2017 Fire Expenditures	-	0.03	0%	-	0.44	0%	1.66
Debt Service Expenditures	3.42	0.00	0%	-	1.64	0%	-
Water Interfund Transfer Revenue	0.50	0.50	100%	-	0.07	0%	-
Water Interfund Transfer Expenditures	0.50	0.50	100%	-	0.07	0%	-
Projected Ending Available Balance [1]	0.57	13.21					

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

Revenue is on track at 21% to date which is slightly higher than FY2017/18. Operating expenditures are tracking slightly lower than expected since two State Water Project monthly water supply payments totaling \$0.5 million were not recorded until after the close of Q1.

As of September 30, budgeted capital and non-recurring expenditures total \$15.95 million (including carryforwards from FY 2017/18). Of the total figure \$5.50 million is budgeted for the treatment system, \$4.36 million for the transmission system, and \$4.42 million for the distribution system.

Most capital improvement projects (CIP) are either not started or are currently in the design phase, therefore actual expenditures are just 3% of budgeted costs for design and construction.

In addition to planned capital projects, staff have focused on disaster recovery projects through FEMA/OES from the 2014 Earthquake and the 2017 Napa Sonoma Fire complex. Expenditures of \$3.9 million to construct four Freeway Crossings under Highway 29 will be incurred in Q3 and Q4 this fiscal year. The design bid build process for rebuild of two pump stations in the Silverado Area will start to incur design costs in Q3. Disaster recovery projects are expected to be reimbursed 93.75% of actual costs incurred at a rate of 75% from FEMA and 18.75% from the California Governor's Office of Emergency Services (OES).

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, Information Technology Replacement, Risk Management, Post-Employment Benefits, and Equipment Replacement.

Internal Service Funds	FY 2018/19 Budget (as of 9/30/2018)	FY 2018/19 YTD Actual (as of 9/30/2018)	% to date (as of 9/30/2018)	FY 2017/18 Actual (as of 9/30/2017)	% to date (as of 9/30/2017)
Fleet Management Fund					
Available Capital [1]	1.95	1.95		2.57	
Revenues	4.87	1.40	29%	1.17	31%
Expenditures	3.61	0.87	24%	1.30	18%
Fund Balance Addition/(Reduction)	1.26	0.53		(0.13)	
Projected Ending Available Balance	3.20				
Fleet - Fire Apparatus Replacement Fund					
Available Capital [1]	2.53	2.53		2.17	
Revenues	0.37	0.10	26%	0.09	21%
Expenditures	-	0.00	-	0.00	-
Fund Balance Addition/(Reduction)	0.37	0.10		0.09	
Projected Ending Available Balance	2.89				
IT Replacement					
Available Capital [1]	0.03	0.03		0.08	
Revenues	0.16	0.04	25%	0.04	26%
Expenditures	0.16	0.05	28%	0.07	10%
Fund Balance Addition/(Reduction)	-	(0.00)		(0.03)	
Projected Ending Available Balance	0.03				
Risk Management					
Available Capital [1]	4.37	4.37		4.67	
Revenues	5.54	1.46	26%	1.44	34%
Expenditures	5.26	2.06	39%	1.84	33%
Fund Balance Addition/(Reduction)	0.28	(0.61)		(0.39)	
Projected Ending Available Balance	4.65				
Post Employment Benefits (PEB)					
Available Capital [1]	3.91	3.91		2.12	
Revenues	1.07	0.33	31%	0.27	19%
Expenditures	1.11	0.33	30%	0.28	8%
Fund Balance Addition/(Reduction)	(0.03)	(0.00)		(0.01)	
Projected Ending Available Balance	3.87				
Equipment Replacement					
Available Capital [1]	0.30	0.30		0.20	
Revenues	0.10	0.03	26%	0.03	25%
Expenditures	-	0.00	-	0.00	-
Fund Balance Addition/(Reduction)	0.10	0.03		0.03	
Projected Ending Available Balance	0.40				

[1] Available Capital = Fund Balance available for Appropriation

What We Are Watching**Nationally:**

The Fed increased rates by a quarter percentage in September. It is currently expected that the Fed will increase rates once more in 2018 and two to four times in 2019. While the higher rates mean that the City will earn higher returns on new investments, we will likely continue to see negative mark-to-market adjustments at the end of the fiscal year. The Fed is currently forecasting an economic slowdown in 2020 and 2021.

The advance estimate for July-September 2018 GDP is 3.5%, lower than last quarter's growth of 4.2%. The slight reduction in GDP growth is largely due to increased imports, decreased exports and reduced nonresidential fixed investment. Current estimates project October-December GDP to be around 3.0%.

The National League of Cities 2018 City Fiscal Conditions Survey indicates that nationwide tax revenue growth is slowing and is outpaced by expenditure growth. These conditions could suggest that expansion is slowing, and we will continue to closely monitor Napa's revenue for early signs of economic slowdown.

State:

California's unemployment rate in September 2018 was at 3.9%, lower than the September 2018 rate of 4.7%. Over the last 12 months, the labor force grew by 102,100 people and the number of unemployed people decreased by 148,400.

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. The City's CalPERS rates will grow at an increased pace through FY 2022/23.

We continue to monitor legislation that could impact the City's financial position, particularly Propositions 5 and 6. Proposition 5 could reduce City property tax revenues, allowing buyers to transfer lower tax bases to higher value property. Proposition 6 would repeal the RMRA gas tax, currently projected to provide \$1.35 million in revenue for City road maintenance in FY 2018/19.

The recent South Dakota vs. Wayfair, Inc. ruling has made it possible for states to require out-of-state retailers to collect their state's sales taxes, even if the retailer does not have a physical presence in that state. We anticipate that we may see California legislation on this issue in 2019, which could potentially increase the City's sales tax revenue. Additionally, there are current discussions regarding whether online sales tax revenues should continue to be allocated to the seller's location or if they should change to be allocated to the buyer's location. The current rules result in localities with large warehouse districts receiving more sales tax revenue. If this methodology changes, that could also increase the City's revenue.

Local Economic Condition:

TOT revenue has been below budget expectations for the past year, partially due to October 2017's Atlas fire. We are continuing to monitor TOT revenue to determine if baseline growth is slowing. 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 sale price for a home in Napa at \$670,500 in September 2018, a 6.9% increase over September 2017. Home values are expected to increase by approximately 4.6% over the next year.

Napa County's unemployment rate continues to be lower than California's overall rate, and was 2.5% for September 2018. Over the last twelve months, the labor force in the County decreased by 2,000 people and the number of unemployed people decreased by 600. The September 2018 rate of 2.5% is lower than the June 2018 rate of 3.2%. As unemployment rates continue to decrease, employers are having more difficulty finding and retaining workers.

Carryforwards

Carryforwards for CIP Project budgets and other encumbrances were posted this quarter. The Public Works and Utilities Departments chose not to carryforward certain project budgets, either because the projects were complete or no longer moving forward. These projects and their remaining budgets as of June 30, 2018 are listed below.

JL KEY	PROJECT NAME	AMOUNT
FC10PR01GF	Roof Replacement PD & FS #1	200,000.00
MS13PW02	CAD/RMS Upgrade	12,165.66
SD17PW02GF	2017 Drainage Improvements	120,000.00
SD17PW02GT	2017 Drainage Improvements	30,000.00
ST15PW03GT	W Lincoln Ave Roadway Realignment	250,000.00
ST15PW03SI	W Lincoln Ave Roadway Realignment	177,507.30
ST17PW02GT	2017 Rejuvenation & Crack Seal	190,180.36
ST18PW10GT	2018 Rejuvenation & Crack Seal	157,000.00
SW16PW01GT	Miscellaneous Concrete-FY16	25,000.00
WD15PW04WE	FY15 Pressure Regulators	75,000.00
WS18PW02WE	Milliken Div Dam Pipe Recon	175,000.00
WS18PW03OA	Milliken Hydro Lynx/Flow Auto	60,000.00
WS18PW05WE	Milliken Dam Concrete Repair	15,000.00
WS18PW06WE	Milliken Res Utility/Well Imp	15,000.00
WS18PW07WE	Milliken Res Structural Imp	55,000.00

Disaster Projects

FEMA formally obligated nine projects related to the October 2017 fires. Budget adjustments for these projects are included in the "Recommendation" section below. The obligated projects are as follows:

October 2017 Fire - Projects Obligated by FEMA in FY 2018/19					
Project		Project Total	FEMA Obligation	CalOES Obligation	City Obligation
Police Shooting Range	DR17FR17	648,770.00	486,577.50	121,644.38	40,548.13
Milliken Wheel Mounted Air Compressor	DR17FR06	5,000.00	3,750.00	937.50	312.50
Milliken Treatment Plant Tuff Shed	DR17FR06	54,165.92	40,624.44	10,156.11	3,385.37
Milliken Creek Stream Gauges	DR17FR13	14,062.49	10,546.87	2,636.72	878.91
Hillcrest Pump Station	DR17FR01	127,725.00	95,793.75	23,948.44	7,982.81
Milliken Diversion Dam Instrumentation Tuff Shed	DR17FR07	30,413.56	22,810.17	5,702.54	1,900.85
Milliken Diversion Dam Access Walkway	DR17FR11	40,819.99	30,614.99	7,653.75	2,551.25
Silverado Highlands Pump Station	DR17FR02	81,016.73	60,762.55	15,190.64	5,063.55
Milliken Raw Water Pipeline	DR17FR10	1,303,873.80	977,905.35	244,476.34	81,492.11
Total		2,305,847.49	1,729,385.62	432,346.40	144,115.47

Recommendation

Adopt a resolution approving amendments to the budget for the 2018/19 Fiscal Year, with the following adjustments. Adjustments are requested for multiple funds, for minor corrections to the adopted budget. In FY 2017/18, R2018-025 was passed to move budget amounts from each department into a central appropriation to be used to pay for citywide records shredding and storage. A similar adjustment should have been included in the FY 2018/19 mid-cycle budget, and is included below. The FY 2018/19 adopted budget included a duplicate budget in the non-Recurring General Fund for a decision package that was originally approved in FY 2016/17, and that \$75,000 budget is being removed now. Additionally, in FY 2017/18 cleanup of the parking funds resulted in movement of fund balance from fund 292 to fund 293. Adjustments now need to be made so that parking CIP projects are funded by the correct account. Finally, there are adjustments to create revenue and expenditure budgets for the disaster projects related to the October 2017 fires that have been obligated by FEMA in FY 2018/19

General Fund Budget Adjustments for Records Shredding & Storage			
Description	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Revenues:			
Transfers In	3,771,430	4,800	3,776,230
Total Revenue Adjustments		4,800	
Expenditures:			
Services	18,938,168	4,800	18,942,968
Total Expenditure Adjustments		4,800	

Other Fund Budget Adjustments for Records Shredding & Storage			
Description	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Expenditures: MDF			
Services	30,000	(400)	29,600
Transfers Out	1,500	400	1,900
Expenditures: Water			
Services	209,000	(2,000)	207,000
Transfers Out	1,650,100	2,000	1,652,100
Expenditures: Fleet			
Services	100,500	(400)	100,100
Transfers Out	242,000	400	242,400
Expenditures: Housing			
Services	6,000	(2,000)	4,000
Transfers Out	156,800	2,000	158,800
Total Expenditure Adjustments		-	

Non-Recurring General Fund Budget Adjustments			
Description	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Expenditures:			
Services	4,946,225	(75,000)	4,871,225
Total Expenditure Adjustments		(75,000)	

Non-Recurring General Fund Budget Adjustments: Disaster Related			
Description	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Revenues:			
Federal Funds - FEMA	1,736,700	486,578	2,223,278
State Funds - CalOES	365,000	121,644	486,644
Total Revenue Adjustments		608,222	
Expenditures:			
Capital Outlay	-	648,770	648,770
Total Expenditure Adjustments		648,770	

Water Fund Budget Adjustments: Disaster Related			
	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Description			
Revenues:			
Federal Funds - FEMA	-	1,242,808	1,242,808
State Funds - CalOES	-	310,702	310,702
Total Revenue Adjustments		1,553,510	
Expenditures:			
Capital Outlay	-	1,657,077	1,657,077
Total Expenditure Adjustments		1,657,077	

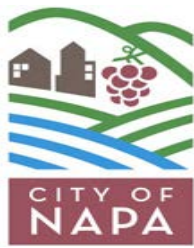
CIP Fund Budget Adjustments			
	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Description			
Revenues:			
Transfers In from Fund 292	947,489	(947,489)	-
Transfers In from Fund 293	-	947,489	947,489
Total Revenue Adjustments		-	
JL Key Adjustments:			
MS18CD01: Rev from Fund 292	34,813	(34,813)	-
MS18CD01: Rev from Fund 293	-	34,813	34,813
MS18CD03: Rev from Fund 292	391,197	(391,197)	-
MS18CD03: Rev from Fund 293	-	391,197	391,197
MS18PW01: Rev from Fund 292	521,479	(521,479)	-
MS18PW01: Rev from Fund 293	-	521,479	521,479
Total JL Key Adjustments		-	

Parking Fund Budget Adjustments			
	FY 2018/19 Budget (as of 9/30/2018)	Proposed Adjustments	FY 2018/19 Proposed Budget
Description			
Expenditures: Fund 292			
Transfers Out to CIP	947,489	(947,489)	-
Expenditures: Fund 293			
Transfers Out to CIP	-	947,489	947,489
Total Expenditure Adjustments		-	

1st 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 101 / Community Development / Developer Paid Contract - various projects	130,906.00	130,906.00
Fund 101 / Fire Department / California Fire Foundation Fire Prevention Funding Grant	28,000.00	28,000.00
Total Non-Recurring General Fund	158,906.00	158,906.00



City of Napa
Quarterly Investment Report
as of September 30, 2018

Introduction

This report represents the City's investment portfolio as of September 30, 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

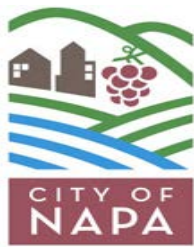
The City's investments are guided by an Investment Policy, which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council in May 2018 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by 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

U.S. growth remained healthy in the quarter as the unemployment rate hit historical lows, confidence rose further and stocks surged. This occurred despite ongoing concerns about a trade war with China, a disorderly Brexit, Italian budget concerns, Iran sanctions, a Turkish debt crisis and other geopolitical risks. Positive domestic economic data included strong readings on the labor market, auto sales, industrial production, manufacturing and service sector purchasing manager surveys, and consumer sentiment. On the weaker side, residential housing has slowed due to escalating prices and higher mortgage rates. Broad measures of inflation also moderated a bit during the quarter. Lastly, the twin deficits – the federal budget deficit and trade deficit – both foretell long-term imbalances that could be problematic for sustainable long-term growth of the U.S. economy.

Real gross domestic product (GDP) in the U.S. grew at an annualized rate of 4.2% in the quarter ended June 30, 2018, the fastest pace since 2014. Growth in the quarter ended September 30, 2018 is expected to slow a bit, but remains healthy. U.S. labor market conditions remained strong during the quarter. The U.S. economy has added an average of more than 200,000 jobs per month this year, and the unemployment rate dropped to a 48-year low of 3.7%. Although there are a record number of job openings in the U.S., strong employment reports continue to suggest that the job market remains tight.

On the inflation front, many gauges are now at or near the Fed's 2% target. While job growth is solid, wage growth has been slower than in previous expansionary cycles, as companies continue to resist raising wages. Tariffs could, however, push prices higher as a result of the increased cost of raw



City of Napa
Quarterly Investment Report
as of September 30, 2018

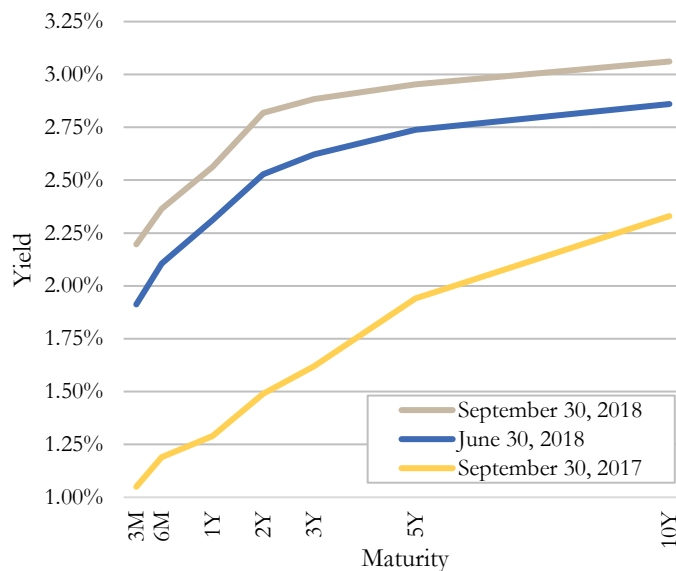
materials and growing supply bottlenecks. Rising oil prices may nudge overall prices higher in coming quarters.

The S&P 500 Index (S&P) soared by 7.7% during the quarter, lifting the year-to-date (YTD) return to 10.6%. But, prices may have gotten ahead of themselves, increasing the risk of a near-term pullback. International indices also posted healthy gains, despite a few struggling emerging market (EM) economies.

Amid strong economic fundamentals, the Federal Reserve (Fed) stayed the course, raising the federal funds rate by 0.25% at its September meeting to a new target range of 2.00% to 2.25%. Despite the removal of longstanding language from the Federal Open Market Committee (FOMC) statement that previously characterized the stance of monetary policy as “accommodative,” updated FOMC forecasts indicated an additional 0.25% hike is expected in December, followed by two to four more hikes in 2019.

U.S. Treasury yields rose by 20-30 basis points (bps) (0.20% to 0.30%) in the quarter, with short-term yields outpacing longer-term yields. For example, the yield on the two-year Treasury note rose 29 bps to 2.82%, while the yield on the 10-year note rose 20 bps to end the quarter at 3.06%. The result was a flatter yield curve over the quarter, but the pace of flattening moderated near quarter-end.

Yield Curve History



Maturity	9/30/18	6/30/18	Change
3-Mo.	2.20%	1.91%	+0.29%
6-Mo.	2.36%	2.10%	+0.26%
1-Yr.	2.57%	2.31%	+0.26%
2-Yr.	2.82%	2.53%	+0.29%
3-Yr.	2.88%	2.62%	+0.26%
5-Yr.	2.95%	2.74%	+0.21%
10-Yr.	3.06%	2.86%	+0.20%
30-Yr.	3.21%	2.98%	+0.23%

Source: Bloomberg



City of Napa
Quarterly Investment Report
as of September 30, 2018

The economy did very well in the second quarter, affirming investor confidence in the performance of corporate and other non-government sectors. Within fixed income portfolios, most high-quality investments in the non-government sectors contributed returns in excess of Treasuries with comparable maturities and risk profiles. Strong economic tailwinds, including tax reform and solid earnings, made for favorable investment conditions in the corporate sector. Corporate returns outperformed their government counterparts, adding significant value to the City's portfolio in the quarter. The diversified sector allocation of the City's portfolio, along with its shorter duration position relative to its benchmark, resulted in outperformance of the City's portfolio over the benchmark. Performance remains strongly above the benchmark for the past year, and all trailing prior periods.

Total Return Comparison
Periods Ending September 30, 2018

	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	0.39%	-0.05%	0.77%	1.05%
BofA Merrill Lynch 1-5 Year Government Index	0.06%	-0.55%	0.30%	0.74%
LAIF Yield	0.54%	1.69%	1.02%	0.71%

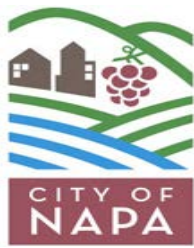
** Returns for periods under one year are periodic; all other returns are annualized.*

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

Portfolio Information

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of September 30, 2018, invested funds totaled \$141,039,088.26. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste, and Recycling Funds.

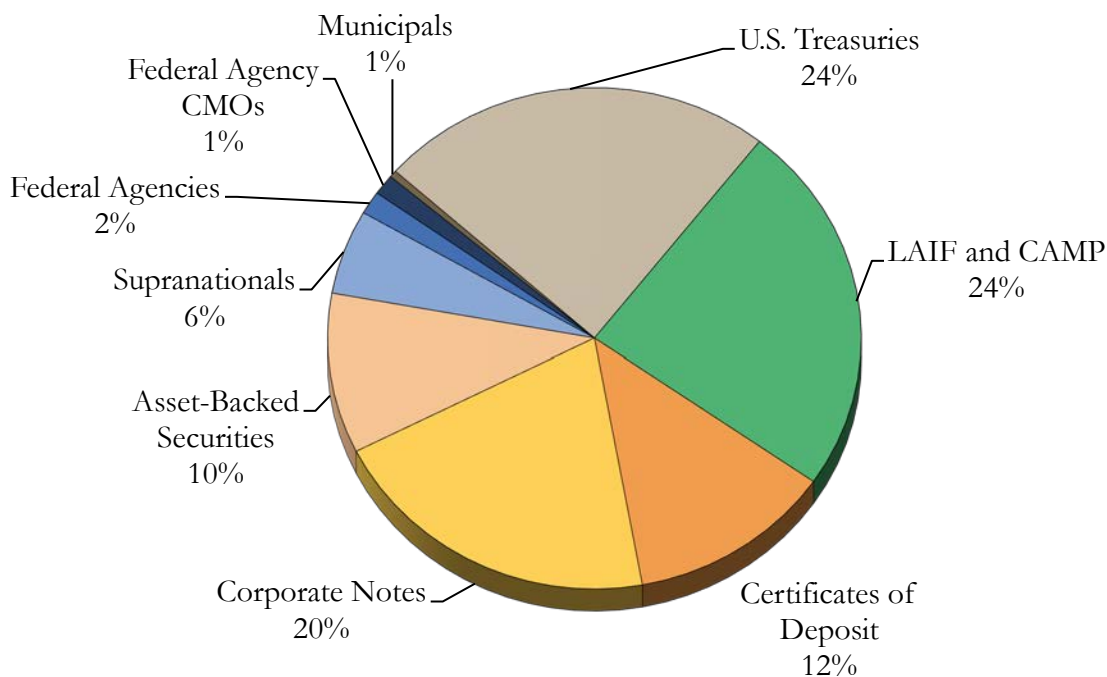
The City's portfolio is well diversified by investment type and consists of U.S. Treasuries, federal agencies, federal agency collateralized mortgage obligations (CMOs), municipals, supranationals, corporate notes, negotiable certificates of deposit, asset-backed securities, and cash instruments such as CAMP and LAIF. As noted in the chart below and on the attached investment detail report, as of September 30, 2018, approximately 51% of the City's investment portfolio was invested in the State Local Agency Investment Fund (LAIF), the California Asset Management Program (CAMP) and high



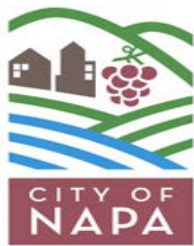
City of Napa
Quarterly Investment Report
as of September 30, 2018

quality U.S. Treasury and federal agency securities to maintain the focus on safety and liquidity. Approximately 43% of the portfolio is allocated to high quality credit instruments including negotiable certificates of deposit, 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.

Investments by Type
September 30, 2018

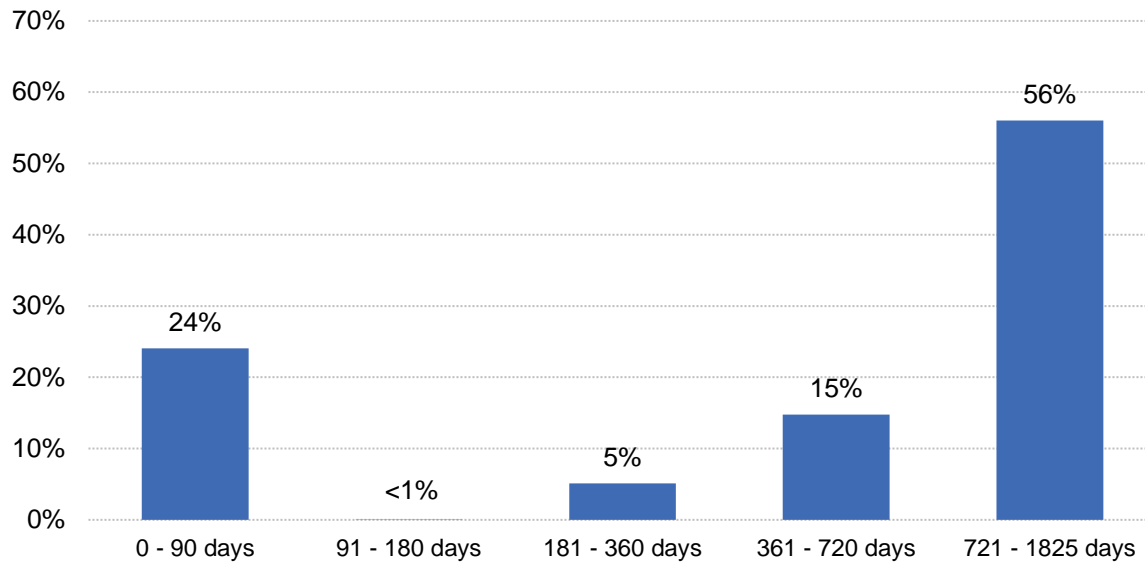


The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of September 30, 2018, 24% of the City's funds were invested in very short-term liquid investments, 20% of the funds were invested with maturities between 91 days and 2 years, and 56% of the investment portfolio 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.



City of Napa
Quarterly Investment Report
as of September 30, 2018

**Maturities in Days
September 30, 2018**



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 September 30, 2018

ATTACHMENT 2

Sector	Par Value	Original Cost	Market Value*
U.S. Treasuries	35,182,000.00	34,611,931.33	33,873,505.56
Federal Agencies	2,130,000.00	2,126,425.50	2,107,038.56
Federal Agency CMOs	1,866,133.27	1,890,501.96	1,868,102.31
Municipals	635,000.00	635,025.40	632,891.80
Supra-National Agencies	7,860,000.00	7,810,044.08	7,708,675.36
Commercial Paper	0.00	0.00	0.00
Certificates of Deposit	17,615,000.00	17,613,785.40	17,542,855.76
Corporate Notes	29,160,000.00	29,629,094.45	28,826,851.08
Asset-Backed Securities	14,645,996.78	14,644,338.38	14,539,810.17
California Asset Management Trust	29,634,041.97	29,634,041.97	29,634,041.97
Local Agency Investment Fund	4,305,315.69	4,305,315.69	4,305,315.69
Total	143,033,487.71	142,900,504.16	141,039,088.26

Portfolio Earnings			Total Return Performance				
	Market Value Basis	Accrual Basis		Current Quarter	1 Year	5 Year	Since Inception (3/31/99)
Beginning Value (6/30/2018)	\$107,180,310.52	\$108,694,173.61					
Net Purchases/Sales	\$647,331.05	\$647,331.05	City of Napa	0.39%	-0.05%	1.05%	3.49%
Change in Value	(\$200,934.64)	(\$98,433.77)	BofA ML 1-5 Year U.S. Treasury/Agency Index	0.06%	-0.55%	0.74%	3.25%
Ending Value (9/30/2018)	\$107,626,706.93	\$109,243,070.89					
Interest Earned	\$621,308.84	\$621,308.84					
Portfolio Earnings	\$420,374.20	\$522,875.07					

Portfolio values as of September 30, 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 September 30, 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 3Q18	4Q18								
LAIF and CAMP												
N/A	California Asset Management Trust	AAAm	AAAm	29,634,041.97	9/30/2018	2.14%	10/1/2018	29,634,041.97	2.14%	-	29,634,041.97	
N/A	Local Agency Investment Fund	NR	NR	4,305,315.69	9/30/2018	2.16%	10/1/2018	4,305,315.69	2.16%	-	4,305,315.69	
Total LAIF and CAMP				33,939,357.66				33,939,357.66	2.14%	-	33,939,357.66	
U.S. Treasuries												
9128283S7	U.S. Treasury	AA+	AA+	330,000.00	2/1/2018	2.00%	1/31/2020	329,033.21	2.15%	1,111.96	326,854.77	
912828J84	U.S. Treasury	AA+	AA+	572,000.00	6/28/2016	1.38%	3/31/2020	578,502.03	1.07%	21.61	560,381.54	
912828ND8	U.S. Treasury	AA+	AA+	655,000.00	5/29/2015	3.50%	5/15/2020	717,301.76	1.50%	8,659.17	662,241.03	
912828XM7	U.S. Treasury	AA+	AA+	30,000.00	3/31/2016	1.63%	7/31/2020	30,498.05	1.23%	82.13	29,364.84	
912828B90	U.S. Treasury	AA+	AA+	70,000.00	10/5/2016	2.00%	2/28/2021	72,548.44	1.15%	119.89	68,597.27	
912828D72	U.S. Treasury	AA+	AA+	2,270,000.00	12/5/2016	2.00%	8/31/2021	2,277,980.47	1.92%	3,887.85	2,214,491.69	
912828T67	U.S. Treasury	AA+	AA+	3,485,000.00	3/16/2017	1.25%	10/31/2021	3,355,401.56	2.10%	18,229.96	3,317,148.46	
912828T67	U.S. Treasury	AA+	AA+	975,000.00	8/3/2017	1.25%	10/31/2021	955,004.88	1.75%	5,100.20	928,040.10	
912828T67	U.S. Treasury	AA+	AA+	2,850,000.00	8/31/2017	1.25%	10/31/2021	2,805,246.09	1.64%	14,908.29	2,712,732.60	
912828U81	U.S. Treasury	AA+	AA+	5,360,000.00	6/28/2017	2.00%	12/31/2021	5,425,115.63	1.72%	27,091.30	5,210,713.28	
912828H86	U.S. Treasury	AA+	AA+	470,000.00	7/7/2017	1.50%	1/31/2022	462,270.70	1.88%	1,187.77	449,125.42	
912828WZ9	U.S. Treasury	AA+	AA+	1,820,000.00	4/4/2018	1.75%	4/30/2022	1,766,679.69	2.51%	13,328.53	1,748,266.52	
9128282P4	U.S. Treasury	AA+	AA+	1,945,000.00	1/4/2018	1.88%	7/31/2022	1,916,128.91	2.22%	6,144.19	1,871,377.86	
9128282P4	U.S. Treasury	AA+	AA+	2,300,000.00	12/6/2017	1.88%	7/31/2022	2,272,957.03	2.14%	7,265.63	2,212,940.40	
9128282P4	U.S. Treasury	AA+	AA+	360,000.00	11/3/2017	1.88%	7/31/2022	357,539.06	2.03%	1,137.23	346,373.28	
9128282W9	U.S. Treasury	AA+	AA+	2,130,000.00	4/4/2018	1.88%	9/30/2022	2,069,844.14	2.54%	109.72	2,045,464.56	
9128282W9	U.S. Treasury	AA+	AA+	250,000.00	6/8/2018	1.88%	9/30/2022	241,308.59	2.73%	12.88	240,078.00	
912828L57	U.S. Treasury	AA+	AA+	310,000.00	12/6/2017	1.75%	9/30/2022	304,332.81	2.15%	14.90	296,231.66	
912828L57	U.S. Treasury	AA+	AA+	850,000.00	5/2/2018	1.75%	9/30/2022	813,775.39	2.78%	40.87	812,248.10	
912828L57	U.S. Treasury	AA+	AA+	1,300,000.00	6/6/2018	1.75%	9/30/2022	1,247,593.75	2.75%	62.50	1,242,261.80	
912828L57	U.S. Treasury	AA+	AA+	425,000.00	6/7/2018	1.75%	9/30/2022	408,066.41	2.74%	20.43	406,124.05	
912828N30	U.S. Treasury	-	AA+	2,150,000.00	7/6/2018	2.13%	12/31/2022	2,095,494.14	2.73%	11,546.03	2,080,208.85	
912828N30	U.S. Treasury	-	AA+	2,700,000.00	9/6/2018	2.13%	12/31/2022	2,628,808.59	2.78%	14,499.66	2,612,355.30	
Total U.S. Treasuries				35,182,000.00				34,611,931.33	2.18%	134,647.60	33,873,505.56	
Federal Agencies												
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	648,172.28	
3137EAEH5	Federal Home Loan Mortgage Corporation	AA+	AA+	360,000.00	5/11/2017	1.50%	1/17/2020	359,204.40	1.58%	1,110.00	354,383.64	
3130ADN32	Federal Home Loan Banks	AA+	AA+	455,000.00	2/9/2018	2.13%	2/11/2020	454,167.35	2.22%	1,342.88	451,194.84	
3135G0U27	Federal National Mortgage Association	AA+	AA+	660,000.00	4/13/2018	2.50%	4/13/2021	659,016.60	2.55%	7,700.00	653,287.80	
Total Federal Agencies				2,130,000.00				2,126,425.50	1.98%	11,303.68	2,107,038.56	
Federal Agency CMOs												
3136AQSW1	Federal National Mortgage Association	AA+	AA+	17,480.06	11/30/2015	1.90%	1/1/2019	17,654.86	1.20%	27.65	17,415.75	
3137BNN26	Federal Home Loan Mortgage Corporation	AA+	AA+	182,127.62	4/28/2016	1.78%	7/1/2019	183,944.52	1.10%	270.16	180,773.56	
3136AQDQ0	Federal National Mortgage Association	AA+	AA+	123,170.24	10/30/2015	1.65%	9/1/2019	124,403.65	1.08%	168.95	122,701.70	
3136B1XP4	Federal National Mortgage Association	AA+	AA+	703,355.35	4/30/2018	3.56%	9/25/2021	717,345.80	2.27%	2,086.62	709,990.10	
3137BM6P6	Federal Home Loan Mortgage Corporation	AA+	AA+	840,000.00	4/9/2018	3.09%	8/25/2022	847,153.13	2.61%	2,163.00	837,221.20	
Total Federal Agency CMOs				1,866,133.27				1,890,501.96	2.22%	4,716.38	1,868,102.31	
Municipals												
13063DGA0	State of California	AA-	AA-	635,000.00	4/25/2018	2.80%	4/1/2021	635,025.40	2.80%	7,704.67	632,891.80	
Total Municipals				635,000.00				635,025.40	2.80%	7,704.67	632,891.80	
Supra-National Agencies												
4581X0CX4	Inter-American Development Bank	AAA	AAA	570,000.00	4/12/2017	1.63%	5/12/2020	568,649.10	1.70%	3,576.35	558,846.81	



City of Napa
Quarterly Investment Report - Holdings Report
as of September 30, 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									
		3Q18	4Q18								
459058GA5	International Bank of Reconstruction and Dev.	AAA	AAA	425,000.00	8/29/2017	1.63%	9/4/2020	424,910.75	1.63%	517.97	414,994.65
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	1,334,014.21
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	900,016.88
45950VLQ7	International Finance Corporation	AAA	AAA	1,000,000.00	3/16/2018	2.64%	3/9/2021	999,250.00	2.66%	1,610.28	990,960.00
4581X0DB1	Inter-American Development Bank	AAA	AAA	930,000.00	4/19/2018	2.63%	4/19/2021	927,954.00	2.70%	10,985.63	921,550.95
459058GH0	International Bank of Reconstruction and Dev.	-	AAA	1,570,000.00	7/25/2018	2.75%	7/23/2021	1,566,326.20	2.83%	7,915.42	1,560,306.82
4581X0CZ9	Inter-American Development Bank	AAA	AAA	1,080,000.00	2/23/2018	1.75%	9/14/2022	1,032,760.80	2.78%	892.50	1,027,985.04
Total Supranationals				7,860,000.00				7,810,044.08	2.32%	34,296.32	7,708,675.36
Certificates of Deposit											
86563YVNO	Sumitomo Mitsui Bank NY	A-1	A-1	1,750,000.00	5/4/2017	2.05%	5/3/2019	1,750,000.00	2.05%	15,047.57	1,745,516.50
83050FXT3	Skandinaviska Enskilda NY	A-1	A-1	2,140,000.00	8/4/2017	1.84%	8/2/2019	2,139,165.40	1.85%	6,562.67	2,126,132.80
06539RGM3	Bank of Tokyo Mitsubishi	A	A-1	915,000.00	9/27/2017	2.07%	9/25/2019	915,000.00	2.07%	315.68	907,486.94
22549LFR1	Credit Suisse NY	A	A	1,080,000.00	2/8/2018	2.67%	2/7/2020	1,080,000.00	2.67%	18,663.30	1,079,519.40
65590ASN7	Nordea Bank NY	AA-	AA-	1,815,000.00	2/22/2018	2.72%	2/20/2020	1,815,000.00	2.72%	5,622.47	1,807,502.24
90275DHG8	UBS CT	A+	A+	1,900,000.00	3/6/2018	2.90%	3/2/2020	1,900,000.00	2.93%	4,132.50	1,904,548.60
13606BVF0	Canadian Imperial Bank NY	A+	A+	1,000,000.00	4/10/2018	2.74%	4/10/2020	1,000,000.00	2.78%	6,297.49	1,002,527.00
22532XHT8	Credit Agricole CIB NY	A	A	1,000,000.00	4/10/2018	2.81%	4/10/2020	1,000,000.00	2.85%	6,458.88	1,001,920.00
06417GU22	Bank of Nova Scotia Houston	A+	A+	1,000,000.00	6/7/2018	3.08%	6/5/2020	999,620.00	3.10%	9,753.33	1,004,829.00
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	1,660,813.51
87019U6D6	Swedbank NY	AA-	AA-	1,830,000.00	11/17/2017	2.27%	11/16/2020	1,830,000.00	2.30%	15,924.05	1,793,983.77
78012UEE1	Royal Bank of Canada NY	AA-	AA-	1,500,000.00	6/8/2018	3.24%	6/7/2021	1,500,000.00	3.24%	15,255.00	1,508,076.00
Total Certificates of Deposit				17,615,000.00				17,613,785.40	2.50%	109,214.32	17,542,855.76
Corporate Notes											
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	1,508,092.11
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	356,272.70
172967LF6	Citigroup	BBB+	BBB+	915,000.00	1/10/2017	2.45%	1/10/2020	914,634.00	2.46%	5,043.94	907,012.05
037833CK4	Apple Inc	AA+	AA+	705,000.00	2/9/2017	1.90%	2/7/2020	704,654.55	1.92%	2,009.25	696,688.76
0258M0EE5	American Express	A-	A-	840,000.00	3/3/2017	2.20%	3/3/2020	839,126.40	2.24%	1,437.33	830,592.00
25468PDP8	Walt Disney	A+	A+	285,000.00	3/6/2017	1.95%	3/4/2020	284,925.90	1.96%	416.81	281,123.72
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	915,955.14
904764AV9	Unilever Capital	A+	A+	175,000.00	5/5/2017	1.80%	5/5/2020	174,441.75	1.91%	1,277.50	171,632.30
369550BA5	General Dynamics Corp.	A+	A+	630,000.00	5/11/2018	2.88%	5/11/2020	627,769.80	3.06%	7,043.75	628,477.92
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	447,726.83
02665WBT7	American Honda Finance	A+	A+	125,000.00	7/20/2017	1.95%	7/20/2020	124,873.75	1.98%	480.73	122,499.75
14913Q2A6	Caterpillar Financial	A	A	685,000.00	9/7/2017	1.85%	9/4/2020	684,424.60	1.88%	950.44	668,391.49
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	248,992.20
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	1,323,828.36
931142EA7	Wal-Mart Stores	AA	AA	1,830,000.00	10/20/2017	1.90%	12/15/2020	1,827,346.50	1.95%	10,237.83	1,791,048.45
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	1,589,071.18
24422ETZ2	John Deere Capital	A	A	175,000.00	1/8/2018	2.35%	1/8/2021	174,909.00	2.37%	948.16	171,911.08
44932HAB9	IBM	A+	A+	915,000.00	9/8/2017	1.80%	1/20/2021	913,105.95	1.86%	3,248.25	887,804.37
44932HAG8	IBM	A+	A+	175,000.00	2/6/2018	2.65%	2/5/2021	174,914.25	2.67%	721.39	173,028.28
02665WCD1	American Honda Finance	A+	A+	300,000.00	2/15/2018	2.65%	2/12/2021	299,580.00	2.70%	1,082.08	296,495.70
46625HQJ2	JPMorgan Chase	A-	A-	525,000.00	5/15/2017	2.55%	3/1/2021	526,065.75	2.49%	1,115.63	515,578.35
69371RN93	Paccar Financial Corp.	A+	A+	550,000.00	2/27/2018	2.80%	3/1/2021	549,730.50	2.82%	1,283.33	544,284.95
24422EUD9	John Deere Capital	A	A	310,000.00	3/13/2018	2.88%	3/12/2021	309,789.20	2.90%	470.38	307,567.74
14913Q2G3	Caterpillar Financial	A	A	400,000.00	3/15/2018	2.90%	3/15/2021	399,784.00	2.92%	515.56	397,166.40



City of Napa
Quarterly Investment Report - Holdings Report
as of September 30, 2018

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		FY Quarter 3Q18	4Q18								
63743HER9	National Rural Utilities Co Finance Corp	A	A	450,000.00	2/26/2018	2.90%	3/15/2021	449,500.50	2.94%	580.00	446,868.00
63743HER9	National Rural Utilities Co Finance Corp	A	A	600,000.00	4/19/2018	2.90%	3/15/2021	597,462.00	3.05%	773.33	595,824.00
904764AZ0	Unilever Capital	A+	A+	835,000.00	3/22/2018	2.75%	3/22/2021	830,733.15	2.93%	574.06	826,953.94
911312BP0	UPS	A+	A+	730,000.00	11/14/2017	2.05%	4/1/2021	728,846.60	2.10%	7,482.50	710,850.64
713448DX3	PepsiCo	A+	A+	580,000.00	10/10/2017	2.00%	4/15/2021	579,884.00	2.01%	5,348.89	564,512.84
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	1,593,714.62
427866BA5	Hershey Co.	A	A	450,000.00	5/10/2018	3.10%	5/15/2021	449,689.50	3.12%	5,463.75	449,828.55
61747WAL3	Morgan Stanley	BBB+	BBB+	845,000.00	3/29/2017	5.50%	7/28/2021	938,930.20	2.76%	8,133.13	889,493.48
06051GGS2	Bank of America Corp.	A-	A-	385,000.00	9/18/2017	2.33%	10/1/2021	385,000.00	2.33%	4,481.40	376,665.91
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	583,001.23
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	423,154.81
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	1,360,394.24
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	1,346,699.75
46647PAS5	JPMorgan Chase	A-	A-	1,100,000.00	6/18/2018	3.51%	6/18/2022	1,100,000.00	3.51%	11,059.34	1,101,141.80
20030NBD2	Comcast Corporation	A-	A-	915,000.00	9/1/2017	3.13%	7/15/2022	953,969.85	2.20%	6,036.46	903,893.73
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	872,611.71
Total Corporate Notes				29,160,000.00				29,629,094.45	2.40%	192,835.69	28,826,851.08
Asset-Backed Securities											
89231UAD9	Toyota Auto Receivables	AAA	AAA	85,449.68	5/11/2016	1.30%	4/15/2020	85,445.31	1.30%	49.37	85,076.37
47788NAC2	John Deere	NR	NR	73,811.48	7/27/2016	1.25%	6/15/2020	73,805.60	1.25%	41.01	73,439.23
12636WAB2	CNH Equipment Trust	AAA	AAA	361,135.22	3/22/2017	1.64%	7/15/2020	361,121.35	1.80%	263.23	360,472.97
44930UAD8	Hyundai Auto Receivables	AAA	AAA	125,113.79	3/30/2016	1.56%	9/15/2020	125,089.52	1.57%	86.75	124,620.42
65478VAD9	Nissan Auto Receivables	NR	NR	105,543.61	4/27/2016	1.32%	1/15/2021	105,527.23	1.33%	61.92	104,719.13
17305EGA7	Citigroup	AAA	AAA	780,000.00	1/26/2017	1.74%	1/19/2021	779,850.63	1.75%	2,789.80	778,283.92
44891EAC3	Hyundai Auto Receivables	AAA	AAA	460,211.68	9/21/2016	1.29%	4/15/2021	460,149.74	1.30%	263.85	455,894.43
02007PAC7	Ally Auto Receivables Trust	NR	NR	219,731.32	1/31/2017	1.70%	6/15/2021	219,712.12	1.70%	166.02	218,188.63
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	609,458.17
36256GAD1	GM Financial Auto Leasing Trust	-	AAA	340,000.00	9/26/2018	3.18%	6/20/2021	339,973.14	3.19%	150.17	340,049.57
17305EGH2	Citigroup	AAA	AAA	915,000.00	10/2/2017	1.80%	9/20/2021	914,931.83	1.80%	503.25	906,018.09
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	266,300.46
89237RAD0	Toyota Motor Corp	AAA	AAA	570,000.00	8/2/2017	1.78%	11/15/2021	569,954.57	2.00%	450.93	560,769.19
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	652,351.85
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	1,028,433.86
34531LAD2	Ford Credit Auto Lease Trust	-	NR	465,000.00	9/21/2018	3.19%	12/15/2021	464,960.71	3.41%	412.04	464,973.22
44932GAD7	Hyundai Auto Receivables	AAA	AAA	765,000.00	8/16/2017	1.77%	1/15/2022	764,867.43	1.78%	601.80	752,909.79
43814UAC3	Honda Auto Receivables	AAA	AAA	945,000.00	2/28/2018	2.64%	2/15/2022	944,877.81	2.65%	1,108.80	938,322.06
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	700,405.49
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	902,120.09
47788CAC6	John Deere Owners Trust	NR	NR	250,000.00	2/28/2018	2.66%	4/15/2022	249,982.03	2.66%	295.56	248,166.40
65478DAD9	Nissan Auto Receivables	AAA	AAA	570,000.00	2/28/2018	2.65%	5/15/2022	569,934.85	2.66%	671.33	566,192.29
43814UAG4	Honda Auto Receivables	AAA	AAA	235,000.00	5/30/2018	3.01%	5/18/2022	234,994.88	3.01%	255.43	234,739.43
02582JHQ6	American Express Credit Account Master Account	NR	NR	915,000.00	3/21/2018	2.67%	10/17/2022	914,893.77	2.68%	1,085.80	911,364.89
89231AAD3	Toyota Motor Corp	-	AAA	490,000.00	8/22/2018	3.02%	12/15/2022	489,912.83	3.03%	657.69	488,876.48
02007JAC1	Ally Auto Receivables Trust	AAA	AAA	800,000.00	6/27/2018	3.00%	1/15/2023	799,945.28	3.09%	1,066.67	798,530.96
36255JAD6	GM Financial Securitized Term	-	AAA	450,000.00	7/18/2018	3.02%	5/16/2023	449,895.06	3.03%	566.25	449,139.33
14313FAD1	Carmax Auto Owner Trust	-	AAA	520,000.00	7/25/2018	3.13%	6/15/2023	519,929.12	3.36%	723.38	519,993.45
Total Asset-Backed Securities				14,645,996.78				14,644,338.38	2.25%	15,659.01	14,539,810.17



City of Napa
Quarterly Investment Report - Holdings Report
as of September 30, 2018

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		FY Quarter									
		3Q18	4Q18								
	Total			143,033,487.71				142,900,504.16	2.27%	510,377.67	141,039,088.26



City of Napa
Quarterly Investment Report - Maturity Report
as of September 30, 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
LAIF and CAMP											
N/A	California Asset Management Trust	AAAm	29,634,041.97	9/30/2018	2.14%	10/1/2018	29,634,041.97	2.14%	-	29,634,041.97	1
N/A	Local Agency Investment Fund	NR	4,305,315.69	9/30/2018	2.16%	10/1/2018	4,305,315.69	2.16%	-	4,305,315.69	1
Total LAIF and CAMP			33,939,357.66				33,939,357.66		-	33,939,357.66	
Other											
3136AQSW1	Federal National Mortgage Association	AA+	17,480.06	11/30/2015	1.90%	1/1/2019	17,654.86	1.20%	27.65	17,415.75	93
86563YVN0	Sumitomo Mitsui Bank NY	A-1	1,750,000.00	5/4/2017	2.05%	5/3/2019	1,750,000.00	2.05%	15,047.57	1,745,516.50	215
3137BNN26	Federal Home Loan Mortgage Corporation	AA+	182,127.62	4/28/2016	1.78%	7/1/2019	183,944.52	1.10%	270.16	180,773.56	274
83050FXT3	Skandinaviska Enskilda NY	A-1	2,140,000.00	8/4/2017	1.84%	8/2/2019	2,139,165.40	1.85%	6,562.67	2,126,132.80	306
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	1,508,092.11	311
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	648,172.28	319
3136AQDQ0	Federal National Mortgage Association	AA+	123,170.24	10/30/2015	1.65%	9/1/2019	124,403.65	1.08%	168.95	122,701.70	336
06539RGM3	Bank of Tokyo Mitsubishi	A-1	915,000.00	9/27/2017	2.07%	9/25/2019	915,000.00	2.07%	315.68	907,486.94	360
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	356,272.70	366
172967LF6	Citigroup	BBB+	915,000.00	1/10/2017	2.45%	1/10/2020	914,634.00	2.46%	5,043.94	907,012.05	467
3137EAE55	Federal Home Loan Mortgage Corporation	AA+	360,000.00	5/11/2017	1.50%	1/17/2020	359,204.40	1.58%	1,110.00	354,383.64	474
9128283S7	U.S. Treasury	AA+	330,000.00	2/1/2018	2.00%	1/31/2020	329,033.21	2.15%	1,111.96	326,854.77	488
22549LFR1	Credit Suisse NY	A	1,080,000.00	2/8/2018	2.67%	2/7/2020	1,080,000.00	2.67%	18,663.30	1,079,519.40	495
037833CK4	Apple Inc	AA+	705,000.00	2/9/2017	1.90%	2/7/2020	704,654.55	1.92%	2,009.25	696,688.76	495
3130ADN32	Federal Home Loan Banks	AA+	455,000.00	2/9/2018	2.13%	2/11/2020	454,167.35	2.22%	1,342.88	451,194.84	499
65590ASN7	Nordea Bank NY	AA-	1,815,000.00	2/22/2018	2.72%	2/20/2020	1,815,000.00	2.72%	5,622.47	1,807,502.24	508
90275DHG8	UBS CT	A+	1,900,000.00	3/6/2018	2.90%	3/2/2020	1,900,000.00	2.93%	4,132.50	1,904,548.60	519
0258M0EE5	American Express	A-	840,000.00	3/3/2017	2.20%	3/3/2020	839,126.40	2.24%	1,437.33	830,592.00	520
25468PDP8	Walt Disney	A+	285,000.00	3/6/2017	1.95%	3/4/2020	284,925.90	1.96%	416.81	281,123.72	521
912828J84	U.S. Treasury	AA+	572,000.00	6/28/2016	1.38%	3/31/2020	578,502.03	1.07%	21.61	560,381.54	548
13606BVF0	Canadian Imperial Bank NY	A+	1,000,000.00	4/10/2018	2.74%	4/10/2020	1,000,000.00	2.78%	6,297.49	1,002,527.00	558
22532XHT8	Credit Agricole CIB NY	A	1,000,000.00	4/10/2018	2.81%	4/10/2020	1,000,000.00	2.85%	6,458.88	1,001,920.00	558
89231UAD9	Toyota Auto Receivables	AAA	85,449.68	5/11/2016	1.30%	4/15/2020	85,445.31	1.30%	49.37	85,076.37	563
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	915,955.14	565
904764AV9	Unilever Capital	A+	175,000.00	5/5/2017	1.80%	5/5/2020	174,441.75	1.91%	1,277.50	171,632.30	583
369550BA5	General Dynamics Corp.	A+	630,000.00	5/11/2018	2.88%	5/11/2020	627,769.80	3.06%	7,043.75	628,477.92	589
4581X0CX4	Inter-American Development Bank	AAA	570,000.00	4/12/2017	1.63%	5/12/2020	568,649.10	1.70%	3,576.35	558,846.81	590
912828ND8	U.S. Treasury	AA+	655,000.00	5/29/2015	3.50%	5/15/2020	717,301.76	1.50%	8,659.17	662,241.03	593
06417GU22	Bank of Nova Scotia Houston	A+	1,000,000.00	6/7/2018	3.08%	6/5/2020	999,620.00	3.10%	9,753.33	1,004,829.00	614
437076BQ4	Home Depot Inc.	A	455,000.00	6/5/2017	1.80%	6/5/2020	454,736.10	1.82%	2,639.00	447,726.83	614
47788NAC2	John Deere	NR	73,811.48	7/27/2016	1.25%	6/15/2020	73,805.60	1.25%	41.01	73,439.23	624
12636WAB2	CNH Equipment Trust	AAA	361,135.22	3/22/2017	1.64%	7/15/2020	361,121.35	1.80%	263.23	360,472.97	654
02665WBT7	American Honda Finance	A+	125,000.00	7/20/2017	1.95%	7/20/2020	124,873.75	1.98%	480.73	122,499.75	659
912828XM7	U.S. Treasury	AA+	30,000.00	3/31/2016	1.63%	7/31/2020	30,498.05	1.23%	82.13	29,364.84	670
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	1,660,813.51	673
459058GA5	International Bank of Reconstruction and Dev.	AAA	425,000.00	8/29/2017	1.63%	9/4/2020	424,910.75	1.63%	517.97	414,994.65	705
14913Q2A6	Caterpillar Financial	A	685,000.00	9/7/2017	1.85%	9/4/2020	684,424.60	1.88%	950.44	668,391.49	705
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	1,334,014.21	713
44930UAD8	Hyundai Auto Receivables	AAA	125,113.79	3/30/2016	1.56%	9/15/2020	125,089.52	1.57%	86.75	124,620.42	716
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	900,016.88	771



City of Napa
Quarterly Investment Report - Maturity Report
as of September 30, 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
69371RN85	Paccar Financial Corp.	A+	255,000.00	11/13/2017	2.05%	11/13/2020	254,977.05	2.05%	2,003.88	248,992.20	775
87019U6D6	Swedbank NY	AA-	1,830,000.00	11/17/2017	2.27%	11/16/2020	1,830,000.00	2.30%	15,924.05	1,793,983.77	778
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	1,323,828.36	799
931142EA7	Wal-Mart Stores	AA	1,830,000.00	10/20/2017	1.90%	12/15/2020	1,827,346.50	1.95%	10,237.83	1,791,048.45	807
38141GWW5	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	1,589,071.18	819
24422ETZ2	John Deere Capital	A	175,000.00	1/8/2018	2.35%	1/8/2021	174,909.00	2.37%	948.16	171,911.08	831
65478VAD9	Nissan Auto Receivables	NR	105,543.61	4/27/2016	1.32%	1/15/2021	105,527.23	1.33%	61.92	104,719.13	838
17305EGA7	Citigroup	AAA	780,000.00	1/26/2017	1.74%	1/19/2021	779,850.63	1.75%	2,789.80	778,283.92	842
44932HAB9	IBM	A+	915,000.00	9/8/2017	1.80%	1/20/2021	913,105.95	1.86%	3,248.25	887,804.37	843
44932HAG8	IBM	A+	175,000.00	2/6/2018	2.65%	2/5/2021	174,914.25	2.67%	721.39	173,028.28	859
02665WCD1	American Honda Finance	A+	300,000.00	2/15/2018	2.65%	2/12/2021	299,580.00	2.70%	1,082.08	296,495.70	866
912828B90	U.S. Treasury	AA+	70,000.00	10/5/2016	2.00%	2/28/2021	72,548.44	1.15%	119.89	68,597.27	882
46625HQJ2	JPMorgan Chase	A-	525,000.00	5/15/2017	2.55%	3/1/2021	526,065.75	2.49%	1,115.63	515,578.35	883
69371RN93	Paccar Financial Corp.	A+	550,000.00	2/27/2018	2.80%	3/1/2021	549,730.50	2.82%	1,283.33	544,284.95	883
45950VLQ7	International Finance Corporation	AAA	1,000,000.00	3/16/2018	2.64%	3/9/2021	999,250.00	2.66%	1,610.28	990,960.00	891
24422EUD9	John Deere Capital	A	310,000.00	3/13/2018	2.88%	3/12/2021	309,789.20	2.90%	470.38	307,567.74	894
14913Q2G3	Caterpillar Financial	A	400,000.00	3/15/2018	2.90%	3/15/2021	399,784.00	2.92%	515.56	397,166.40	897
63743HER9	National Rural Utilities Co Finance Corp	A	450,000.00	2/26/2018	2.90%	3/15/2021	449,500.50	2.94%	580.00	446,868.00	897
63743HER9	National Rural Utilities Co Finance Corp	A	600,000.00	4/19/2018	2.90%	3/15/2021	597,462.00	3.05%	773.33	595,824.00	897
904764AZ0	Unilever Capital	A+	835,000.00	3/22/2018	2.75%	3/22/2021	830,733.15	2.93%	574.06	826,953.94	904
911312BP0	UPS	A+	730,000.00	11/14/2017	2.05%	4/1/2021	728,846.60	2.10%	7,482.50	710,850.64	914
13063DGA0	State of California	AA-	635,000.00	4/25/2018	2.80%	4/1/2021	635,025.40	2.80%	7,704.67	632,891.80	914
3135G0U27	Federal National Mortgage Association	AA+	660,000.00	4/13/2018	2.50%	4/13/2021	659,016.60	2.55%	7,700.00	653,287.80	926
713448DX3	PepsiCo	A+	580,000.00	10/10/2017	2.00%	4/15/2021	579,884.00	2.01%	5,348.89	564,512.84	928
44891EAC3	Hyundai Auto Receivables	AAA	460,211.68	9/21/2016	1.29%	4/15/2021	460,149.74	1.30%	263.85	455,894.43	928
4581X0DB1	Inter-American Development Bank	AAA	930,000.00	4/19/2018	2.63%	4/19/2021	927,954.00	2.70%	10,985.63	921,550.95	932
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	1,593,714.62	948
427866BA5	Hershey Co.	A	450,000.00	5/10/2018	3.10%	5/15/2021	449,689.50	3.12%	5,463.75	449,828.55	958
78012UEE1	Royal Bank of Canada NY	AA-	1,500,000.00	6/8/2018	3.24%	6/7/2021	1,500,000.00	3.24%	15,255.00	1,508,076.00	981
02007PAC7	Ally Auto Receivables Trust	NR	219,731.32	1/31/2017	1.70%	6/15/2021	219,712.12	1.70%	166.02	218,188.63	989
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	609,458.17	989
36256GAD1	GM Financial Auto Leasing Trust	AAA	340,000.00	9/26/2018	3.18%	6/20/2021	339,973.14	3.19%	150.17	340,049.57	994
459058GH0	International Bank of Reconstruction and Dev.	AAA	1,570,000.00	7/25/2018	2.75%	7/23/2021	1,566,326.20	2.83%	7,915.42	1,560,306.82	1,027
61747WAL3	Morgan Stanley	BBB+	845,000.00	3/29/2017	5.50%	7/28/2021	938,930.20	2.76%	8,133.13	889,493.48	1,032
912828D72	U.S. Treasury	AA+	2,270,000.00	12/5/2016	2.00%	8/31/2021	2,277,980.47	1.92%	3,887.85	2,214,491.69	1,066
17305EGH2	Citigroup	AAA	915,000.00	10/2/2017	1.80%	9/20/2021	914,931.83	1.80%	503.25	906,018.09	1,086
3136B1XP4	Federal National Mortgage Association	AA+	703,355.35	4/30/2018	3.56%	9/25/2021	717,345.80	2.27%	2,086.62	709,990.10	1,091
06051GGS2	Bank of America Corp.	A-	385,000.00	9/18/2017	2.33%	10/1/2021	385,000.00	2.33%	4,481.40	376,665.91	1,097
47788BAD6	John Deere Owners Trust	NR	270,000.00	7/18/2017	1.82%	10/15/2021	269,980.24	1.82%	218.40	266,300.46	1,111
912828T67	U.S. Treasury	AA+	3,485,000.00	3/16/2017	1.25%	10/31/2021	3,355,401.56	2.10%	18,229.96	3,317,148.46	1,127
912828T67	U.S. Treasury	AA+	975,000.00	8/3/2017	1.25%	10/31/2021	955,004.88	1.75%	5,100.20	928,040.10	1,127
912828T67	U.S. Treasury	AA+	2,850,000.00	8/31/2017	1.25%	10/31/2021	2,805,246.09	1.64%	14,908.29	2,712,732.60	1,127
89237RAD0	Toyota Motor Corp	AAA	570,000.00	8/2/2017	1.78%	11/15/2021	569,954.57	2.00%	450.93	560,769.19	1,142
02007FAC9	Ally Auto Receivables Trust	AAA	660,000.00	8/23/2017	1.75%	12/15/2021	659,991.49	1.75%	513.33	652,351.85	1,172
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	1,028,433.86	1,172
34531LAD2	Ford Credit Auto Lease Trust	NR	465,000.00	9/21/2018	3.19%	12/15/2021	464,960.71	3.41%	412.04	464,973.22	1,172
912828U81	U.S. Treasury	AA+	5,360,000.00	6/28/2017	2.00%	12/31/2021	5,425,115.63	1.72%	27,091.30	5,210,713.28	1,188



City of Napa
Quarterly Investment Report - Maturity Report
as of September 30, 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
24422ETL3	John Deere Capital	A	595,000.00	3/15/2017	2.65%	1/6/2022	592,376.05	2.75%	3,722.88	583,001.23	1,194
44932GAD7	Hyundai Auto Receivables	AAA	765,000.00	8/16/2017	1.77%	1/15/2022	764,867.43	1.78%	601.80	752,909.79	1,203
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	423,154.81	1,212
912828H86	U.S. Treasury	AA+	470,000.00	7/7/2017	1.50%	1/31/2022	462,270.70	1.88%	1,187.77	449,125.42	1,219
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	1,360,394.24	1,226
43814UAC3	Honda Auto Receivables	AAA	945,000.00	2/28/2018	2.64%	2/15/2022	944,877.81	2.65%	1,108.80	938,322.06	1,234
02007YAC8	Ally Auto Receivables Trust	AAA	710,000.00	11/22/2017	1.99%	3/15/2022	709,944.90	1.99%	627.96	700,405.49	1,262
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	902,120.09	1,262
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	1,346,699.75	1,279
47788CAC6	John Deere Owners Trust	NR	250,000.00	2/28/2018	2.66%	4/15/2022	249,982.03	2.66%	295.56	248,166.40	1,293
912828WZ9	U.S. Treasury	AA+	1,820,000.00	4/4/2018	1.75%	4/30/2022	1,766,679.69	2.51%	13,328.53	1,748,266.52	1,308
65478DAD9	Nissan Auto Receivables	AAA	570,000.00	2/28/2018	2.65%	5/15/2022	569,934.85	2.66%	671.33	566,192.29	1,323
43814UAG4	Honda Auto Receivables	AAA	235,000.00	5/30/2018	3.01%	5/18/2022	234,994.88	3.01%	255.43	234,739.43	1,326
46647PAS5	JPMorgan Chase	A-	1,100,000.00	6/18/2018	3.51%	6/18/2022	1,100,000.00	3.51%	11,059.34	1,101,141.80	1,357
20030NBD2	Comcast Corporation	A-	915,000.00	9/1/2017	3.13%	7/15/2022	953,969.85	2.20%	6,036.46	903,893.73	1,384
912828P4	U.S. Treasury	AA+	1,945,000.00	1/4/2018	1.88%	7/31/2022	1,916,128.91	2.22%	6,144.19	1,871,377.86	1,400
912828P4	U.S. Treasury	AA+	2,300,000.00	12/6/2017	1.88%	7/31/2022	2,272,957.03	2.14%	7,265.63	2,212,940.40	1,400
912828P4	U.S. Treasury	AA+	360,000.00	11/3/2017	1.88%	7/31/2022	357,539.06	2.03%	1,137.23	346,373.28	1,400
3137BM6P6	Federal Home Loan Mortgage Corporation	AA+	840,000.00	4/9/2018	3.09%	8/25/2022	847,153.13	2.61%	2,163.00	837,221.20	1,425
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	872,611.71	1,439
4581XOCZ9	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	1,027,985.04	1,445
912828W9	U.S. Treasury	AA+	2,130,000.00	4/4/2018	1.88%	9/30/2022	2,069,844.14	2.54%	109.72	2,045,464.56	1,461
912828W9	U.S. Treasury	AA+	250,000.00	6/8/2018	1.88%	9/30/2022	241,308.59	2.73%	12.88	240,078.00	1,461
912828L57	U.S. Treasury	AA+	310,000.00	12/6/2017	1.75%	9/30/2022	304,332.81	2.15%	14.90	296,231.66	1,461
912828L57	U.S. Treasury	AA+	850,000.00	5/2/2018	1.75%	9/30/2022	813,775.39	2.78%	40.87	812,248.10	1,461
912828L57	U.S. Treasury	AA+	1,300,000.00	6/6/2018	1.75%	9/30/2022	1,247,593.75	2.75%	62.50	1,242,261.80	1,461
912828L57	U.S. Treasury	AA+	425,000.00	6/7/2018	1.75%	9/30/2022	408,066.41	2.74%	20.43	406,124.05	1,461
02582JHQ6	American Express Credit Account Master Account	NR	915,000.00	3/21/2018	2.67%	10/17/2022	914,893.77	2.68%	1,085.80	911,364.89	1,478
89231AAD3	Toyota Motor Corp	AAA	490,000.00	8/22/2018	3.02%	12/15/2022	489,912.83	3.03%	657.69	488,876.48	1,537
912828N30	U.S. Treasury	AA+	2,150,000.00	7/6/2018	2.13%	12/31/2022	2,095,494.14	2.73%	11,546.03	2,080,208.85	1,553
912828N30	U.S. Treasury	AA+	2,700,000.00	9/6/2018	2.13%	12/31/2022	2,628,808.59	2.78%	14,499.66	2,612,355.30	1,553
02007JAC1	Ally Auto Receivables Trust	AAA	800,000.00	6/27/2018	3.00%	1/15/2023	799,945.28	3.09%	1,066.67	798,530.96	1,568
912828Q29	U.S. Treasury	AA+	1,575,000.00	5/2/2018	1.50%	3/31/2023	1,480,500.00	2.82%	64.90	1,479,884.18	1,643
36255JAD6	GM Financial Securitized Term	AAA	450,000.00	7/18/2018	3.02%	5/16/2023	449,895.06	3.03%	566.25	449,139.33	1,689
14313FAD1	Carmax Auto Owner Trust	AAA	520,000.00	7/25/2018	3.13%	6/15/2023	519,929.12	3.36%	723.38	519,993.45	1,719
Total Other			109,094,130.05				108,961,146.50		510,377.67	107,099,730.60	
Total LAIF, CAMP, and Securities			143,033,487.71				142,900,504.16		510,377.67	141,039,088.26	



FY 2018-2019 Project Tracking 1st Quarter

Project	Page #
Project Tracking Summary by Department	34
Project Tracking Summary by Project Status	39
Administrative Services	
Diversity, Equity & Inclusion Training	42
Automating FPPC Campaign Disclosure Statements	44
CDD (Community Development Department)	
Affordable Housing and Homeless – Phase III	45
General Plan Update	48
Development Services	
Downtown Parking Management Plan – Phase III	50
Finance Department	
IFAS Replacement Software Selection	53
Online Water Bill Payments	54
Fire Department	
City Hazard Mitigation Plan	55
Fire Records Management System Upgrade	56
Reserve Firefighter Recruitment	57

Parks & Recreation Department

Joint Use Agreements – NVUSD and NVC – Phase II	58
Oxbow Commons Park Enhancements – Phase II	60
Park Development Impact Fee	61
Park Amenity Improvements Phase III	63

Police Department

Police Records Management System – Phase I	65
--	----

Utilities

Wholesale (Trucked) Water Policy	66
Napa Valley Drought Contingency Plan	67
Master Plan for Reservoir and Watershed Operations	69

Carry Forward Projects

• Website Upgrade	71
• Body Worn Camera Implementation	73
• Text to 911	75
• Measure T Implementation – Year 1	77



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-00861	Downtown Parking Mgt Plan Implementation Phase 3	3 of 3	On Time	6/30/2018	valadez

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-00852	Affordable Housing Strategies & Homeless Programs	3 of 3	On Time	6/30/2019	Ferrell/Morris

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-00866	General Plan Update - Phase I	2 of 4	On Time		Mike Walker

Total Projects for CDD, Planning: 1

City Clerk

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CLK-00858	Automating FPPC Campaign Disclosure Statements	1 of 1	On Time	3/30/2019	Tiffany Carranza

Total Projects for City Clerk: 1

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CM-00831	Website Upgrade	1 of 1	CF/Complete	10/30/2018	Jaina French

11/20/2018



Project Tracking Summary

by Department

City Manager

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
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Total Projects for City Manager: 1

Finance, Administration

<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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FIN-00871	IFAS Replacement Software Selection	1 of 4	On Time	6/30/2019	Brian Cochran
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Total Projects for Finance, Administration: 1

Finance, Collections

<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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FIN-00869	Online Water Bill Payments	1 of 1	On Time	1/1/2019	Brian Cochran
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Total Projects for Finance, Collections: 1

Fire

<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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FD-00848	Reserve Firefighter Recruitment	1 of 1	On Time	6/30/2019	Zach Curren
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FD-00849	Fire Records Management System Upgrade	1 of 1	On Time	6/30/2019	Joy Riesenber
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FD-00850	City Hazard Mitigation Plan - Phase I	1 of 2	On Time	6/30/2019	Charlie Rhodes
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Total Projects for Fire: 3

Human Resources

<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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11/20/2018



Project Tracking Summary

by Department

Human Resources

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HR-00843	Diversity, Equity and Inclusion Training	1 of 1	Complete	4/30/2019	J.Brizel
Total Projects for Human Resources: 1					

Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00826	Body Worn Camera Program Implementation	2 of 2	Carry Forward	12/31/2018	Steve Potter
PD-00827	Text to 911	1 of 1	Carry Forward	12/30/2018	Gus Ullloth
PD-00876	Police Records Management System - Phase I	1 of 2	On Time	6/30/2019	Susana Aguilera
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-00868	Park Amenity Improvements Phase III	3 of 3	On Time	6/30/2019	Coates/Staff
PRS-00875	Park Development Impact Fee Review	6 of 7	On Time	6/30/2019	Coates/Staff
Total Projects for PRSD, Parks: 2					

PRSD, Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PRS-00834	Joint Use Agreements - NVUSD & NVC - Phase 2	2 of 2	Not Started		Katrina Gregory
PRS-00835	Oxbow Commons Park Enhancements - Phase 2	2 of 2	On Time		Katrina Gregory
Total Projects for PRSD, Recreation: 2					

11/20/2018



Project Tracking Summary

by Department

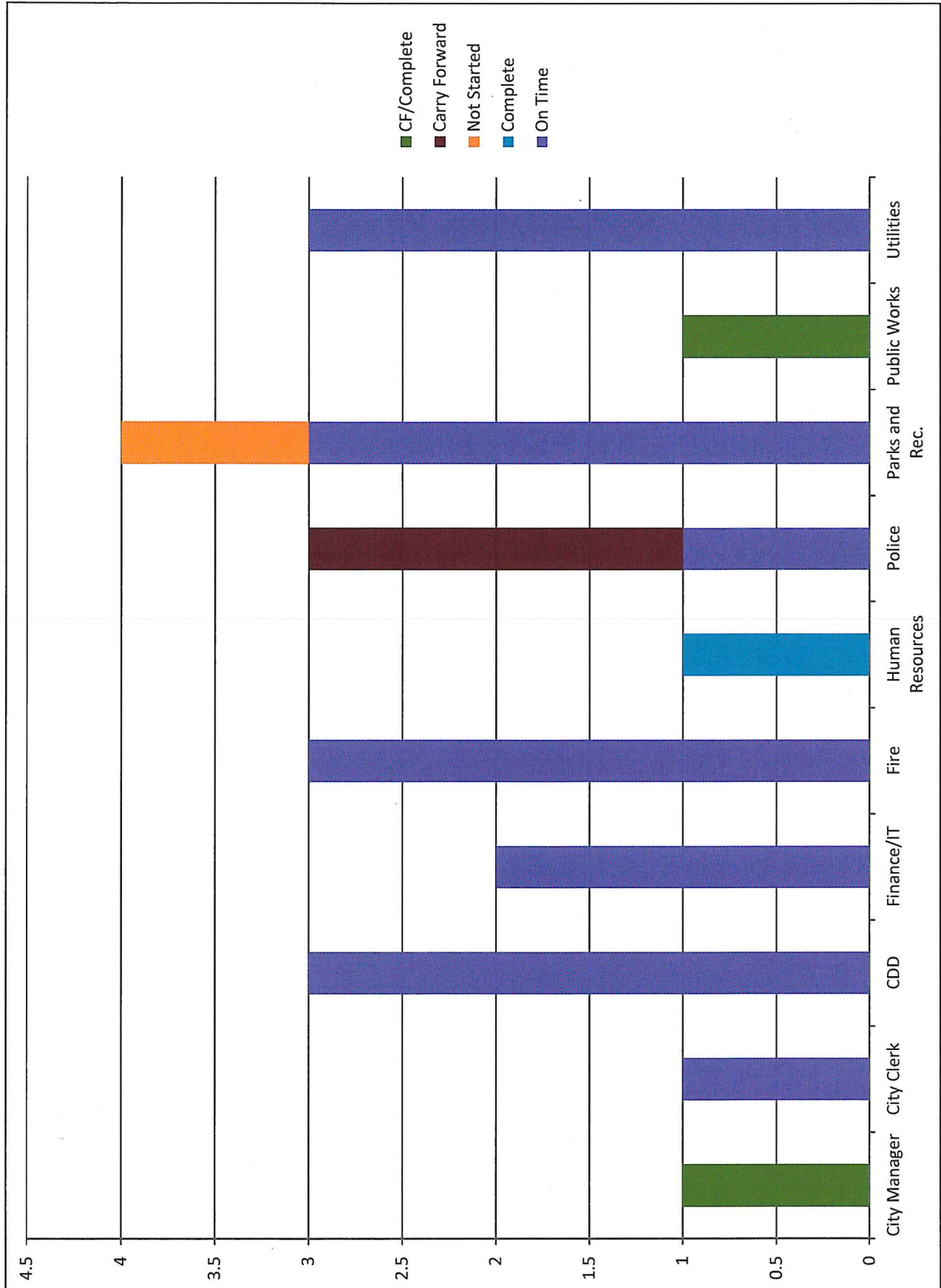
PW, Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00816	Measure T Implementation - Year 1	1 of 1	CF/Complete	10/31/2018	JFeron/Ramirez
Total Projects for PW, Engineering: 1					

Utilities

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
UTL-00862	Master Plan for Reservoir and Watershed Operations	4 of 5	On Time		Joy Eldredge
UTL-00867	Wholesale (Trucked) Water Policy	1 of 1	On Time	6/1/2019	Joy Eldredge
UTL-00872	Napa Valley Drought Contingency Plan	1 of 2	On Time	6/28/2019	Phil Brun
Total Projects for Utilities: 3					

Project Status by Department





Project Tracking Summary

by Project Status

Carry Forward

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00826	Body Worn Camera Program Implementation	2 of 2	12/31/2018	Police	Steve Potter
PD-00827	Text to 911	1 of 1	12/30/2018	Police	Gus Ulloa
Total Projects with Carry Forward Status: 2					

CF/Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CM-00831	Website Upgrade	1 of 1	10/30/2018	City Manager	Jaina French
PW-00816	Measure T Implementation - Year 1	1 of 1	10/31/2018	PW, Engineering	JFeron/Ramirez
Total Projects with CF/Complete Status: 2					

Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
HR-00843	Diversity, Equity and Inclusion Training	1 of 1	4/30/2019	Human Resources	J.Brizel
Total Projects with Complete Status: 1					

Not Started

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PRS-00834	Joint Use Agreements - NVUSD & NVC - Phase 2	2 of 2		PRSD, Recreation	Katrina Gregory
Total Projects with Not Started Status: 1					

11/20/2018

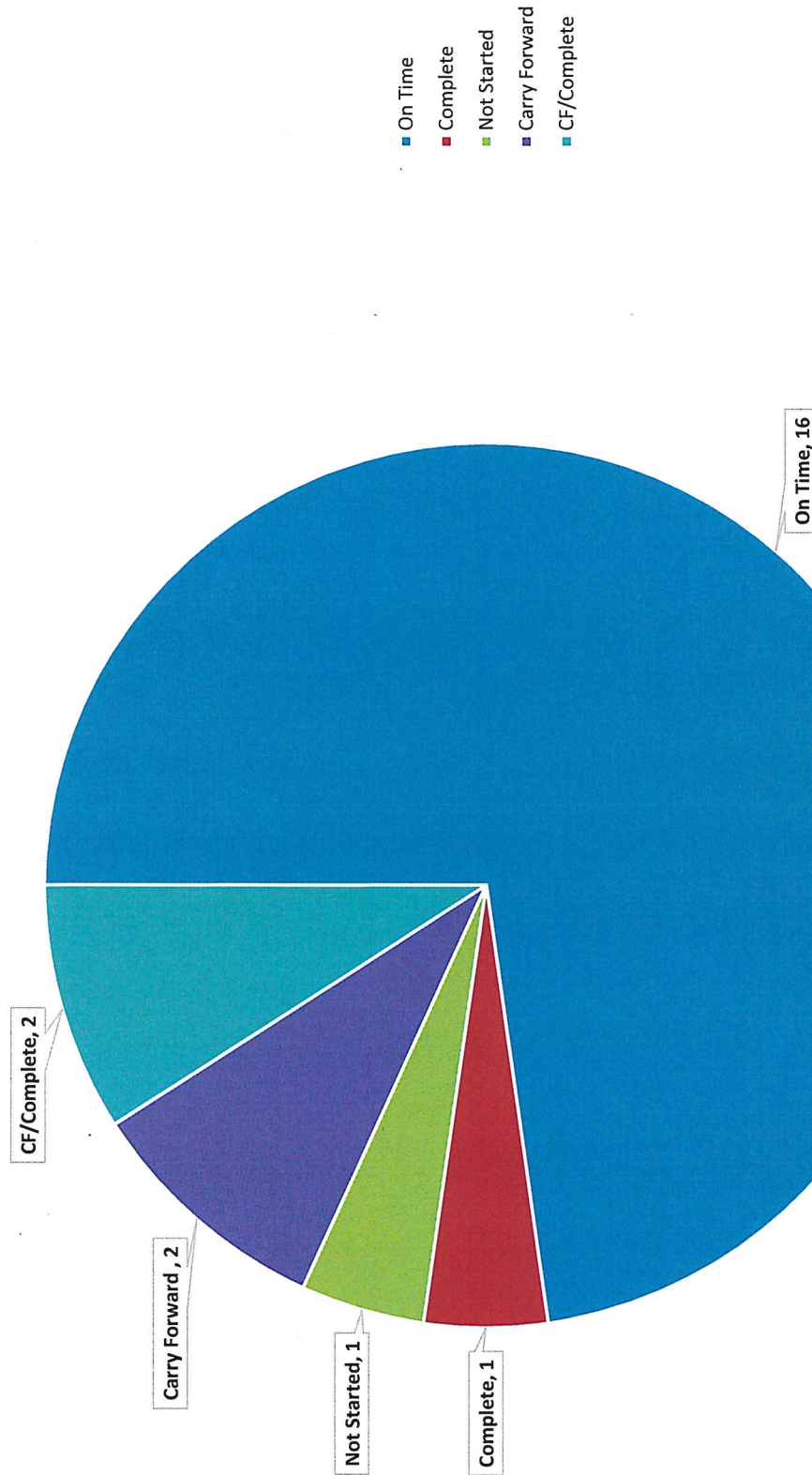


Project Tracking Summary

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-00852	Affordable Housing Strategies & Homeless Programs	3 of 3	6/30/2019	CDD, Housing	Ferrell/Morris
	CDD-00861	Downtown Parking Mgt Plan Implementation Phase 3	3 of 3	6/30/2018	CDD, Economic Devel	valadez
	CDD-00866	General Plan Update - Phase I	2 of 4		CDD, Planning	Mike Walker
	CLK-00858	Automating FPPC Campaign Disclosure Statements	1 of 1	3/30/2019	City Clerk	Tiffany Carranza
	FD-00848	Reserve Firefighter Recruitment	1 of 1	6/30/2019	Fire	Zach Curren
	FD-00849	Fire Records Management System Upgrade	1 of 1	6/30/2019	Fire	Joy Riesenber
	FD-00850	City Hazard Mitigation Plan - Phase I	1 of 2	6/30/2019	Fire	Charlie Rhodes
	FIN-00869	Online Water Bill Payments	1 of 1	1/1/2019	Finance, Collections	Brian Cochran
	FIN-00871	IFAS Replacement Software Selection	1 of 4	6/30/2019	Finance, Administratio	Brian Cochran
	PD-00876	Police Records Management System - Phase I	1 of 2	6/30/2019	Police	Susana Aguilera
	PRS-00835	Oxbow Commons Park Enhancements - Phase 2	2 of 2		PRSD, Recreation	Katrina Gregory
	PRS-00868	Park Amenity Improvements Phase III	3 of 3	6/30/2019	PRSD, Parks	Coates/Staff
	PRS-00875	Park Development Impact Fee Review	6 of 7	6/30/2019	PRSD, Parks	Coates/Staff
	UTL-00862	Master Plan for Reservoir and Watershed Operations	4 of 5		Utilities	Joy Eldredge
	UTL-00867	Wholesale (Trucked) Water Policy	1 of 1	6/1/2019	Utilities	Joy Eldredge
	UTL-00872	Napa Valley Drought Contingency Plan	1 of 2	6/28/2019	Utilities	Phil Brun
	Total Projects with On Time Status: 16					

PROJECTS BY STATUS
Total Projects = 22





Project Tracking Report

Project Priority High **Project Number** HR-00843 **Project Status** Complete
Project Title Diversity, Equity and Inclusion Training **Phase** 1 of 1
Project Start Date 7/23/2018 **Project Due Date** 4/30/2019
Requested Start Date **Requested Due Date**
Lead Department Human Resources **Project Leader** J.Brizel
Project Budget \$0
Funding Sources

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

Project Description

As noted in the 2018 Equity and Inclusion Plan, the HR Department is focused on developing awareness on diversity through providing training to management and employees regarding individual and institutional implicit/explicit biases; implement tools to normalize, operationalize and organize the City's culture/infrastructure to support inclusion as well as solicit diversity champions to promote a culture of inclusion and provide opportunities for ongoing dialogue to continuously address policies, practices and culture norms that are barriers to inclusivity. Web-based Prevention of Harassment, Discrimination, Abusive Conduct and Retaliation training was developed with a focus on inclusion and diversity to enhance the City's updated regulation and expectations. In-person training is to be provided to field all employees.

Status Update

11/19/2018 - jbrizel:

11/14/2018 - jbrizel: HR staff is in the process of training to become master trainers of diversity and inclusion content to share Citywide. We have been collaborating with local partners on shared content to ensure consistency throughout the Napa region.

During the month of September, HR delivered Prevention of Harassment, Discrimination, Abusive Conduct and Retaliation training to all field personnel (in English and Spanish) and ensured all managers and supervisors were current on their mandated training requirement. The content was updated to reflect the City's focus on diversity and inclusion practices and expectations of all employees and leadership staff.

The Prevention of Harassment, Discrimination, Abusive Conduct and Retaliation Policy was updated and distributed on 9/24/2018 in English and Spanish.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Foundational Training on Inclusiveness	Human Resources	J.Brizel	50 %	9/21/2018	Complete
Prevention of Harassment Policy Updated	Human Resources	J. Brizel	50 %	9/24/2018	Complete

Project Progress: 100% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CLK-00858 **Project Status** On Time
Project Title Automating FPPC Campaign Disclosure Statements **Phase** 1 of 1
Project Start Date **Project Due Date** 3/30/2019
Requested Start Date **Requested Due Date**
Lead Department City Clerk **Project Leader** Tiffany Carranza
Project Budget \$0
Funding Sources General Fund/41141-53201
☒ **City Manager's Report** ☒ **City Council's Report**

Project Description

Implementation of CampaignDocs, an electronic filing system for FPPC campaign disclosure statements, which will allow councilmembers, future candidates, and general purpose committees to file their FPPC reports electronically instead of by paper.

Status Update

11/14/2018 - tcarranza: Project is on schedule with staff training nearly completed.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Software Installation/Data Import	City Clerk	Tiffany Carranza	20 %	10/31/2018	Complete
Execution of Agreement	City Clerk	Tiffany Carranza	20 %	10/31/2018	Complete
Ordinance update re: electronic filing	City Clerk	Tiffany Carranza	20 %	2/19/2019	Not Started
Clerk Staff Training	City Clerk	Tiffany Carranza	20 %	2/19/2019	On Time
Final training/Implementation to filers	City Clerk	Tiffany Carranza	20 %	3/29/2019	Not Started

Project Progress: 40% of 100% Complete



Project Tracking Report

Project Priority	Project Number	CDD-00852	Project Status	On Time	
Project Title	Affordable Housing Strategies & Homeless Programs			Phase	3 of 3
Project Start Date	7/1/2018	Project Due Date	6/30/2019		
Requested Start Date		Requested Due Date			
Lead Department	CDD, Housing	Project Leader	Ferrell/Morris		
Project Budget	\$0				
Funding Sources	Grants, Aff. Housing Fund & General Fund				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

Affordable housing is a top Council priority. Notwithstanding significant accomplishments improving and expanding the City's affordable housing stock since 2000 (approximately 85 new units built each year), maintaining active first time homebuyer, rehab loan and emergency home repair programs, streamlining ADU zoning regulations, using surplus land for future affordable housing development, and the setting aside resources in the General Fund for affordable housing, 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 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 of Napa Courtyards Project on Coombsville Road
- Help to fund and entitle Stoddard West Project

Phase II (completed FY 17-18)

- Approve SAHA (Manzanita Family Apartments) Project on surplus City property
- Revise policy to fast-track permit review of apartment projects, including those with affordable housing
- Explore an amnesty program for unpermitted ADUs
- Launch Junior Unit Initiative Program to encourage the creation of ADU's as affordable rental units
- Consider reducing impact fees for ADUs
- Explore reinstating inclusionary zoning for multi-family projects (with passage of new State law)
- Begin construction of approved affordable projects (e.g., Napa Courtyards on Coombsville, Redwood Grove, Stoddard West)
- Identify new sites for affordable housing development (e.g., D Street Alley)

Last updated 11/14/2018

ATTACHMENT 2

- Eliminate affordable housing impact fees for dwelling units that are 500 square feet or less (including ADU's)
- Continue to secure financing for Manzanita Family Apartments Project
- Begin review process of Gasser's Heritage House/Valle Verde Project (e.g. application completeness, selection of a CEQA consultant, etc.)

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

- Complete Heritage House/Valle Verde Draft EIR and prepare for permit review in Fall 2019
- Implement amnesty program to permit previously converted space into safe, habitable, low cost housing
- Explore funding of affordable housing on November 2018 ballot
- Completely secure financing for Manzanita Family Apartments Project (carryover from Phase II to secure all funding)
- Secure additional financing and begin construction of Redwood Grove (carryover from Phase III to secure all funding)
- Place measure on November 2018 ballot to fund affordable and workforce housing with TOT
- Reinstate inclusionary zoning options for multi-family projects (carryover from Phase II to complete study of economic impacts associated with different approaches)
- Issue a Request for Proposals for innovative affordable housing development
- Continue to explore ADU financing programs
- Work with County and Abode on implementation of homeless system redesign including helping to secure additional housing resources for the homeless

Status Update

10/25/2018 - Iferrell:

- Heritage House: In August the City held an EIR scoping meeting for the Heritage House/Valle Verde project. The meeting was well attended by neighbors who expressed concerns about the proposed project. Currently it is anticipated the Draft EIR will be completed by July 2019 with the project under review in the fall of 2019. In September, Burbank shared financial projections for Heritage House with staff and has expressed a strong interest in incorporating Section 8 project-based vouchers into the project. Burbank is currently working with the County to help ensure the County can submit a State No Place Like Home application for the project.
- Redwood Grove: Burbank notified the City and the County of a \$1.3 million funding gap primarily caused by increased mortgage rates (the amount of mortgage low- and moderate-income homebuyers can afford decreases when rates go up). To help address this gap, in August staff submitted an application to the State for its approval to use \$650,000 in local HOME program income for Redwood Grove. The City is still waiting for the State to complete its review. If the State approves use of the HOME program income for Redwood Grove, staff will bring an agenda item to Council to confirm. In September, the County approved a similar \$650,000 funding request from its local housing funds. Burbank submitted construction drawings in August and civil drawings and the final map in September as they prepare for a 2019 start of construction. On October 17th, Burbank held a lottery for the 75 pre-approved homebuyers to establish the order in which they will be approved for homes.
- Manzanita Project: SAHA submitted applications for HOME, National Housing Trust Fund, and the State Veterans Housing Program for the project. Awards under each of these programs should be announced in December or January. SAHA also began work on construction documents for the project with an anticipated start of construction in 2019.
- Ballot Measure: All required steps have now been completed, and the TOT/affordable and work force housing ballot measure is on the November ballot.
- ADU Financing Programs: In August the Community Foundation received a grant from Tipping Point to

Last updated 11/14/2018

ATTACHMENT 2

hire a consultant to focus on exploring establishing a communitywide ADU financing program. As this is also something of interest to Sonoma County, in September staff hosted a meeting which included representatives from Napa County, Sonoma County, Community Foundation, and the Silicon Valley Housing Trust Fund (which recently launched a pilot ADU financing program) to explore ADU financing opportunities. In November, this working group will join a larger group for a working session hosted by the Federal Home Reserve Bank to strategize on ADU financing program and how to move efforts forward.

- **Amnesty Program:** Exploring an amnesty program was identified as one of the open tasks from last fiscal year. CDD staff explored this and concluded that the City already has these procedures in place based on new ADU/JADU regulations which allow for conversion of space such as in garages into small units. Moreover, the staff has had a procedure in place since 2010 where owners of properties that include previously an unpermitted unit constructed prior to 1980s (when the sprinkler ordinance was adopted), and which have been determined to have had a City inspection for safety and habitability to remain. Together, these programs serve to promote recognition of previously unpermitted units. A more comprehensive program would likely result in discovery of units that cannot be approved resulting in units being enforced and taken out of commission during this extreme housing crisis.

- **Homeless System:** Winter Shelter will be open at the Expo from November 15 through April 15.

- **Identify New Sites for Affordable Housing Development:** This has been removed as a tracked task in that this an "ongoing" action item. The Housing Element provides a comprehensive identification of housing sites to meet the City's RHNA and new sites are constantly being considered that were not previously reviewed, such as HHS, Corporation Yard, D Street Alley, CineDome and NSD/Skate Park sites, etc.

- **Inclusionary Ordinance:** Given the range of community influence on this issue from some developers who argue this will impact development of housing generally to housing advocates who argue for more than 10% (the former rate), staff is facilitating preparation of an economic analysis to determining the impacts of different inclusionary rates. This carryover item will be competed in the spring and updates provided to Council seeking direction.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Explore amnesty program	CDD, Planning	Tooker/Staff	0 %	8/1/2018	CF/Comple
Explore TOT measure on ballot	CDD, Housing	Lark Ferrell	10 %	8/31/2018	Complete
Hold VV/Heritage House scoping meeting	CDD, Planning	Morris	5 %	9/28/2018	Complete
Secure Redwood Grove financing	CDD, Housing	Lark Ferrell	10 %	2/28/2019	CF/On Tim
RFP for innovative housing projects	CDD, Housing	Lark Ferrell	10 %	3/29/2019	Not Started
Complete inclusionary economic analysis	CDD, Planning	Lark Ferrell	10 %	4/30/2019	CF/On Tim
Inclusionary recommendations to Council	CDD, Housing	Ferrell/Morris	15 %	5/30/2019	CF/On Tim
Continue homeless system redesign	CDD, Housing	Lark Ferrell	10 %	6/28/2019	On Time
Explore ADU financing programs	CDD, Housing	Lark Ferrell	10 %	6/28/2019	On Time
Secure complete Manzanita financing	CDD, Housing	Lark Ferrell	10 %	6/28/2019	CF/On Tim
Complete VV/Heritage House DEIR	CDD, Planning	Morris	10 %	6/30/2019	On Time

Project Progress: 15% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** CDD-00866 **Project Status** On Time
Project Title General Plan Update - Phase I **Phase** 2 of 4
Project Start Date **Project Due Date**
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 three phases over a period of two-and-a-half to three years (FY 17/18 - FY 19/20). 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 included:

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

Phase II in FY 18-19 will include:

1. Form a General Plan Advisory Committee; (Complete)
2. Issue identification and Existing Conditions Report;
3. Community visioning & outreach; and
4. Preliminary Alternatives & Alternatives Evaluation;

Phase III in FY 19-20 will include:

1. Recommended Preferred Plan;
2. Admin Draft of General Plan;
3. Preparation for adoption and CEQA review; and
4. Certification of the EIR and adoption of the General Plan Update.

Status Update

11/14/2018 - mwalker: City Council held a special meeting to interview and empanel the General Plan Advisory Committee and selected 13 members. Two Committee appointments were held pending the election and will be filled at the December 4 City Council meeting. The first GPAC meeting is scheduled for December 10 which will include swearing in by the City Clerk, an introduction from our General Plan

Last updated 11/14/2018

ATTACHMENT 2

Consultant team, Dyett & Bhatia Urban and Regional Planners, and a briefing from our City Attorney's Office on your obligations, responsibilities, and compliance with the Brown Act.

City Staff has provided background information to the Consultant Team and anticipates having the Existing Conditions report in January. Community engagement, outreach, and stakeholder interviews will begin in early 2019.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Form a General Plan Advisory Committee	CDD, Planning	Mike Walker	15 %	11/1/2018	Complete
Conduct Initial GPAC Meeting	CDD, Planning	Mike Walker	10 %	12/31/2018	On Time
Prepare Existing Conditions Report	CDD, Planning	Mike Walker	25 %	1/31/2019	On Time
Begin Community Outreach	CDD, Planning	Mike Walker	25 %	2/28/2019	Not Started
Draft Preliminary Alternatives	CDD, Planning	Mike Walker	25 %	6/28/2019	Not Started

Project Progress: 15% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** CDD-00861 **Project Status** On Time
Project Title Downtown Parking Mgt Plan Implementation Phase 3 **Phase** 3 of 3
Project Start Date 7/1/2018 **Project Due Date** 6/30/2019
Requested Start Date 7/1/2018 **Requested Due Date** 6/30/2018
Lead Department CDD, Economic Development **Project Leader** valadez
Project Budget
Funding Sources Capital Improvement Program
☐ **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 (Complete)

- 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 11/5/2018

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 (In Process)

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

10/29/2018 - rtooker: Phase 2 FY17-18 update:

- The completion of the Parking Program Roadmap is currently in progress. The Parking Programs Manager is aiming to have the Roadmap complete and presented to City Council on Tuesday, December 4, 2018, in time for the expected completion date of end of calendar year 2018.

- The following 3 parking lot projects are underway: expanding parking lot on corner of Pearl and Coombs, Paving of parking lot on Third St. and Soscol, and paving of lot on McKinstry and Soscol.

- Wayfinding signage program with a focus on parking wayfinding just completed its application period for a Wayfinding consultant. Vendor will be selected some time in November once all applications have been reviewed.

- Cinedome Master Plan presentation slated for November 13 City Council meeting.

10/29/2018 - tvaladez: New tasks have been added to the fiscal year. Below are descriptions of each added task and the purpose behind each task for the next fiscal year:

- Develop Parking Enforcement Staff Operations Plan - Analyze staffing needs for the parking enforcement team. Parking Programs Manager will begin recruitment for a Full Time Parking Enforcement Officer. A decision packet will be submitted for a new Part Time Parking Enforcement Officer position around

February for the next fiscal year.

-Prepare Anti-Rolling Ordinance for City Council Review-An ordinance with the intention of increasing turnover for on-street parking. Plan to have the ordinance delivered to City Council for approval by April 2, 2019.

-Install Garage Occupancy Sign on Pearl - Pearl St. garage will be the pilot program site for the vehicle counting electronic occupancy sign system. If successful, plans will move forward with rolling out the technology across all City-owned parking garages. If current pace is maintained, the first fully functioning garage with installed occupancy signs should be complete by April 17, 2019.

-Prepare list of parking ordinances to adopt - Multiple parking ordinances require attention and edits. This will be a list of ordinances that require changes. Due to the number of ordinances that require review, the ordinances should be adopted near the end for the fiscal year.

-Evaluate future need of structured parking - Current parking demand cross referenced with parking inventory will need to be analyzed and evaluated. The data acquired by the garage occupancy sign technology will be instrumental in gathering the data necessary to determine the parking demand. As a result, this evaluation will have to come after the installation of garage occupancy signs. Current tentative due date placed at the end of the fiscal year.

-Commence Construction of Expanded parking lots - Construction to begin on parking lots on the corner of Pearl and Coombs, Paving of parking lot on Third St. and Soscol, and paving of lot on McKinstry and Soscol. Subject to Public Works completion of CD's bidding and contract approval.

-Replace License Plate Reading Technology - Sourcing for the License Plate Reading technology should be complete by Spring of 2019.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Parking Enf. Staff Ops Plan	Parking Manager	valadez	10 %	2/20/2019	On Time
Prepare Anti-Rolling Ord for CC Review	Parking Manager	valadez	5 %	4/2/2019	Not Started
Install Garage Occupancy Sign on Pearl	Parking Manager	valadez	20 %	4/17/2019	On Time
Replace License Plate Reading Technology	Parking Manager	valadez	20 %	4/30/2019	On Time
Prepare list of Prkng Ordinance to Adopt	Parking Manager	valadez	15 %	6/4/2019	Not Started
Evaluate Future Need of Structured Prkng	Parking Manager	valadez	10 %	6/30/2019	Not Started
Commence Const. of Expanded Prk Lots	Parking Manager	valadez	20 %	6/30/2019	On Time

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** FIN-00871 **Project Status** On Time
Project Title IFAS Replacement Software Selection **Phase** 1 of 4
Project Start Date 7/1/2018 **Project Due Date** 6/30/2019
Requested Start Date **Requested Due Date**
Lead Department Finance, Administration **Project Leader** Brian Cochran
Project Budget \$750,000
Funding Sources General Fund
☐ **City Manager's Report** ☒ **City Council's Report**

Project Description

The City of Napa is seeking replacement of its current financial software system as it is nearing obsolescence. Currently City staff are exploring two options: One is an independent pursuit through a formal Request For Proposals (RFP) process; the second option is a formal RFP in a combined effort with neighboring municipalities in Napa County. Either option will require a commitment of approximately 24 months.

Status Update

11/6/2018 - bcocoran: The County's RFP is slated to be released this week (11/8/18). County's RFP due date is 12/21/2018. Demos will likely be in January / February. Contract signing hopefully occurs by June 30, 2019.

11/2/2018 - segloff: The City is currently constructing a formal Request For Proposals (RFP) for a custom financial software system.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Constructing formal RFP	Finance, Administration	Brian Cochran	25 %	11/8/2018	On Time
County's RFP Due Date	Finance, Accounting	Brian Cochran	25 %	12/21/2018	On Time
Demo's of Replacement Software	Finance, Accounting	Brian Cochran	25 %	2/28/2019	Not Started
Contract Signing	Finance, Accounting	Brian Cochran	25 %	6/30/2019	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** FIN-00869 **Project Status** On Time
Project Title Online Water Bill Payments **Phase** 1 of 1
Project Start Date 7/1/2018 **Project Due Date** 1/1/2019
Requested Start Date **Requested Due Date**
Lead Department Finance, Collections **Project Leader** Brian Cochran
Project Budget \$43,000
Funding Sources General Fund

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

Project Description

Implement online water bill pay.

Status Update

11/2/2018 - segloff: Wright Imaging (Document Management Corporation) prints and mails the City's water bills, delinquent water bills, business license statements, delinquent business license statements and business licenses. Wright Imaging completed their required software upgrade to become compatible with First American, the City's current credit merchant.

Wright Imaging used authorization information given from First American for the payment gateway and began setting up the City's payment method preferences. The City is approaching its final phase of implementation, which is testing, training on the platform, and public outreach.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Public Outreach	Finance, Collections	Tracy Thompson	30 %	1/1/2019	On Time
Train Staff on W360 Portal	Finance, Collections	Tracy Thompson	35 %	1/1/2019	On Time
Test W360 Portal	Finance, Collections	Tracy Thompson	35 %	1/1/2019	On Time

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** FD-00850 **Project Status** On Time
Project Title City Hazard Mitigation Plan - Phase I **Phase** 1 of 2
Project Start Date 7/1/2018 **Project Due Date** 6/30/2019
Requested Start Date **Requested Due Date**
Lead Department Fire **Project Leader** Charlie Rhodes
Project Budget \$0
Funding Sources

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

Project Description

Developing a scope of work to prepare for the 2020 FEMA required update to the City Hazard Mitigation Plan.

Status Update

11/7/2018 - jriesenberg: The Internal Stakeholder roster has been drafted. We are working with the County of Napa to mimic their process as they are currently updating their plan. City Fire staff has completed a grant application to request funding for consultant assistance to update the City of Napa's plan.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Internal Stakeholder Roster	Fire	Charlie Rhodes	25 %	9/30/2018	Complete
Develop External Stakeholder Roster	Fire	Charlie Rhodes	25 %	12/31/2018	On Time
Seek Potential Consultants to assist	Fire	Charlie Rhodes	25 %	3/31/2019	Not Started
Develop FY2019-20 Project timeframes	Fire	Charlie Rhodes	25 %	6/30/2019	Not Started

Project Progress: 25% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** FD-00849 **Project Status** On Time
Project Title Fire Records Management System Upgrade **Phase** 1 of 1
Project Start Date 7/1/2018 **Project Due Date** 6/30/2019
Requested Start Date **Requested Due Date**
Lead Department Fire **Project Leader** Joy Riesenberg
Project Budget \$50,000
Funding Sources IT & Fire Department budgets
☐ **City Manager's Report** ☒ **City Council's Report**

Project Description

Upgrade of the FireRMS system to include electronic patient care reporting system, daily staffing software, mobile fire inspection platform and incident reporting system.

Status Update

11/7/2018 - jriesenberg: We had multiple vendor demonstrations to evaluate Fire records management and electronic patient care reporting systems. We selected ESO as the best vendor to satisfy City of Napa, Napa County and CA State EMS requirements and system needs. The contract process has been completed. We have a draft implementation plan and are on track to implement the system by June 30.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Research and seek vendors	Fire	Joy Riesenberg	20 %	9/30/2018	Complete
Select vendor	Fire	Joy Riesenberg	20 %	10/31/2018	Complete
Develop Implementation Plan	Fire	Joy Riesenberg	20 %	12/31/2018	On Time
Train Employees	Fire	Joy Riesenberg	20 %	3/31/2019	Not Started
Go Live	Fire	Joy Riesenberg	20 %	6/30/2019	Not Started

Project Progress: 40% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** FD-00848 **Project Status** On Time
Project Title Reserve Firefighter Recruitment **Phase** 1 of 1
Project Start Date 9/1/2018 **Project Due Date** 6/30/2019
Requested Start Date **Requested Due Date**
Lead Department Fire **Project Leader** Zach Curren
Project Budget \$25,000
Funding Sources 42271 current budget

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

Project Description

Recruitment of new Reserve Firefighters to backfill for all budgeted positions. Outreach efforts will be focused on local residents and increased diversity.

Status Update

11/7/2018 - jriesenberg: Fire department and Human Resources staff have developed a recruitment strategy. Community Outreach will begin next month.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop Recruitment Strategy	Fire	Zach Curren	25 %	9/30/2018	Complete
Community Outreach	Fire	Zach Curren	25 %	12/31/2018	Not Started
Testing Process/Recruitment	Human Resources	MJ Tueros	25 %	3/31/2019	Not Started
Hire/Begin Academy	Fire	Zach Curren	25 %	6/30/2019	Not Started

Project Progress: 25% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	PRS-00834	Project Status	Not Started
Project Title	Joint Use Agreements - NVUSD & NVC - Phase 2			Phase	2 of 2
Project Start Date		Project Due Date			
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 third 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

11/5/2018 - kgregory: Staff has conducted several meetings with the new NVUSD Superintendent and new director for NVUSD facilities and maintenance to review the previously discussed Joint Use Agreement (JUA) terms and goals for the future. Staff will continue to meet with NVUSD to analyze data, review financials and reach agreement in the upcoming months.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Finalize Facility Terms Gyms, Pools, etc	PRSD, Recreation	Katrina Gregory	30 %	3/1/2019	Not Started
Finalize Terms with NVC	PRSD, Recreation	Katrina Gregory	30 %	4/1/2019	Not Started
Approval of JUA by NVUSD Board	PRSD, Recreation	Katrina Gregory	10 %	5/15/2019	Not Started
Approval of JUA by City Council	PRSD, Recreation	Katrina Gregory	10 %	5/15/2019	Not Started
Approval of JUA by NVC Board	PRSD, Parks	Katrina Gregory	10 %	6/15/2019	Not Started
Approval of JUA by City Council	PRSD, Parks	Katrina Gregory	10 %	6/15/2019	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** PRS-00835 **Project Status** On Time
Project Title Oxbow Commons Park Enhancements - Phase 2 **Phase** 2 of 2
Project Start Date **Project Due Date**
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
☐ **City Manager's Report** ☒ **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, and 3) make several site improvements to support better vehicle circulation and preventative measures to minimize park damages at Oxbow Commons.

Status Update

11/1/2018 - akoenig:

- Contracted Nielson Construction to complete a site evaluation of the Oxbow Commons event area to develop recommendations for supporting better vehicle circulation and preventative measures to minimize park damages.
- Partnering with the Napa County Flood Control and Water Conservation District on wayfinding/interpretive signage design to install signs for better connectivity between downtown and the Oxbow District.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Conduct site evaluation	PRSD, Recreation	Katrina Gregory	25 %	12/31/2018	On Time
Get approval for site improvements	PRSD, Recreation	Katrina Gregory	25 %	2/1/2019	Not Started
Complete site improvements	PRSD, Recreation	Katrina Gregory	50 %	4/1/2019	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PRS-00875	Project Status	On Time
Project Title	Park Development Impact Fee Review			Phase	6 of 7
Project Start Date	7/1/2018	Project Due Date	6/30/2019		
Requested Start Date		Requested Due Date			
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

11/1/2018 - akoenig: 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 and ADU policy.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Seek Policy Direction from Council	PRSD, Parks	Coates/Staff	30 %	1/31/2019	Not Started
Finalize Draft Fee Study	PRSD, Parks	Coates/Staff	30 %	3/31/2019	Not Started
Conduct Community Outreach	PRSD, Parks	Coates/Staff	10 %	4/30/2019	Not Started
Finalize Fee Study	PRSD, Parks	Coates/Staff	10 %	6/30/2019	Not Started
Seek adoption from Council	PRSD, Parks	Coates/Staff	20 %	6/30/2019	Not Started
Project Progress: 0% of 100% Complete					



Project Tracking Report

Project Priority	Medium	Project Number	PRS-00868	Project Status	On Time
Project Title	Park Amenity Improvements Phase III			Phase	3 of 3
Project Start Date	7/1/2018	Project Due Date	6/30/2019		
Requested Start Date		Requested Due Date			
Lead Department	PRSD, Parks	Project Leader	Coates/Staff		
Project Budget	\$1,640,000				
Funding Sources	Capital Improvement Fund				

☐ City Manager's Report ☒ 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 landscape architect is under contract to assist with this process.

Status Update

11/1/2018 - akoenig: Staff is finalizing site plans for improvements at Dry Creek and Fuller Parks with the project consultant for a January 2019 bid period. Construction of shade pavilions and associated amenities are anticipated to be constructed thereafter contingent upon winter rainfall. Furthermore, the permanent public restroom at Alston Park can be planned for construction given a successful completion of the annexation application process with LAFCO of Napa County. Staff is leading a community design process to replace Playground Fantastico and anticipates constructing the new playground in Spring 2019. Additionally, improvements to park pathways as well as new field lighting at Kiwanis Park are being planned. Finally, the sports court resurfacing project is in process with 3-4 courts being resurfaced at various stages.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Construction, Installation and Closeout	PRSD, Parks	Coates/Staff	25 %	6/30/2019	Not Started
Project Bidding	PRSD, Parks	Coates/Staff	25 %	6/30/2019	Not Started
Community Engagement	PRSD, Parks	Coates/Staff	25 %	6/30/2019	On Time
Project Planning	PRSD, Parks	Coates/Staff	25 %	6/30/2019	On Time

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** PD-00876 **Project Status** On Time
Project Title Police Records Management System - Phase I **Phase** 1 of 2
Project Start Date 10/16/2018 **Project Due Date** 6/30/2019
Requested Start Date **Requested Due Date**
Lead Department Police **Project Leader** Susana Aguilera
Project Budget \$1,008,000
Funding Sources US Dept of Justice Grant
☐ **City Manager's Report** ☒ **City Council's Report**

Project Description

The FBI has announced its intention to establish a National Incident-Based Reporting System (NBIRS) for collecting and reporting data on crimes. In order to meet the NBIRS crime reporting requirements, the Police Department (PD) will require a technology upgrade of its Records Management System (RMS) which is nearing the end of its useful life. PD Staff applied for and received a grant in the amount of \$1,008,000 for consulting services and purchase of the RMS.

Status Update

11/16/2018 - saguilera: The core team is in the process of assessing records management systems and preparing to identity the requirements.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Evaluation of Records Management Systems	Police	Susana Aguilera	35 %	12/31/2018	On Time
Identify RFP Requirements	Police	Susana Aguilera	30 %	3/31/2019	Not Started
Establish Review Committee	Police	Susana Aguilera	10 %	5/31/2019	Not Started
Release RFP	Police	Susana Aguilera	25 %	6/30/2019	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority Medium **Project Number** UTL-00867 **Project Status** On Time
Project Title Wholesale (Trucked) Water Policy **Phase** 1 of 1
Project Start Date 12/1/2018 **Project Due Date** 6/1/2019
Requested Start Date 12/1/2018 **Requested Due Date** 6/1/2019
Lead Department Utilities **Project Leader** Joy Eldredge
Project Budget \$0
Funding Sources staff time
☐ **City Manager's Report** ☒ **City Council's Report**

Project Description

The City of Napa water system sells water for use throughout the City and surrounding areas through the use of hydrant meters. The intended use of hydrant meters is for temporary use during construction projects. Over the last several years and particularly through the recent drought years, there is increasing concern by the public over the use of hydrant meters for hauling of trucked water to support areas within the County that are groundwater deficient. Some areas have residential development and some areas have agricultural (predominantly vineyard) uses.

Council has requested staff to develop a policy to govern the use of hydrant meters beyond on-site construction uses. A draft policy was developed in 2014 and solicited Council input through public workshops. This policy will be reviewed and finalized with Council input.

Status Update

10/31/2018 - Jeldredge: Draft policy to be presented to Council in December 2018.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Draft Policy to Council	Utilities	Joy Eldredge	30 %	12/18/2018	On Time
Council Workshop and Input	Utilities	Joy Eldredge	30 %	3/1/2019	Not Started
Final policy to Council	Utilities	Joy Eldredge	40 %	6/1/2019	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority	Medium	Project Number	UTL-00872	Project Status	On Time
Project Title	Napa Valley Drought Contingency Plan			Phase	1 of 2
Project Start Date	7/1/2018	Project Due Date	6/28/2019		
Requested Start Date		Requested Due Date			
Lead Department	Utilities	Project Leader	Phil Brun		
Project Budget	\$430,000				
Funding Sources	Water Fund, Grant, Other Agencies				
<input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> City Council's Report					

Project Description

In 2005, the 2050 Napa Valley Water Resources Study was completed by Napa, American Canyon, Yountville, St. Helena, Calistoga, Napa County and Napa Sanitation District. The project reviewed each agency's water supplies and demands and recommended potential individual and regional projects to address supply deficits in a drought. All agencies have expressed an interest in a regional effort to complete a similar study in 2019.

In 2017, the Sonoma County Water Agency, in conjunction with Brown and Caldwell, secured a \$200,000 grant from the Bureau of Reclamation to prepare a Drought Contingency Plan (DCP) in Sonoma, Marin and Napa Counties. Regional meetings with stakeholders were conducted in early 2018 to bring interested agencies from the three counties together to initiate the DCP. Subsequently, Marin and Sonoma County decided to focus efforts on their joint resiliency planning efforts and forego participation in the DCP. Napa County agencies offered to proceed with the grant funding. The staff of Napa, American Canyon, Yountville, St. Helena, Calistoga, Napa County and Napa Sanitation District agreed to move forward with the DCP with City of Napa as the lead agency responsible for executing agreements with Brown and Caldwell and the Bureau of Reclamation. A cost share plan has been developed based on water deliveries and population served. Specific reimbursement agreements will be executed with each agency with authorization, as needed, from their respective Council/Board to participate in the project.

The Napa Valley DCP will be a valuable regional effort to determine options for all agencies to address drought scenarios in the future. A specific focus will be placed on regional efforts that may compete successfully for future grant funding. The plan is scheduled to be complete in September 2020.

Status Update

11/5/2018 - pbrun: Activities have focused on efforts to transition the project from a Napa, Sonoma and Marin region Drought Contingency Plan (DCP) to a Napa Valley region DCP. Key activities include:

- Revise scope and schedule.
- Coordinate revisions in scope and fiscal agent with Bureau of Reclamation.
- Establish cost share plan among participating agencies.
- Develop Agreement with Brown and Caldwell.

Last updated 11/6/2018

ATTACHMENT 2

An Agreement for Services with Brown and Caldwell is scheduled for City Council action on 11/13/2018.

The Bureau of Reclamation is scheduled to finalize the grant agreement by the end of November.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Grant Agreement	Utilities	Phil Brun	40 %	12/31/2018	On Time
Water Supplies and Demands	Utilities	Phil Brun	60 %	6/28/2019	Not Started

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority High **Project Number** UTL-00862 **Project Status** On Time
Project Title Master Plan for Reservoir and Watershed Operations **Phase** 4 of 5
Project Start Date **Project Due Date**
Requested Start Date **Requested Due Date**
Lead Department Utilities **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 efforts have been undertaken to address the following items:

- Joint effort with the County under a Memorandum of Understanding (MOU) to develop a Watershed Analysis Risk Management Framework (WARMF) Model and watershed Monitoring and Analysis Plan to assess water quality in tributaries and reservoir (Phase I)
- water quality monitoring of County-approved projects (Phase II)
- spillway bypass design (Phase III)

Phase I: The Joint City-County MOU will develop the WARMF model and develop a watershed Monitoring and Analysis Plan to gather water quality data to inform the plan, identify data gaps, define natural and man-made contributing factors to runoff that feeds the drinking water reservoirs. The described modeling and monitoring effort will continue into the future and become a standing program to be performed in conjunction with the County. The tasks below are scheduled for fiscal year 2018-19.

Development on the private lands within the watersheds 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. Close attention must be given to pesticide, herbicide, fertilizers, and agricultural products including but not limited to sulfur compounds that can interfere with and/or pass through the current drinking water treatment processes. The most cost effective means of ensuring safe, reliable, potable water supply is through source water protection. Protection of watersheds is a struggle

nationwide, is not easy, and requires long term strategy and cooperation between public agencies and private entities.

Phase II includes gathering water quality data in creeks above and below threshold projects to confirm water quality runoff from said sites. Identification of water quality issues is necessary to understand where practices can be improved to ensure there is no degradation of water quality. Likewise, if there is confirmation that land use practices are not affecting downstream water quality, the site conditions and/or practices can be mimicked and employed at other locations to protect runoff water quality.

Phase III: It has been determined by the Department of Water Resources Division of Safety of Dams (DSOD) that the spillway of Lake Hennessey does not have sufficient capacity to accommodate flows that may occur during a probable maximum flood (PMF) event. In the wake of Oroville, the DSOD is revisiting said requirements and setting timelines for agencies to address the latest design requirements. This project will require a major capital improvement program (CIP) expenditure that exceeds annual CIP allocation for Water Supplies.

Status Update

10/29/2018 - Jeldredge: The WARMF model has been calibrated for the hydrology portion. The water quality aspect is underway however data throughout the watershed is extremely limited. City staff have been gathering samples over the last 2-3 years after major storm events. The more data, the more effective the calibration of the model.

Ph II: When given the opportunity to provide comments on large projects in the watershed, City staff will request County staff to require monitoring of runoff from these properties.

Ph III: Staff has a consultant team under contract to identify feasibility level alternatives to address the spillway capacity. Completion of the Report of feasibility level alternatives is expected in December 2018.

Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Ph III: Feasibility Spillway Bypass Alts	Utilities	Joy Eldredge	40 %	6/30/2019	On Time
Ph II: Water Quality Montg County Project	Utilities	Joy Eldredge	20 %	6/30/2019	Not Started
Ph I: WARMF model Montg & Analysis Plan	Utilities	Joy Eldredge	40 %	6/30/2019	On Time

Project Progress: 0% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	CM-00831	Project Status	CF/Complete
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	10/30/2018		
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

11/14/2018 - jfrench: The intranet for the City of Napa - iCON - went live on Monday, October 1.

8/6/2018 - jfrench: The intranet has been built and is awaiting final cleanup and update of current content. Go Live will be in the first quarter of FY 18/19.

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

Last updated 11/19/2018

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 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	CF/Comple
Intranet "go live"	City Manager	Jaina French	5 %	6/30/2018	CF/Comple

Project Progress: 75% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PD-00826	Project Status	Carry Forward
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	12/31/2018		
Lead Department	Police	Project Leader	Steve Potter		
Project Budget	\$0				
Funding Sources	FY2017-18 Non-Recurring PD Patrol Budget				

☐ City Manager's Report ☒ 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

11/8/2018 - jriesenberg: The formal policy has been approved by NPOA and issued to all Police Department staff. We are waiting for NCEA to respond to the policy. By 11-10-2018, we will have deployed 50 cameras to Officers and they are in use. Training for all Officers will be completed by the week of 11-19-2018 and full deployment of cameras will be completed at that time. The cell phones have been issued to staff as part of the camera training.

7/23/2018 - jriesenberg: Policy discussion continues with the NPOA. The remaining topic of discussion centers around the use of smart phones for Officers to manage their workflow. The use of smart phones was proposed late in this process and needs to be addressed because it will provide significant time savings for employees using the cameras. Because of the collaborative approach to policy decisions, meet and confer should be very quick once the phone issue is addressed.

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

Last updated 11/19/2018

ATTACHMENT 2

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	Complete
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	CF/Behind
Purchase Server System & Storage	Finance,Information Techn	Scott Nielsen	10 %	3/31/2018	Complete
Implement Camera Hardware	Finance,Information Techn	Steve Potter	40 %	4/16/2018	Complete
Implement Software	Finance,Information Techn	Scott Nielsen	20 %	4/16/2018	Complete

Project Progress: 90% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PD-00827	Project Status	Carry Forward
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	12/30/2018		
Lead Department	Police	Project Leader	Gus Ulloth		
Project Budget	\$35,000				
Funding Sources	JAG Grant & General Fund				
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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

11/8/2018 - jriesenberg: Agent511 is working with the text control center to establish testing dates for the wireless carriers of AT&T, Verizon and Sprint.

7/26/2018 - jriesenberg: Contract was approved in June. Payment was made to the vendor selected and we are in the implementation process. Text to 911 will be live in August pending response from the cellular phone companies.

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	Complete
Train Dispatchers	Police	Gus Ulloth	30 %	1/31/2018	CF/Behind
Implement System & Outreach to Community	Police	Gus Ulloth	50 %	3/31/2018	CF/Behind

Project Progress: 20% of 100% Complete



Project Tracking Report

Project Priority	High	Project Number	PW-00816	Project Status	CF/Complete
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	10/31/2018		
Lead Department	PW, Engineering	Project Leader	JFeron/Ramirez		
Project Budget	\$6,000,000				
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

10/24/2018 - jferons: Measure T Year 1 Project Status as follows: Trower Avenue East -- curb, gutter and sidewalk repairs are complete; cold in place asphalt recycling of the street surface is complete; paving is scheduled for end of October. Trower Avenue West -- curb, gutter and sidewalk repairs are underway; tree removal is pending discussion with concerned citizens in the neighborhood. Westwood Phase 1 -- curb, gutter and sidewalk repairs are well underway nearing completion; street grinding and paving is scheduled for early November. Trancas Avenue -- in Design Phase. Westwood Phase II -- also in Design Phase. Next steps are Measure T team meeting to evaluate funding and cost estimate and to refine the Measure T Year Two Project List.

7/31/2018 - jferons: Since the adoption of the 5-year workplan, Measure T engineering staff have been busy designing the Year 1 projects, preparing plans & specifications and construction cost estimates. In this quarter, the top two Year 1 projects were completed in design and put out to bid in the open market with the third project being designed. The first project, Trower Avenue Rehabilitation, was awarded at the June 19, City Council meeting. The second project, Westwood Neighborhood Phase 1, was put out to bid and is pending award at the August 7, City Council meeting. The third project, Trancas Avenue, is in the

ATTACHMENT 2

design phase and is scheduled to go out to bid in Q1 FY 2019. These three projects consumed the initial Year 1 budget of \$6 million, subsequent year's budgets will be \$8 million.

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 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
Year 1 Projects; Design & Const Docs	PW, Engineering	J. Ferons	50 %	5/1/2018	Complete
Year 1 Projects; Out to Bid	PW, Engineering	J. Ferons	20 %	5/23/2018	Complete
Year 1 Projects; City Council Bid Award	PW, Engineering	J. Ferons	5 %	6/30/2018	Complete

Project Progress: 100% of 100% Complete



FY 2018-2019
Capital Improvement Projects
1st Quarter

Project	Page #
○ Big Ranch Road Widening Project	81
○ City Administration and Public Safety Building	82
○ Downtown Streetscape Improvement Plan	83
○ Dwight Murray Plaza	84
○ Senior Activity Center Renovation	85
○ Sierra Avenue Extension to Villa Lane	86
○ Imola Gateway Enhancements	87
○ 1 st and 2 nd Street Roundabouts	88
○ Vine Trail – Third Street to Vallejo	89

○ Materials Diversion Anaerobic Digestion and Bio-Energy Facilities	90
○ Materials Diversion Compost Facility	91
○ Water Transmission Line Freeway Crossings (Earthquake Repair)	92
○ Silverado Area Pump Station Replacements (Fire Damage)	93
○ Water Main Replacement Project – Park Street and Jefferson Street	94

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

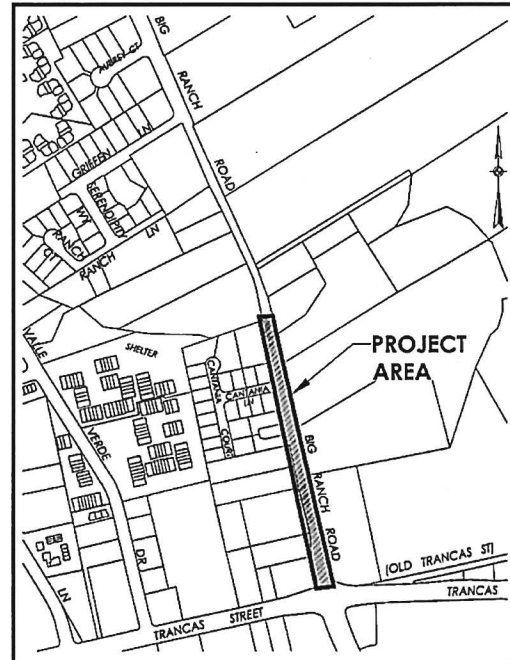
BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02

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 negotiations are in process. There is a tentative agreement with one of the property owners, while the remaining are in various stages of the negotiation/acquisition process.
- Design approximately 95% complete, working out design details associated with individual property negotiations and the underground design being prepared by PG&E/ATT.
- Plans and Specs will be 100% complete for public bid after right of way is acquired.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline															
			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
Design	in progress	95%																
Right-of-way acquisition	in progress	50%																
Bid & Award	schedule for future date	-																
Construction	schedule for future date	-																

Estimated Completion Date December 2020

• 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

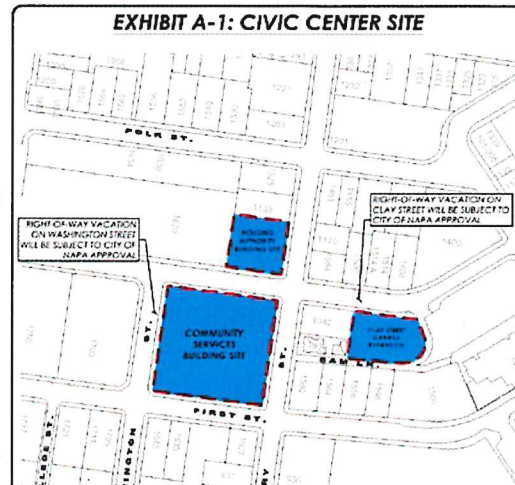
CITY ADMINISTRATON AND PUBLIC SAFETY BUILDING PROJECT NO. FC15PW02

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 sold to a private developer, under conditions defined in the Exclusive Negotiation Agreement (ENA) and Project Agreement (PA).

PROJECT MANAGEMENT:

Nancy Weiss, Executive Project Manager
City Manager's Office



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 begin drafting 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.
- Schematic Design (SD) was completed in Fall 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				
			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	35%																				
Design	in progress	35%																				
Construction	TBD																					

Estimated Completion Date

• indicates current quarter

■ estimated schedule

▨ revised schedule

BUDGET STATUS:

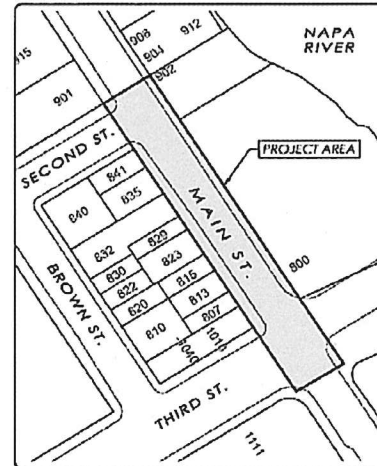
CURRENT PROJECT BUDGET: \$9,062,924 current project budget includes ENA negotiation, project agreements, project management, and design.

BUDGET EXPENDED TO DATE: \$2,970,356.37 was spent on preliminary project development, Request for Proposal preparation, the design consultant selection process, project program design, O&M specification, hand-back requirements (and other technical building specifications), agreements negotiations and drafting, appraisals, land surveys, change engagement, and financial analysis. Additional funding is programmed for the remaining design process, agreement drafting, legal fees, financial analysis, 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:

- The Main Street Streetscape Project is currently out to bid. Construction bids are due to the City on October 30, 2018. Construction contract award is scheduled for the November 13, 2018 City Council meeting.
- The goal for project construction is to start work January 2019 and be completed by mid-May 2019 prior to the "BottleRock Napa Valley" Festival. This timeframe was discussed with the Downtown businesses in and adjacent to the project area and was determined to be the most optimal in reducing impacts to their businesses.

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	100%																
Award	On Time	-									•							
Construction	scheduled for Jan 2019	-																

Estimated Completion Date June 2019

• indicates current quarter



estimated schedule



revised schedule

BUDGET STATUS:

PROJECT BUDGET: Approximately \$3,400,000 (Total Budget for all Projects within this Project No.). City Council reduced the total budget by \$700,000 at the 07/17/18 City Council meeting, this amount will be reallocated to the project when additional funding becomes available.

BUDGET EXPENDED TO DATE: Approximately \$2,171,650 has been spent to date on the overall Downtown Streetscape Improvement Plan which encompasses the First Street Streetscape Project from Main Street to Franklin Street and includes the budget expended to date for the Main Street Streetscape Project design and planning between Third Street and Second Street.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SENIOR ACTIVITY CENTER RENOVATION PROJECT NO. FC16PR01

PROJECT DESCRIPTION:

Renovation of the Senior Activity Center will be completed in phases. Phase I renovations consists of exterior building work including painting and new entryway signage, as well as interior building work including architectural, electrical & lighting, mechanical/plumbing, and structural modifications. Phase II of the project includes exterior site work improvements, frontage repairs and new outdoor amenities.

PROJECT MANAGEMENT:

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



PROJECT STATUS:

- The construction contract for Phase I was awarded at the September 18, 2018 City Council meeting.
- Pre-construction activities are currently underway with an anticipated start of construction work by mid-November 2018.
- Phase II renovations will be scheduled once a funding source is identified.

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
Design	Re-Bid	100%																				
Award	Sep-18	100%									•											
Construction	Oct-18	-																				

Estimated Completion Date April 2019

- indicates current quarter

 estimated schedule

 revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$2,448,750

BUDGET EXPENDED TO DATE: Approximately \$374,144

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

SIERRA AVENUE EXTENSION TO VILLA LANE PROJECT NO. ST14PW07

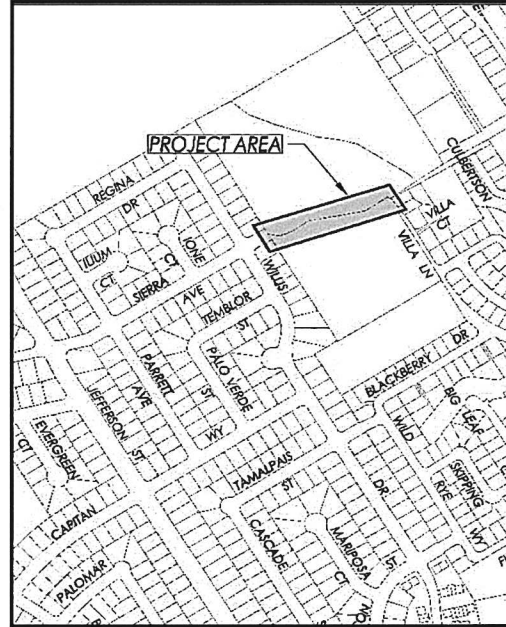
PROJECT DESCRIPTION:

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:



- Community engagement meetings were conducted in parallel with Garfield Park Plan Development.
- Design of the project evolved to include input received from the public re: Traffic Calming, Parking and Bike Facilities.
- City Council approved the project and provided direction to proceed August 2017.
- Necessary right of way acquisition from NVUSD for the half-street width is underway.
- Engineering staff is preparing the final project design plans to incorporate infrastructure necessary to support the Garfield Park Master Plan including: driveway connection to new Sierra Avenue and underground utility infrastructure to serve the Park i.e.: water, sewer and electrical.

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	behind	40%																				
Right-of-way acquisition	in progress	10%																				
Bid & Award	schedule for future date	-																				
Construction	schedule for future date	-																				

Estimated Completion Date Fall 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.

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

IMOLA AVENUE GATEWAY ENHANCEMENT PROJECT

PROJECT NO. MS17PW01

PROJECT DESCRIPTION:

The Imola Avenue Gateway Enhancement Project will provide landscaping and hardscaping beautification to existing medians along State Route 121 (Imola Avenue) between State Route 29 and South Coombs Street. Additionally the State Route 29 on-and off -ramps (to and from Imola Avenue) will be treated with landscaping and hardscaping beautification.



PROJECT MANAGEMENT:

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

PROJECT STATUS:

- A preliminary concept to be used as a template for City of Napa gateway improvement projects was developed and presented to Council in Fall of 2017. Based on comments from City Council, construction documents were developed for improvements to Imola Avenue between State Route 29 and South Coombs Street.
- While City staff was working with Caltrans to obtain the Caltrans Encroachment Permit, discussions with the Parks and Recreation Director took place whereby it was requested that the scope of work and project footprint increase from what was originally scoped. This was added to the project to provide a more enhanced appearance at the Imola (SR121)/SR29 interchange. This extended the Caltrans review time, subsequently extending the project schedule. Imola Avenue is State Route 121 which is a State Highway and lies within Caltrans jurisdiction.
- Once the Caltrans Encroachment Permit is issued, City staff will advertise the project for construction.

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
Design	On Time	100%									•											
Award	Feb-19	-																				
Construction	Apr-19	-																				

Estimated Completion Date July 2019

- indicates current quarter



estimated schedule



revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$800,000

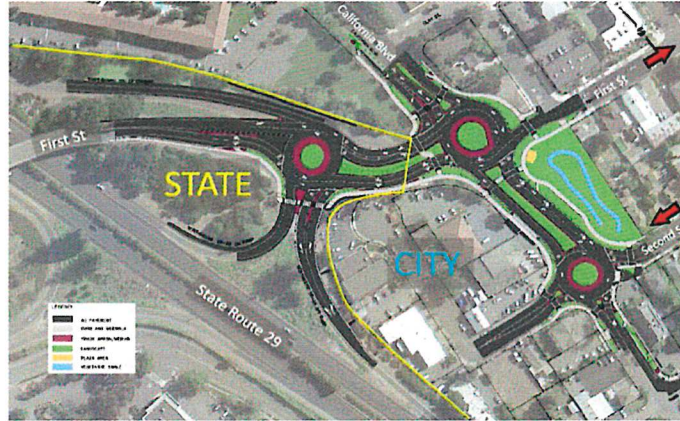
BUDGET EXPENDED TO DATE: \$100,958

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

STATE ROUTE 29 NORTHBOUND FIRST STREET RAMPS AND CALIFORNIA BOULEVARD ROUNDABOUTS PROJECT PROJECT NO. ST14PW02

PROJECT DESCRIPTION:

The State Route 29 Northbound First Street Ramps and California Boulevard Roundabouts Project (Project) involves the reconfiguration and construction of three modern roundabouts at First Street and California Boulevard, Second Street and California Boulevard, and State Route 29 northbound on and off ramps at First Street within the City of Napa.



PROJECT MANAGEMENT:

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

PROJECT STATUS:

- Utility relocation work and advanced tree removal is currently underway in preparation of the construction of the roundabouts Project.
- Caltrans will advertise, award and administer construction of the Project.
- The project is currently out to bid with bid opening scheduled for December 13, 2018.
- Construction of the project is anticipated to begin around April 2019 and estimated to be an 18-month construction period.

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
Design	On Time	100%																				
Award	Dec-18	-																				
Construction	Apr-19	-																				

Estimated Completion Date October 2020

- indicates current quarter

estimated schedule

revised schedule

BUDGET STATUS:

PROJECT BUDGET: Approximately \$10,410,000

BUDGET EXPENDED TO DATE: Approximately \$5,772,471

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

VINE TRAIL GAP CLOSURE - SOSCOL AVENUE CORRIDOR PROJECT NO. ST18PW08

PROJECT DESCRIPTION:

The Vine Trail Soscol Gap Closure project will connect the missing gap in the Vine Trail Class I multi-use trail in Downtown Napa providing active transportation opportunities for residents and visitors to the City of Napa. The project will run adjacent to Soscol Avenue connecting the commuter bicycle path segment of the Vine Trail at Vallejo Street to the Tulocay segment of the Vine Trail at Third Street.

PROJECT MANAGEMENT:

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

PROJECT STATUS:

- A preliminary concept was completed by a consulting firm in 2016. City staff will continue the design of the gap closure project utilizing the preliminary concept.
- Construction documents are anticipated to be completed by October 2019. A request for funding obligation will be submitted to Caltrans at that time for the Priority Conservation Area Funds (PCA Funds) Grant awarded to the City through OBAG funding.
- A portion of the project was completed from Third Street to First Street as part of a public/private partnership for the construction of the Stone Brewing Building.



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
Design	On Time	5%																				
Award	Feb-20	-																				
Construction	Apr-20	-																				

Estimated Completion Date June 2020

- indicates current quarter

■ estimated schedule ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$715,000

BUDGET EXPENDED TO DATE: \$1,080

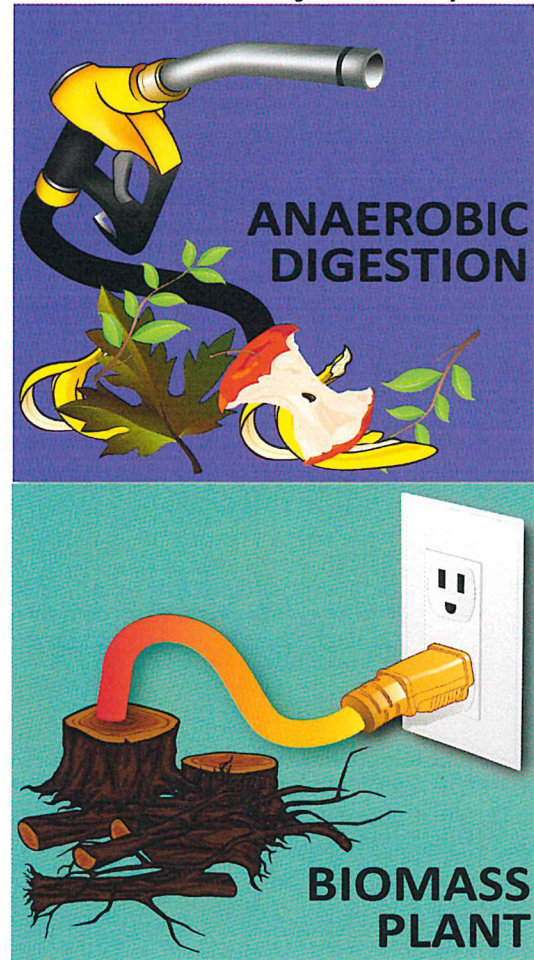
CAPITAL IMPROVEMENT PROJECT STATUS REPORT

Materials Diversion Anaerobic Digestion and Bio-Energy Facilities

PROJECT NO. TBD (proposed as contract amendment between City & NRWS)

PROJECT DESCRIPTION:

A "dry" Anaerobic Digestion (AD) to Biofuel system would capture natural gas from high-methane organic materials (e.g., food scraps, manure, pumace, etc.) at the City Materials Diversion Facility (MDF) and convert it to a renewable compressed natural gas (RNG) fuel. The Napa Recycling & Waste Services (NRWS) and Napa County Recycling & Waste Services (NCRWS) refuse and recycling fleet are being converted to 100% clean-air compressed natural gas by the end of 2020. The AD system at the MDF would supply RNG for both collection fleets. The "Bio-Energy" project at the MDF would use biomass gasification technology to take urban wood waste (e.g., clean dimensional lumber, wood pallets, felled trees, etc.) and burn it at high temperatures to create "syngas" to produce electrical power and "biochar" product for sale. A 2 Megawatt (MW) bio-energy system is being explored for the City's MDF that would take in approximately 16,000 tons chipped wood to produce clean power for the MDF (or sale back to the PG&E grid). The City is in negotiations with NRWS for a contract amendment(s) to deal with final design, construction, maintenance and operation of both AD to biofuel system and a 2 MW Bioenergy plant (with possible 3rd MW in the future).



PROJECT MANAGEMENT:

Kevin Miller, Materials Diversion Administrator
Utilities Department - Materials Diversion Division

PROJECT STATUS:

- Negotiations continue with NRWS for both AD and BioEnergy facilities at City MDF.
- City finalizing land acquisition of 3.6 acres to south of current MDF for a 2-3 MW BioEnergy facilities.
- NRWS gaining general contractor license (necessary for projects) and best available financing (City is exploring independent financing through "IBank" as well to secure best option for City rate payer).

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline																			
			FY 2018-19				FY 2019-20				FY 2020-21				FY 2021-22				FY 2022-23			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Contract Amendment	Ongoing	25%	•																			
Design & Permitting	Future Work	-																				
Equipment & Construction	Future Work	-																				

Estimated Completion Date June 2021

- indicates current quarter

■ estimated schedule

▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET (Future Design & Construction): Estimated at \$17-18M for AD; \$14-15M for Bio-Energy

BUDGET EXPENDED TO DATE: \$0

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

MATERIALS DIVERSION COMPOST OPERATION AND STORMWATER IMPROVEMENTS

PROJECT NO. MD18PW01

PROJECT DESCRIPTION:

Design-Build project for compost operations and stormwater improvements.

Compost Operation Improvements – mass bed composting system with concrete slab, back wall and one side wall and positive aeration system to force air through the compost pile from under the slab and a 12-inch cover of finished compost on top of the pile acting as a natural bio-filter.

Stormwater Improvements – Modify drainage pipelines to direct all stormwater on-site to a single detention pond and installation of a 1,000 gallon per minute treatment system to treat stormwater discharges from the site.



Under-Slab Air Pipes

PROJECT MANAGEMENT:

Phil Brun, Utilities Director
Kevin Miller, Materials Diversion Administrator
Utilities Department, Materials Diversion Division

PROJECT STATUS:

Compost Operation - Bunker walls have been completed, under-slab air piping has been installed, drainage piping in the compost area has been installed.

Stormwater Improvements - Meetings continue with the Regional Water Quality Control Board regarding design efforts to comply with Compost and Industrial stormwater permits.

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
Design Build RFP	Complete	100%																				
Award	Complete	100%																				
Construction	In Progress	22%																				

Estimated Completion Date June 2019

• indicates current quarter

■ estimated schedule ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$10,400,000

BUDGET EXPENDED as of 9/30/2018 : \$2,313,472

CAPITAL IMPROVEMENT PROJECT STATUS REPORT

HIGHWAY 29 WATER MAIN FREEWAY CROSSINGS (2014 FEMA EARTHQUAKE) PROJECT NO. WTR2018-0009

PROJECT DESCRIPTION:

On August 24, 2014, the South Napa Earthquake caused extensive damage to water infrastructure. In order to repair the damaged water mains, the project will install new pipelines using horizontal directionally drilled (HDD) method. Pipelines were damaged at four (4) locations crossing Highway 29.

PROJECT MANAGEMENT:

Michael Hether, Senior Civil Engineer
Utilities Department - Water

PROJECT STATUS:

- FEMA version request granted after considerable time and effort spent on design;
- City staff intends to advertise the project in mid-November 2018.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline															
			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
Design	On Time	85%					•											
Contractor Select & Award	Pending	-																
Construct F/W Crossings	Pending	-																
Project Closeout	Pending	-																

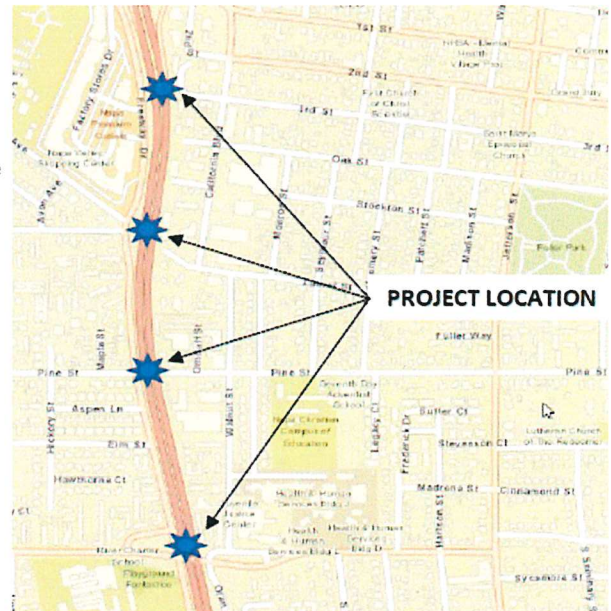
Estimated Completion Date September 2019

- indicates current quarter
- estimated schedule
- ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$3,000,000

BUDGET EXPENDED TO DATE: To date, expenditures have been limited to staff time and a design contract with Carollo Engineers (C2016 144) in an amount not to exceed \$388,848.



CAPITAL IMPROVEMENT PROJECT STATUS REPORT

PUMP STATION REPLACEMENT - FIRE 2017
PROJECT NO. WTR2018-0011
PROJECT DESCRIPTION:

The October 2018 fires destroyed two potable water pump stations in the Silverado area, this project replaces the pump stations and includes mitigation activities to minimize the damage caused by another fire or other unforeseen future event.

PROJECT MANAGEMENT:

Bill Ash, Associate Civil Engineer
 Utilities Department - Water

PROJECT STATUS:

- FEMA project obligation has been received;
- Design-Build RFP has been drafted and is anticipated to advertise early November 2018 with design build team selection late December 2018.

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline																			
			FY 2017-18				FY 2018-19				FY 2019-20				FY 2020-21				FY 2021-22			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design-Build RFP	On Time	80%																				
Design-Build Team Selection	Pending	-																				
Design	Pending	-																				
Construction	Pending	-																				
Startup	Pending	-																				
Project Closeout	Pending	-																				

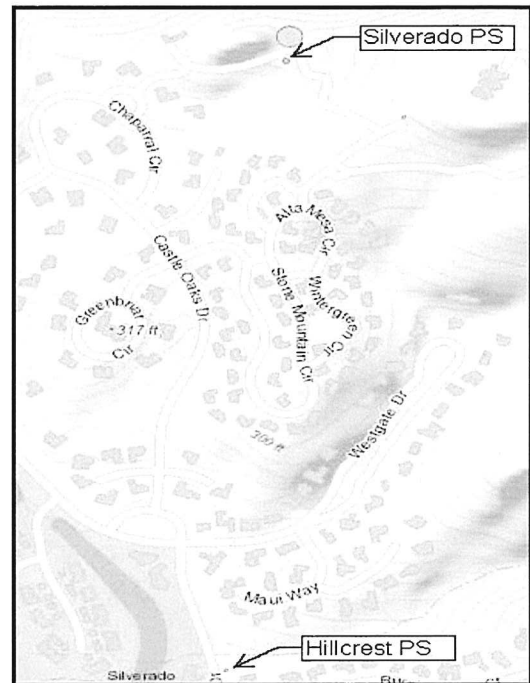
Estimated Completion Date June 2020

- indicates current quarter
- estimated schedule
- ▨ revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$2,000,000

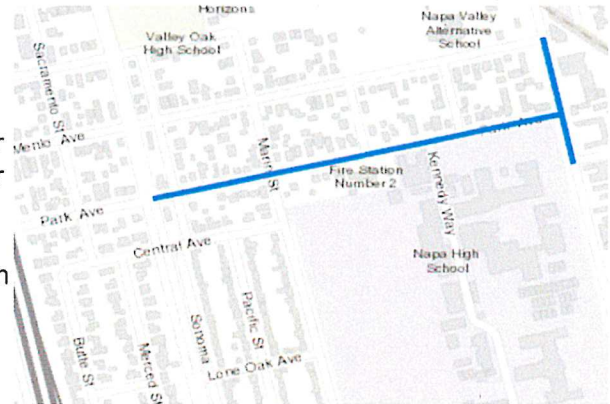
BUDGET EXPENDED TO DATE: To date expenditures have been limited to staff time only with no expenditures to outside entities..



CAPITAL IMPROVEMENT PROJECT STATUS REPORT

WATER MAIN REPLACEMENT PROJECT (PARK AVENUE & JEFFERSON STREET)
PROJECT NO. WTR2018-0015
PROJECT DESCRIPTION:

The water system contains miles of aged and undersized water main that require annual rehabilitation or replacement. In order to ensure adequate and reliable water distribution to eliminate system deficiencies and augment the City's ability to better provide adequate fire flows. This project consists of water main replacement in Park Avenue from California Boulevard to Jefferson Street, and Jefferson Street from Central Avenue to Menlo Street, meets the above mentioned criteria.

**PROJECT MANAGEMENT:**

Michael Hether, Senior Civil Engineer
 Utilities Department - Water

PROJECT STATUS:

- Design in process in conjunction with other City CIP projects (Jefferson Street Undergrounding and 10-mile paving in Butte area)

PROJECT SCHEDULE:

	Status	% Complete	Estimated Timeline																			
			FY 2017-18				FY 2018-19				FY 2019-20				FY 2020-21				FY 2021-22			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design	On Time	50%					•															
Contractor Select & Award	Pending	-																				
Construction	Pending	-																				
Project Closeout	Pending	-																				

Estimated Completion Date December 2019

• indicates current quarter



estimated schedule



revised schedule

BUDGET STATUS:

PROJECT BUDGET: \$800,000

BUDGET EXPENDED TO DATE: To date, expenditures have been limited to staff time only with no expenditures to outside entities.



Report on Service Center (CRM) activity Q1 FY 2018-19

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 **365 external service requests** were processed and closed by Public Works and Parks & Recreation via the CRM system in the first quarter of FY 2018-19. 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, street sweeping, water leak, water pressure, or water quality.

The accompanying table shows the total number of service requests opened and closed in the 24 request types handled by Public Works and Parks & Recreation Services during the period July 1—September 30, 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 only 3 of 24 service request categories, the SLA was only slightly exceeded (in white).

**External Service Requests closed by
Public Works and Parks & Recreation Services
July 1 – September 30, 2018**

Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	5	8.26	5
City landscaping issue	5	2.91	6
Clogged storm drain	-	-	1
Construction site problems	-	-	1
Dead Animal	34	.58	1
Drainage problem	-	-	1
Graffiti	6	2.25	2
Light out	12	.94	3
Litter or debris	54	1.09	2
Miscellaneous park/public space issue	6	3.02	5
New streetlight	-	-	5
Park issue	20	2.48	5
Pollution report	-	-	1
Pothole	14	1.97	2
Rough road surface	7	11.71	5
Sign problem	9	.82	2
Street sweeping	-	-	2
Traffic signal malfunction	10	.48	1
Tree issue	179	.99	5
Utility pole issue	1	.13	5
Water leak	-	-	1
Water pressure problem	-	-	1
Water quality issue	-	-	1
Weeds	3	2.41	5

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