



CITY OF NAPA

955 School Street
Napa, CA 94559
www.cityofnapa.org

MEETING MINUTES - Final

CITY COUNCIL OF THE CITY OF NAPA

Mayor Scott Sedgley
Vice Mayor Mary Luros
Councilmember Liz Alessio
Councilmember Bernie Narvaez
Councilmember Beth Painter

Tuesday, February 15, 2022

3:30 PM

Held via Zoom

3:30 PM Afternoon Session

6:30 PM Evening Session

The Meeting was conducted as a teleconference in compliance with California Government Code Section 54953(e), and members of the City Council, City Staff, and the public participated in the meeting telephonically or electronically.

3:30 P.M. AFTERNOON SESSION

1. CALL TO ORDER: 3:30 P.M.

1.A. Roll Call:

Present: 5 - Councilmember Alessio, Councilmember Narvaez, Councilmember Painter, Vice Mayor Luros, and Mayor Sedgley

2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental items:

Item 5.B.: PowerPoint presentation from City Staff.

Item 5.C.: PowerPoint presentation from City Staff.

Item 5.D.: PowerPoint presentation from City Staff.

(Copies of all supplemental documents are included in Attachment 1)

3. PUBLIC COMMENT: None.

4. CONSENT CALENDAR:

Approval of the Consent Agenda

A motion was made by Vice Mayor Luros, seconded by Councilmember Painter, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

- 4.A.** [41-2022](#) Requirements for Remote Public Meetings
- (1) Found that the circumstances resulting from the COVID-19 emergency, including governmental requirements and recommendations to promote social distancing, continue to directly impact the ability of the members to meet safely in person; and
- (2) Authorized City staff to schedule and implement future City Council of the City of Napa Meetings using teleconferencing procedures in compliance with California Government Code Section 54953(e).
- 4.B.** [43-2022](#) Regulation of False Fire Alarms
- Approved the second reading and final passage, and adopted Ordinance O2022-004 amending Napa Municipal Code Title 9 to repeal section 9.04.040 and add Chapter 9.65 “Regulation of False Fire Alarms” to reduce the occurrence of false alarms.
- Enactment No: O2022-004
- 4.C.** [34-2022](#) Napa Valley Transportation Authority (NVTa) Active Transportation Advisory Committee (ATAC) Membership
- Directed the City Clerk to transmit a letter to the Napa Valley Transportation Authority (NVTa) Board of Directors recommending the nomination of incumbent, Frances Knapczyk to serve a three-year term ending July 31, 2024; and new applicant Jonathan C. Schellin, to serve the unexpired remaining term, plus an additional three-year term ending July 31, 2025, as City of Napa representatives to the NVTa Active Transportation Advisory Committee (ATAC).
- 4.D.** [3-2022](#) SB 619 Notification of Intent to Comply with Short-lived Climate Pollutants: Organic Waste Reduction Requirements
- Adopted Resolution R2022-008 1) adopting the Notification of Intent to Comply with Short-lived Climate Pollutants: Organic Waste Reduction Requirements; 2) authorizing the Utilities Director to submit the Notification of Intent to Comply to the Department of Resources Recycling and Recovery (CalRecycle); and 3) determining that the actions authorized by this resolution are exempt from CEQA.
- Enactment No: R2022-008
- 4.E.** [36-2022](#) Monthly Budget and Investment Statement
- Received the Monthly Budget and Investment Statements as of November 30, 2021, and as of December 31, 2021.
- 4.F.** [32-2022](#) Salary Schedule for Full-Time Employees
- Adopted Resolution R2022-009 documenting the salary schedule for Full-Time Employees.
- Enactment No: R2022-009

4.G. [15-2022](#) Emergency Replacement of Oak Street Storm Drain

Determined there was a need to continue the emergency action to execute and implement construction contracts for the replacement of the Oak Street Storm Drain from Franklin Street to Brown Street, and determined that the actions authorized by this item were exempt from CEQA.

4.H. [20-2022](#) Milliken Raw Water Pipeline Project

Adopted Resolution R2022-010 1) authorizing the Utilities Director to submit a revised application to the California Governor's Office of Emergency Services (Cal-OES) for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program funding in an amount of up to \$3,457,575, with a City matching obligation of up to \$1,152,525 for the Bury Milliken Raw Water Pipeline Project DR4344-PJ0284; 2) approving a budget adjustment in the amount of \$3,457,575 and transfer in the amount of \$1,152,525 from water fund capital reserve account to water nonrecurring capital expenditure budget as documented in budget adjustment no. BE2202501; and 3) determining that the actions authorized by this resolution are exempt from CEQA.

Enactment No: R2022-010

5. ADMINISTRATIVE REPORTS:

5.A. [449-2021](#) Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19)

City Manager Potter provided the staff report.

Mayor Sedgley called for public comment; there were no requests to speak.

A motion was made by Councilmember Alessio, seconded by Councilmember Narvaez, that the Continue the Proclamation of Local Emergency authorizing the City Manager to take actions necessary to respond to the Coronavirus (COVID-19); and ratify actions taken by the City Manager in implementation of the Proclamation of Local Emergency. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

5.B. [466-2021](#) Fiscal Year 2021/22 Mid-Year Report

(See supplemental document in Attachment 1)

Finance Director Anne Cardwell provided the staff report.

Finance Director Cardwell responded to a question regarding TOT projections.

Mayor Sedgley called for public comment.

Carlotta Sainato, Program Manager with the Napa County Bicycle

Coalition - provided comments regarding funding for traffic calming measures, and encouraged integrating quick-build pilot projects.

Discussion was brought back to Council; individual Council questions and comments ensued. Finance Director Cardwell, Deputy Finance Director Elizabeth Cabell, and Utilities Director Phil Brun responded to questions.

A motion was made by Councilmember Painter, seconded by Vice Mayor Luros, to:

- 1. Receive the Mid-Year Report for Fiscal Year 2021/22; and**
 - 2. Adopt Resolution R2022-011 amending the City Staffing Plan by adding one Systems Analyst and deleting one Management Analyst I/II in the Finance Department; and approving revenue and expenditure budget adjustments to the FY 2021/22 adopted budget, as documented in Budget Adjustment BE2202503.**
- The motion carried by the following vote:**

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

Enactment No: R2022-011

5.C. [23-2022](#) Enterprise Resource Planning (ERP) Software Implementation
(See supplemental document in Attachment 1)

Assistant City Manager Liz Habkirk, and key project team members, Purchasing Manager Amy Walcker, Accountant Frank Herrera, and HR Management Analyst Ashley Titus, provided the staff report.

Brief Councilmember comments and questions ensued.

There were no requests to speak from the public.

5.D. [47-2022](#) Condition of City-Owned Buildings
(See supplemental document in Attachment 2)

Public Works Director Julie Lucido provided the report.

Mayor Sedgley called for public comment; there were no requests to speak.

Brief individual Council comments ensued.

6. CONSENT HEARINGS:

Mayor Sedgley announced the consent hearing. There were no requests to speak; the hearing was opened and closed without comment.

Approval of the Consent Agenda

A motion was made by Vice Mayor Luros, seconded by Councilmember Narvaez, to approve the Consent Hearing Agenda. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

6.A. [4-2022](#) Recyclable Materials Gate Fees for Materials Diversion Facility

Adopted Resolution R2022-012 establishing recyclable materials gate fees at the City's Materials Diversion Facility, to become effective March 1, 2022.

Enactment No: R2022-012

7. COMMENTS BY COUNCIL OR CITY MANAGER: None.

8. CLOSED SESSION:

City Attorney Barrett announced the closed session items.

8.A. [52-2022](#) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8): Property: an approximately .21 acre portion of a 3.84 acre parcel located at 1701 D Street Allay (APN 002-071-010). Authority Negotiators: Steve Potter, Julie Lucido, Sabrina Wolfson, Michael Barrett. Negotiating Parties: City of Napa, and MB Napa Creek Land (DE), LLC. Under Negotiation: price and terms of payment.

8.B. [53-2022](#) CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6): City designated representatives: Steve Potter, Liz Habkirk, Heather Ruiz, MJ Tueros, Anne Cardwell, and Michael Barrett. Employee organizations: Napa Police Officer's Association; and Napa City Employee's Association.

CITY COUNCIL RECESS: 5:01 P.M.

6:30 P.M. EVENING SESSION

9. CALL TO ORDER: 6:30 P.M.

9.A. Roll Call:

Present: 5 - Councilmember Alessio, Councilmember Narvaez, Councilmember Painter, Vice Mayor Luros, and Mayor Sedgley

10. PLEDGE OF ALLEGIANCE:

11. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental items:

Item 13.A.:

- PowerPoint presentation from City Staff.
- Emails from Lisa Poppen, Graham McKenna and Shannon Kiser, Mark and Barbara Gardner, and Greg Carter.

(Copied of all supplemental documents are included in Attachment 2)

12. PUBLIC COMMENT: None.

13. ADMINISTRATIVE REPORTS:

13.A. [7-2022](#) Homeless Services

(See supplement documents in Attachment 2)

Molly Rattigan, Assistant to the City Manager, provided the report.

Mayor Sedgley called for public comment.

Mark Gardner - posed questions regarding funding and diversion program.

Mayor Sedgley brought the discussion back to Council. Individual questions and comment ensued. Ms. Rattigan responded to Council questions and provided further clarification regarding the diversion program, full closures of camp sites, the reporting system, case management, and funding systems.

14. REPORT ACTION TAKEN IN CLOSED SESSION:

City Attorney Barrett announced that there was no reportable action taken in Closed Session.

15. COMMENTS BY COUNCIL OR CITY MANAGER:

Councilmember Narvaez acknowledged a "Day Without Immigrants" which was celebrated on February 14, and recognized the local immigrant community and their contributions the community.

16. ADJOURNMENT: 7:50 P.M.

Councilmember Alessio asked for a moment of silence for those who had lost their lives due to COVID-19; Mayor Sedgley adjourned the meeting in their honor.

Submitted by:

Tiffany Carranza, City Clerk

ATTACHMENT 1

**SUPPLEMENTAL REPORTS & COMMUNICATIONS
Office of the City Clerk**

**City Council of the City of Napa
Regular Meeting**

February 15, 2022

FOR THE CITY COUNCIL OF THE CITY OF NAPA:

AFTERNOON SESSION:

5. ADMINISTRATIVE REPORTS:

5.B. Fiscal Year 2021/22 Mid-Year Report

- PowerPoint Presentation from City Staff.

5.C. Enterprise Resource Planning (ERP) Software Implementation

- PowerPoint Presentation from City Staff.

5.D. Condition of City-Owned Buildings

- PowerPoint Presentation from City Staff.



City Council Meeting

2/15/2022

Supplemental I - 5.B.

From: City Staff



**Mid-Year Report
FY 2021/22**

FINANCIAL STATUS

Fiscal Year 2021/22

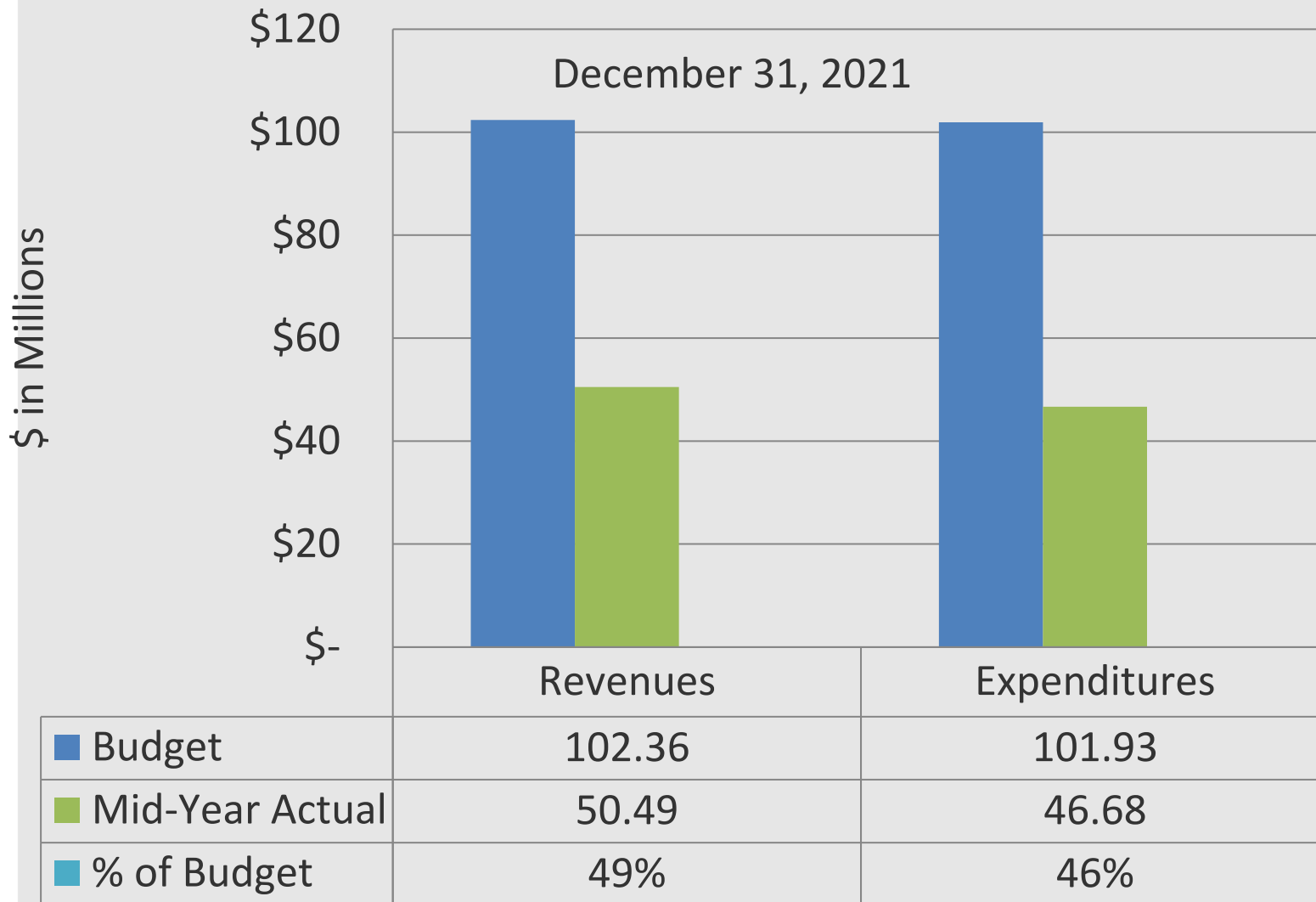
- **General Fund**
- **Non-Recurring General Fund**
- **CIP Project Fund**
- **Enterprise Funds**



GENERAL FUND



FY 2021/22 Budget to Actual

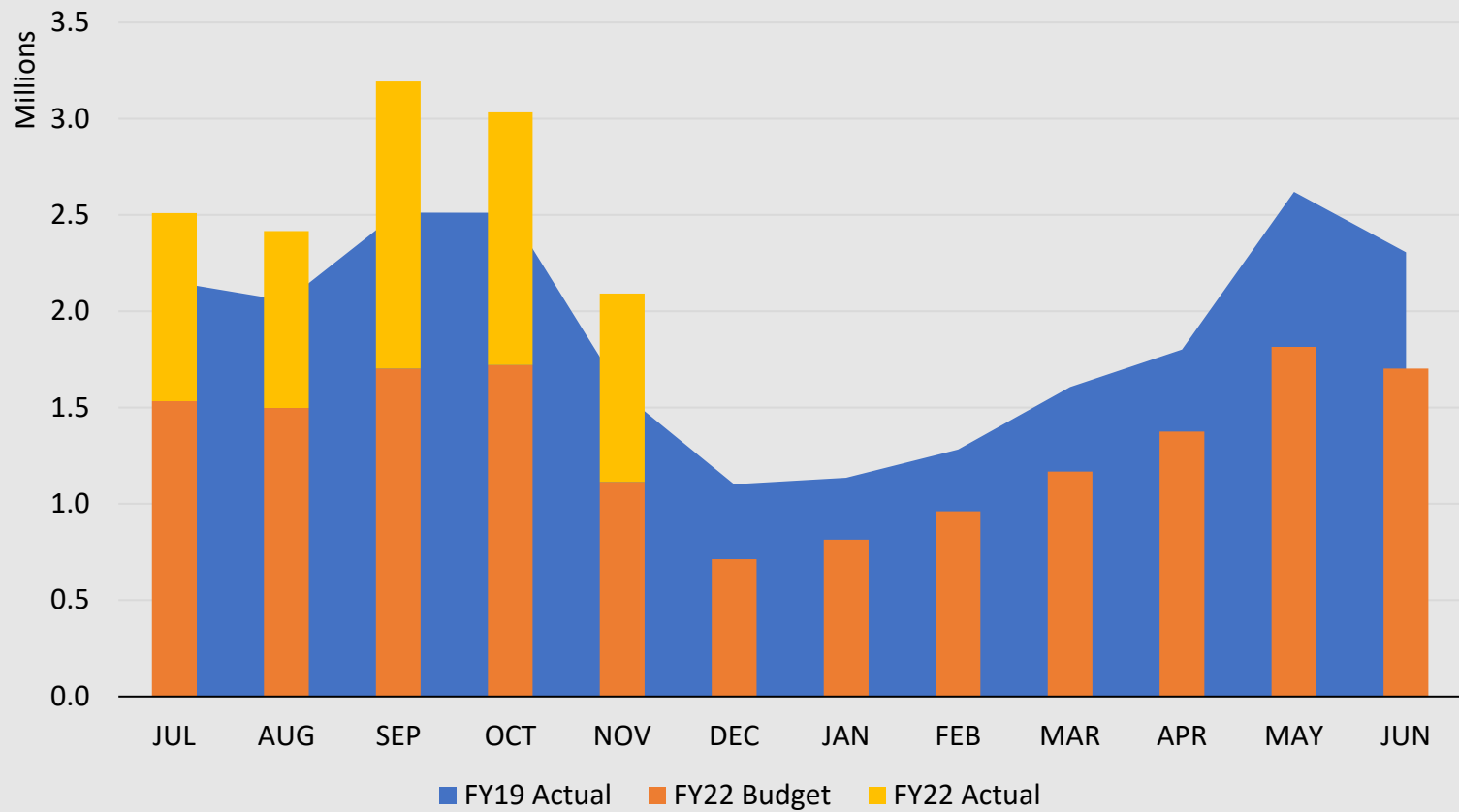


FY 2021/22 Revenue

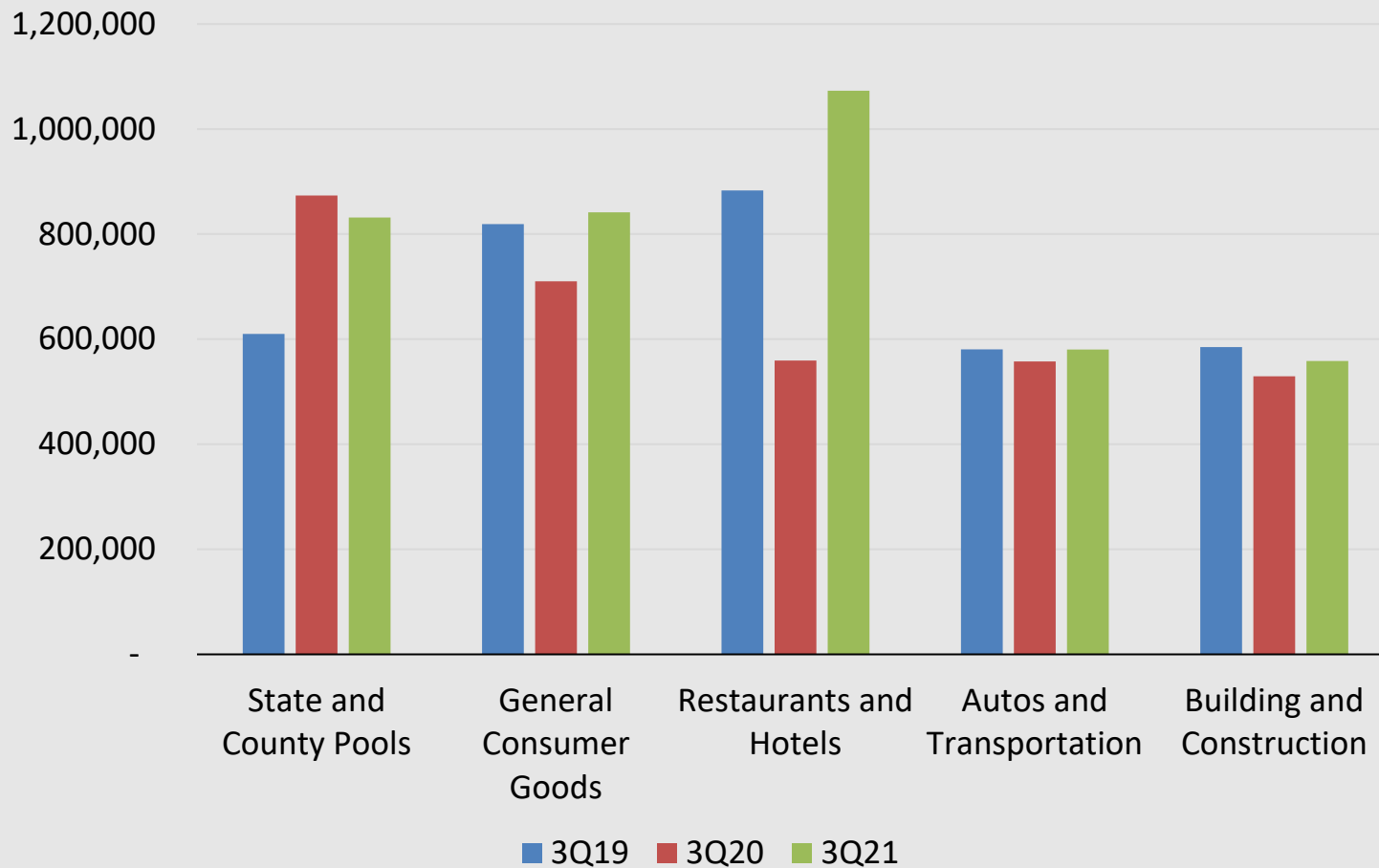
	Budget	Actual	YTD %
Property Tax	39.86	20.65	51.8%
Sales Tax	18.52	7.18	38.8%
Transient Occupancy Tax	16.12	12.28	76.2%
Business License Tax	3.48	1.59	45.8%
Charges for Services	5.37	1.68	31.2%
Licenses and Permits	2.00	1.32	66.1%
Other Operating Revenues	7.35	3.50	47.6%
Non-Operating Revenues	9.68	2.30	23.8%
Total Operating Revenue	102.36	50.49	49.3%



Transient Occupancy Tax



Sales Tax (Jul-Sep)



Recommended Revenue Adjustments

- Transient Occupancy Tax: increase budget by \$8.0 million
- Sales Tax: increase budget by \$1.7 million
- Charges for Services: increase budget by \$25,000
- Federal Revenue – American Rescue Plan Act: reduce budget by \$7.4 million
- **Net impact: increase of \$2.4 million**



FY 2021/22 Expenditures

	Budget	Actual	YTD %
Salaries & Wages & Benefits	73.90	36.10	48.8%
Materials & Supplies & Services	23.49	10.00	42.6%
Other Expenditures (Includes Transfers to CIP Reserves)	4.13	0.58	13.9%
Total Operating Expenditures	101.53	46.68	46.0%



Recommended Expenditure Adjustments

- Finance Dept: increase budget by \$0.32 million for City-wide communications and new ERP system ongoing service maintenance contract
- Community Development Dept: increase budget by \$0.10 million for transfer to technology reserve
- Police Department: increase budget by \$20,000 for fuel costs



Recommended Expenditure Adjustments

- Fire Dept: increase budget by \$1.22 million for overtime and fuel costs
- Parks and Recreation Dept: increase budget by \$0.25 million for camps, special events, and parks operating
- General Government: increase budget by \$0.25 million for reserves
- **Net impact: increase of \$2.15 million**



FY 2021/22 Operating Position

	FY 2021/22 Adjusted Budget	FY 2021/22 Proposed Budget	FY 2021/22 Actual
General Fund (<i>\$ in millions</i>)			
Total Revenues	102.4	104.7	50.5
Operating Expenditures	98.6	100.8	46.7
Contributions to CIP Reserves	2.9	2.9	-
Contributions to General Fund Reserves	0.4	0.6	-
Projected Surplus / (Deficit)	0.4	0.4	3.8



FY 2021/22

Reserve Balances

	Target Balance at Year-End	Current Balance
Operating (5%)	4.98	4.66
Emergency (14%)	13.94	15.40
Contingency (1%)	1.00	0.68
Total	19.92	20.74
Budgeted Contributions to Reserves		0.58
Estimated General Fund Reserves at Fiscal Year-End		21.33



Staffing Plan Adjustments

- Delete 1 Management Analyst I/II position in the Finance Department's Information Technology Division and add 1 Systems Analyst position
 - No cost in FY22; minimal cost going forward (less than 1% increase in pay)



NON-RECURRING GENERAL FUND



Recommended Expenditure Adjustments

- Public Works Dept: \$0.15 million to develop updated neighborhood traffic management and traffic calming guidelines



FY 2021/22 NR General Fund

	FY 2021/22 Adjusted Budget	FY 2021/22 Proposed Budget	FY 2021/22 Actual
Non-Recurring General Fund (<i>\$ in millions</i>)			
Beginning Fund Balance	6.1	6.1	6.1
Revenues	3.9	3.9	1.9
Expenditures	8.3	8.4	2.5
Projected Ending Fund Balance	1.7	1.5	5.5



CIP PROJECT FUND



FY 2021/22 CIP Reserves

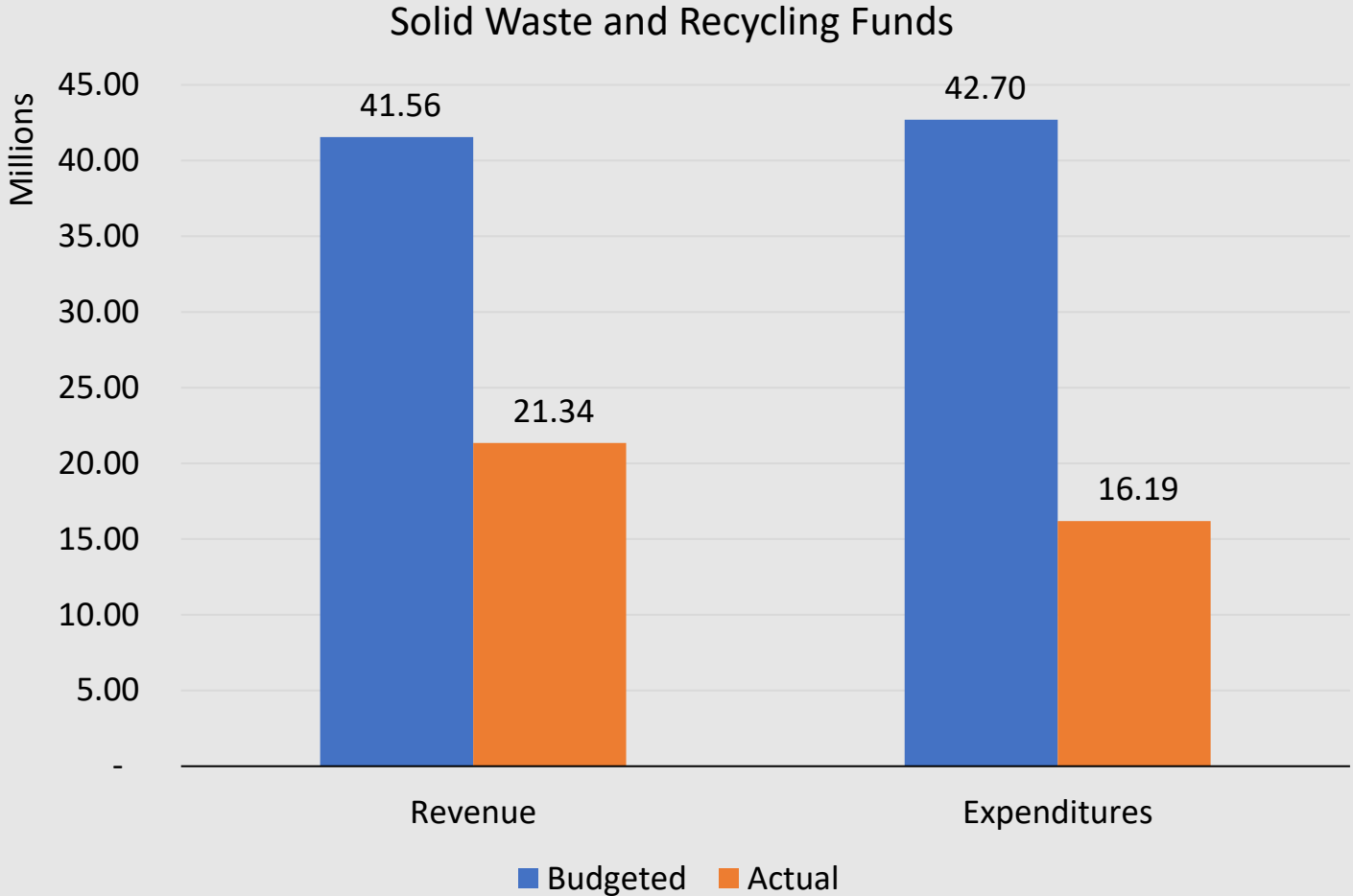
- CIP Facilities Reserve:
 - \$4.5 million in budgeted projects
 - \$1.4 million available for future projects and City facility maintenance
- CIP General Reserve:
 - \$6.8 million in budgeted projects
 - \$3.6 million earmarked for future projects (\$14.1 million needed for current 5-year CIP Plan)



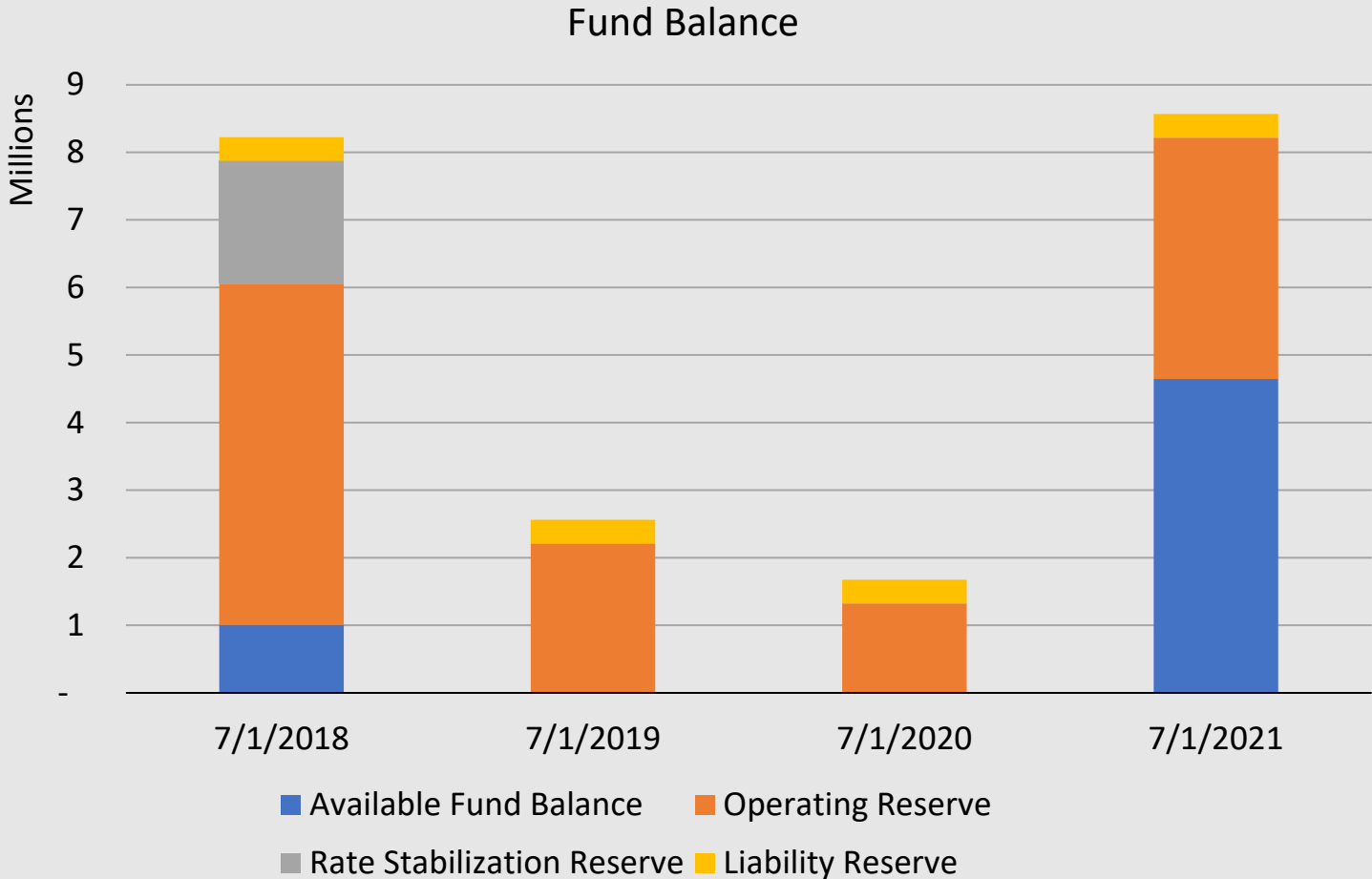
ENTERPRISE FUNDS



Enterprise Funds - SWR

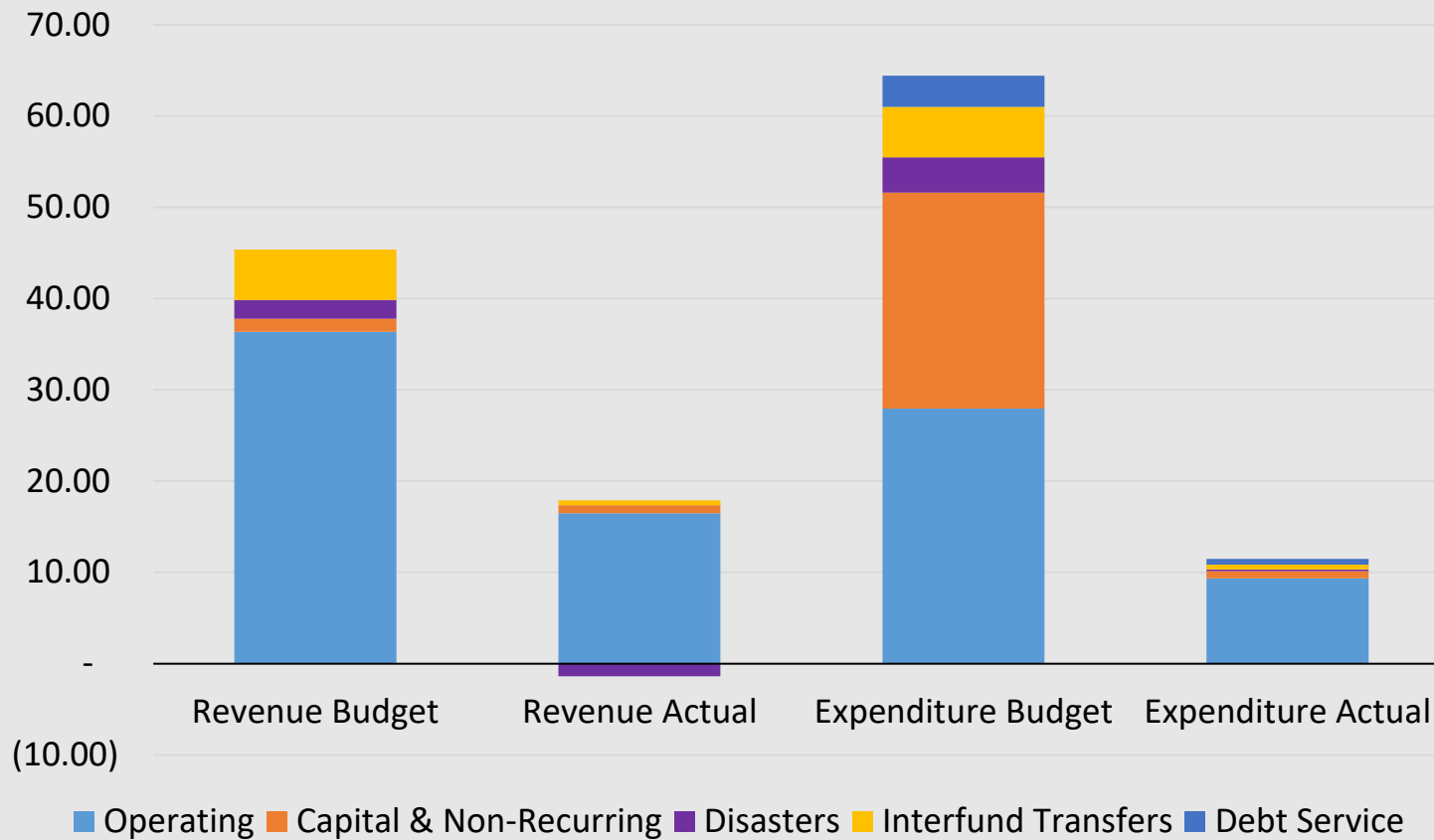


Enterprise Funds - SWR



Enterprise Funds – Water

Revenue and Expenditures as of 12/31/21

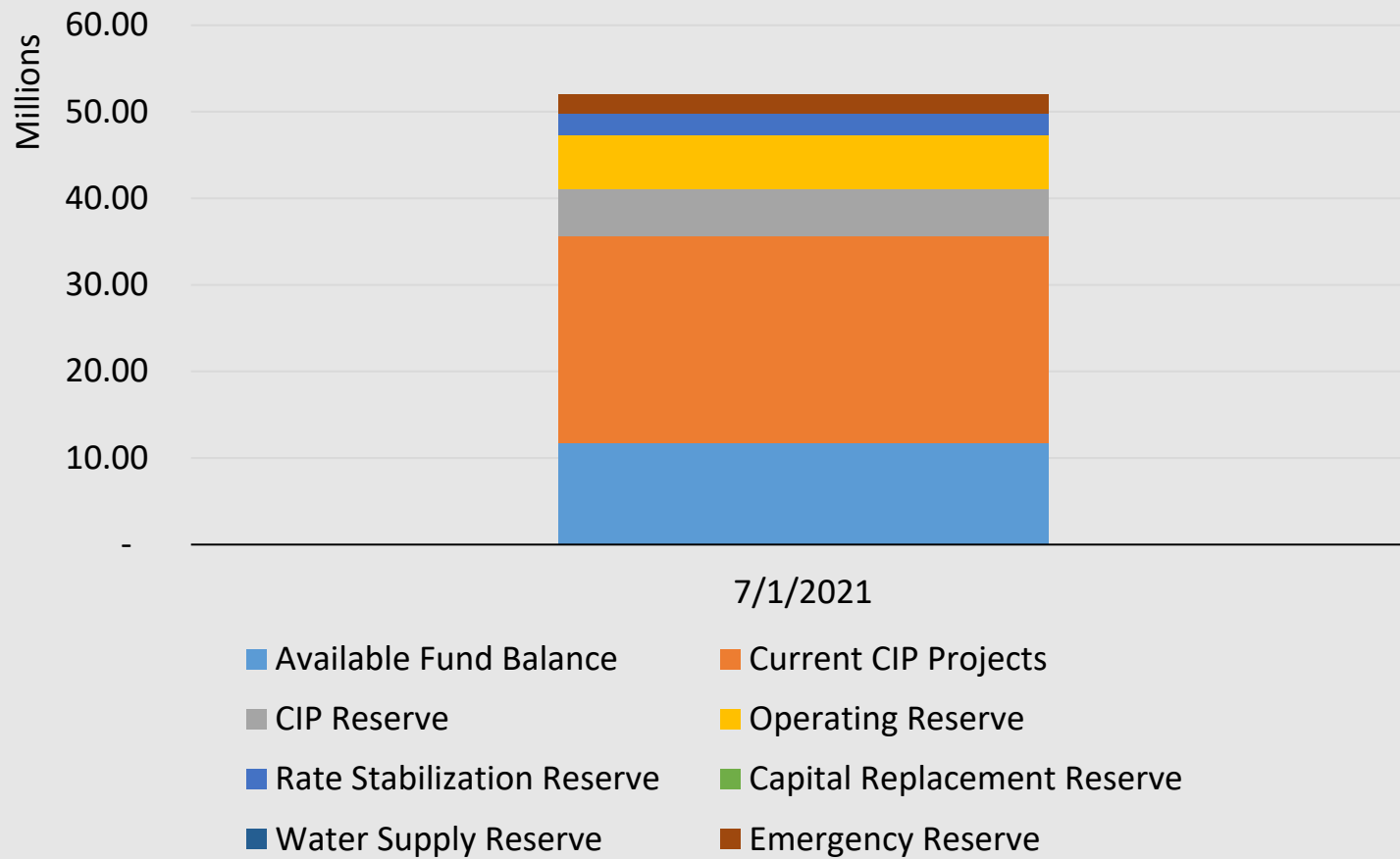


Recommended Expenditure Adjustment

- \$1.0 million increase for NBA Water Supply for capital projects and operating costs associated with State Water Project water



Enterprise Funds – Water



OTHER FUNDS



Other Recommended Adjustments

- Transfer of \$54,876 from the Damage Reimbursement Fund to the Fleet Replacement Reserve
- Increase of \$100,000 in the IT Fund (transfer in to CDD Technology Reserve from the General Fund)



Requested Action

Move to:

- Receive the City's Mid-Year Financial Report
- Adopt a resolution amending the City Staffing Plan and approving revenue and expenditure adjustments as documented in Budget Adjustment BE2202503





Mid-Year Report FY 2019/20



Enterprise
Resource
Planning (ERP)
Implementation

CITY OF NAPA
MONTHLY
SPOTLIGHT

ERP Implementation Project

- Enterprise Resource Planning System:
 - Human Resources
 - Payroll
 - Utility Billing
 - Cashiering
 - Financials
 - Budgeting
 - Accounts Payable
 - Accounts Receivable
 - General Billing
 - Purchasing
 - Grant Management





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- Replacing three outdated systems
- New system:
 - Increased functionality
 - Data sharing
 - Process efficiencies
 - Cloud based



Project Challenges

- COVID Environment
- City Team Composition
- Consultant Staff Changes
- Data conversion
- Change management
 - New procedures
 - New technology



Phase 1 – Human Capital Management (HCM) – Live November 2021

- Encompasses Human Resources & Payroll Programs
- New time entry system
- Alignment with policies & MOUs
 - Develop consistent practices
 - Integrate NeoGOV & public safety timekeeping systems



Phase 1 – HCM Cont.

- Human Resources Program
 - Creating the right systems for the right task
 - Position Control processes
 - Electronic processing of Personnel Action Forms (PAF)
 - Checks & Balances
- Next Steps





Phase 2 – Utility Billing Live – THIS WEEK

- Integrated cashiering, billing, and account management
 - Process efficiencies - eliminate redundancies
- Integrated field service work order
- Real time account and service updates
 - Enhanced reporting functions
- Expanded Customer access portal – Citizen Self-Service (CSS)

Your Water Bill is Changing

- ✓ Access your account online
- ✓ View balance in real time
- ✓ Go paperless

Learn more about your new online payment options and get a sneak peek at our new City

Use online customer portal?

You will need to create a new account in our new system.



Use bill pay through your bank?

You need to update your account information with your bank's bill pay system by adding your new customer # AND account #.

Does your bill state you are on Auto Pay?

No action needed!



Su factura de agua está cambiando

- ✓ Vea su cuenta en línea
- ✓ Vea saldo en tiempo actual
- ✓ Viva sin papel

Obtenga más información sobre sus opciones nuevas de pago en línea y obtenga una muestra por adelantado de su factura de agua nueva a través de:
CityOfNapa.org/WaterBill



¿Usa el sitio de clientes en línea?

Deberá crear una cuenta nueva en nuestro sistema nuevo.

¿Utiliza el pago de facturas a través de su banco?

Debe actualizar la información de su cuenta con el sistema de pago en su banco agregando su número de cliente nuevo y número de cuenta nuevo.

¿Su factura indica "Auto Pay"?

¡No necesita hacer nada!



Phase 3 – Financials Live July 2022

- Enhanced budget projection capability
- Increased internal controls and accountability
- Sophisticated reporting options
- Grant management & tracking module
- Centralized contract management



- Steve Potter
- Liz Habkirk
- Amy Walcker
- Elizabeth Cabell
- Ashley Titus
- Anette Huen
- Tracy Thompson
- Jessie Gooch
- Morgan Simone
- Linda Zvarcova
- Frank Herrera
- Scott Nielsen
- Owen Hershey
- MJ Tueros
- Gabby Peterson
- Joanne Fabia
- Heather Ruiz
- Brandon Alves
- Jaina French
- Andrea Guzman
- Anne Cardwell
- Christine Storbo
- Jennie Latham
- Dina Castillo
- Jocelyn Ramirez
- Michele Huang
- Prapti Aryal
- Adriana Newberry
- Seth Anderson
- Susana Aguilar
- Ana Garibay
- Jen Lerma
- Jason Berens
- Shuree Egloff
- Matthew Garcia
- Ryan Garcia
- Sasha Payaslian
- Jeff Gittings
- Katrina Gregory
- Kelly Abernathy
- Luz Loney
- Kris Jenny
- Libby Clark
- Loriann Adoline
- Mike Berger
- Sarah Freeman
- Donna Whitney
- Garrett Brown
- Warren Craig
- Malia Legros
- Paulette Cooper
- Linda Button
- Sharon Quilon
- Gus Ulloth
- Sara Vavricka
- Miriam Bettencourt
- Christina Pavao
- Pat Costello
- Diana Carranza
- Claudia Chavez



Thanks to our team!





Condition Overview of City-Owned Building Facilities

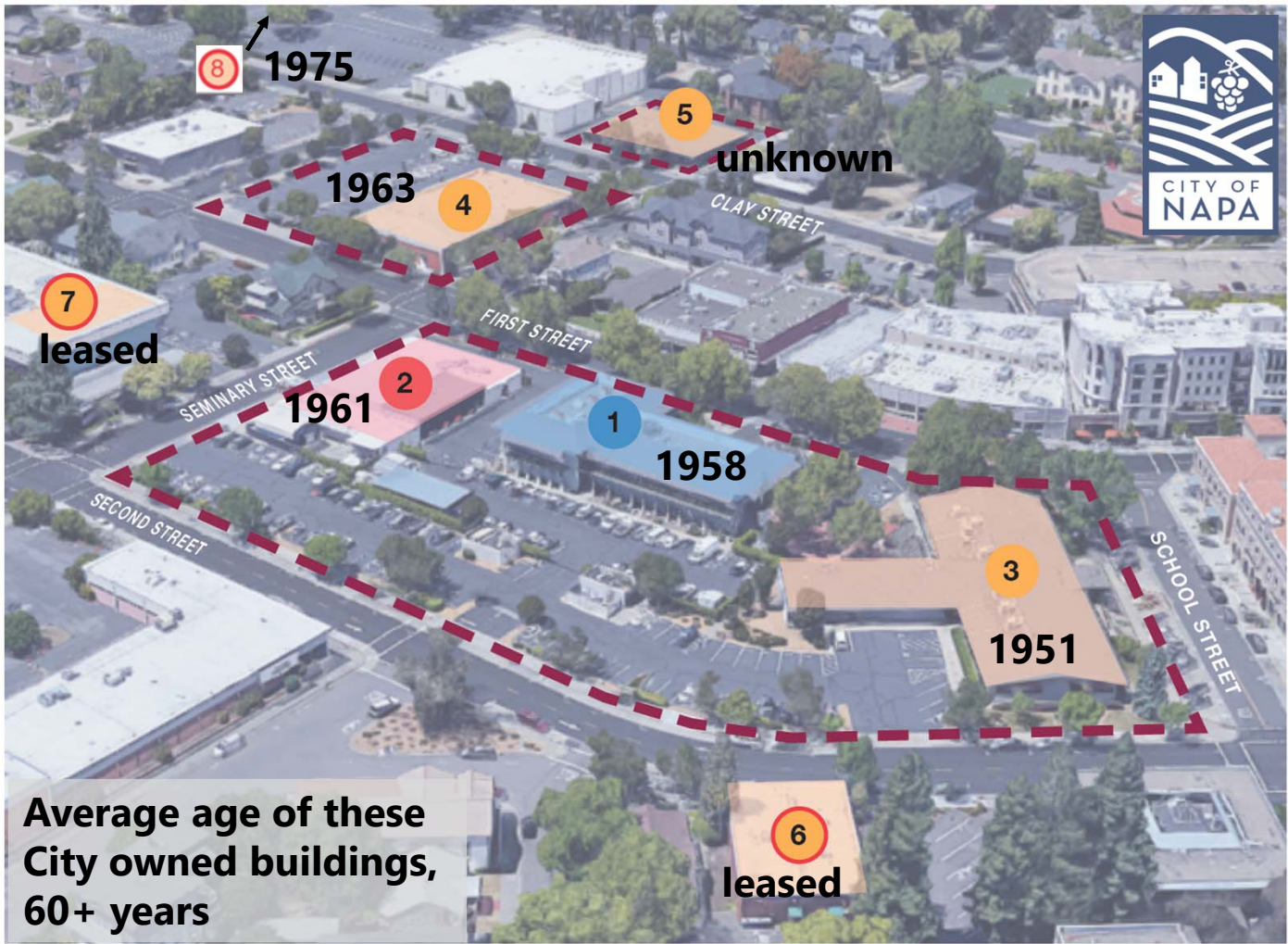
February 15, 2022



Presentation

- Council requested information about the condition of City-owned buildings during the February 1, 2022 meeting
- Facilities Condition and Access Assessments completed previously
- Information presented today was developed in 2019-2021

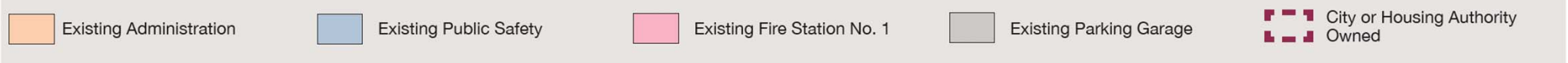
Locations/Type	#	Description
Downtown	5 Buildings	City Hall, CSB, FS #1, Housing, Police Department
Corp Yard	6 Buildings	Main, Central Stores, Lube, Sign Shop, Parks, Facilities Shop
Fire Stations (excluding downtown)	4 Buildings	FS #2, #3, #4 & #5
Senior Center	4 Buildings	Center, Main Annex, 1518 & 1524 Jefferson
Recreation (Other)	4 Buildings	Las Flores, Head Start, Pelusi, Youth Services
Radio Towers	4 Facilities	Various Locations



Average age of these City owned buildings, 60+ years

Downtown: Public Safety, Department Administrative Offices, and City Hall

Police Department	Housing & Fire Admin
Fire Station	Human Resources
City Hall	Utilities
Community Services	Parks/Recreation



Overview

Serious need to replace the downtown City buildings was identified 10+ years ago

Limited investments in building maintenance over many years, deferred maintenance mounting

Previous City Hall & Public Safety Building Project suspended indefinitely in 2020

Necessary to invest in existing buildings to support current services for the community and support our workforce

Council policy to invest 2% of general fund operating budget into CIP facility reserve to address building conditions

Many of our buildings will not adequately serve our next generation of community members and staff

Building Facilities Deficiencies

Lack resiliency, security, and environmental sustainability features

Suboptimal customer service spaces

Scattered, inefficient, and overall lack of adequate space

Failing building systems and components



Today's
Discussion



Facility Condition and Access Assessment Reports

- Assessment of buildings, building systems, and infrastructure
 - In compliance with ASTM E2018-16
- Interviewed maintenance, engineering and other staff, reviewed building plans, reviewed any previous inspections and past facility improvement plans
- Conducted ‘walk through surveys’ of buildings
- Determined condition and estimated life expectancy of buildings and components
- Categorized deficient conditions and determined corrective actions
- Produced preventative maintenance plan and identified repairs needed

Facility Condition Assessment Process

- Trained and experienced facility professionals conducted ‘walk through surveys’ (less detailed than thorough inspections of each system)
- Captured visible deficiencies, problems reported by staff, and age of building components to determine estimated remaining service life
- Cost estimates do not fully capture project delivery costs and primarily cover only construction of replacement or repair
- Some additional items not fully captured are:
 - Code deficiencies that need to be corrected with projects
 - No contingency for damage unviewable (i.e. within walls or fully obstructed area)
 - Did not include engineering, bidding, contract & construction administration, inspection, etc. (full project delivery costs)
- Cost estimates reported today include 30% costs for project delivery, code compliance, and unidentified damage

Facility Condition Assessment Reports

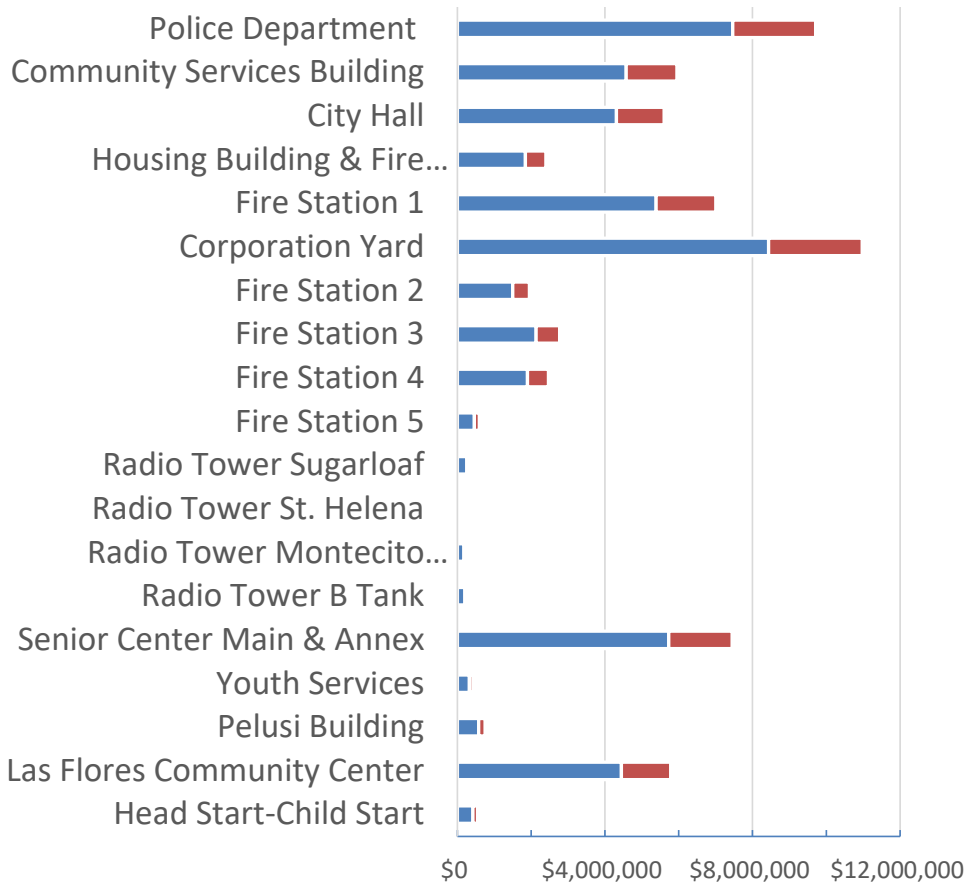
- FCA determined that City Hall is nearing the end of its serviceable life and the four other city-owned downtown buildings are at the end of their serviceable life
- Identified projects address deferred maintenance and repairs only
- Includes no improvements to meet other goals:
 - No functional, space or customer service improvements
 - No significant energy efficiency or sustainability elements
 - No seismic or security improvements
 - No downtown improvements or enhancements



Facility	10 year Facility Condition Index (FCI*)
Police Station	37.9%
Fire Station No. 1	30.5%
City Hall	27.7%
Community Services Building	30%
Housing	39.8%

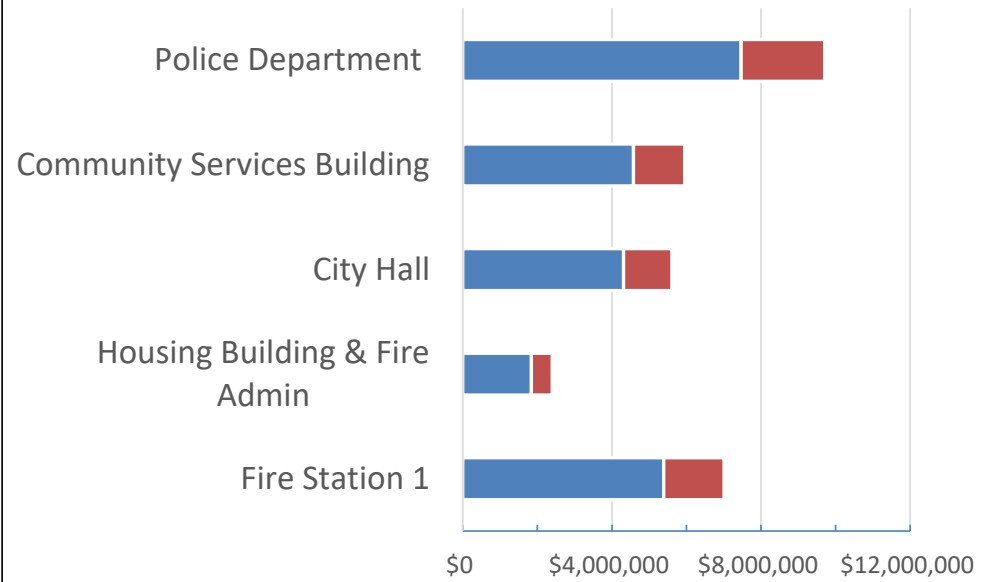
*FCI is an industry standard for the ratio of repair to replacement costs. An FCI above 10% indicates nearing end of serviceable life and above 30% indicates end of serviceable life.

15-Year Maintenance Costs All Buildings



15-year total = \$65M; average annual cost \$4.3M
 30-year total = \$157M; average annual cost \$5.2M

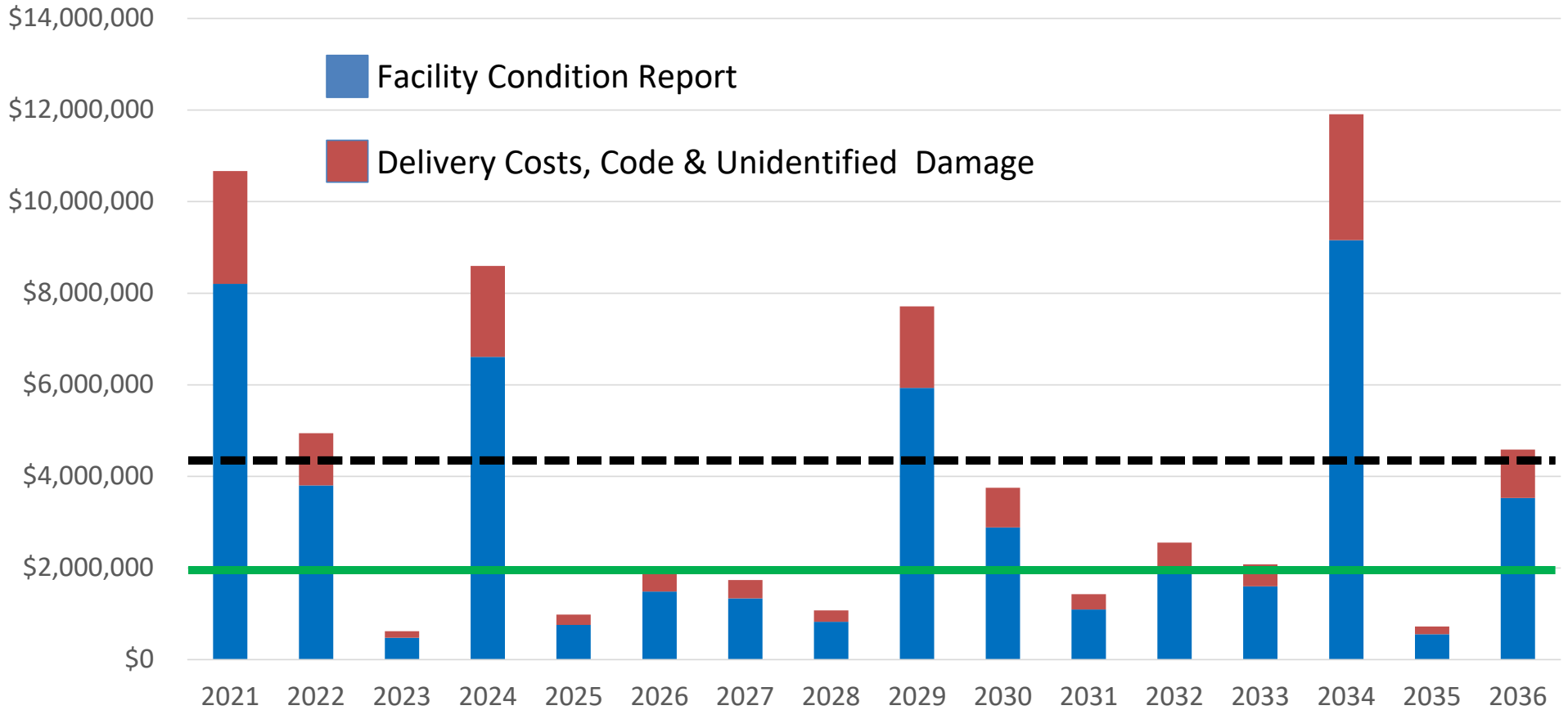
15-Year Maintenance Costs Downtown Buildings



15-year total = \$31M; Average annual cost ~ \$2.1M
 30-year total = \$65M; average annual cost ~ \$2.2M

- Facility Condition Report
- Delivery Costs, Code & Unidentified Damage

Annual Maintenance Costs (15 Years)



- █ Average Annual Maintenance Costs over 15 years = \$4.3M per year (30-yr average is \$5.2M per year)
- █ Current GF Building Reserve Funding = 2% of General Fund Operating Budget ~\$2M per year

Capital
Improvement
Program Budget
FY 22 for
Facilities Projects

Source	Project #	Priority	FY 22
CIP Facilities Reserve			
Second Street Garage Elevator Modernization	FC13PR01	1	200,000
Facility Condition Assessment Study	FC20PW01	1	200,000
Police & Fire Admin Building HVAC Chiller	FC20PW03	1	750,000
City Hall Office Space Modification	FC21PW01	1	150,000
City Hall (Transformer, HVAC, Roof)	FC22PW01	1	750,000
Senior Center (paving, site work & ADA)	FC22PW02	1	750,000
Las Flores Community Center Paving and ADA	FC22PW03	1	400,000
Corp Yard Electrical System Evaluation and Plan	FC22PW04	1	200,000
CSB Electrical System Evaluation and Design	FC22PW05	1	200,000
Parking Facilities FCA and ADA Assessments	FC22PW06	1	100,000
Senior Center Pedestrian Bridge Repair	FC22PW07	2	100,000
Covered Canopy for Corp Yard Equipment Storage	PK18PR06	7	30,000
CIP Facilities Reserve Total			3,830,000

Current Work and Next Steps

- Review and update Facilities CIP Workplan for FY 23 Budget (in progress)
- Fill vacant Associate Engineer position for Facilities Program Manager for necessary focus (in progress)
- Prioritize more detailed scoping of highest priority building deficiencies to develop project specifications and accurate cost estimates
- For longer term planning, future work needed to study feasible options for building replacements to address:
 - Building conditions
 - Function, space and customer service improvements
 - Energy efficiency and sustainability elements
 - Security and seismic improvements

Questions and Discussion

ATTACHMENT 2

SUPPLEMENTAL REPORTS & COMMUNICATIONS
Office of the City Clerk

City Council of the City of Napa
Regular Meeting

February 15, 2022

FOR THE CITY COUNCIL OF THE CITY OF NAPA:

EVENING SESSION:

13. ADMINISTRATIVE REPORTS:

13.A. Homeless Services

- PowerPoint Presentation from City Staff.
- 1) Email from Lisa Poppen received on February 14, 2022.
- 2) Email from Graham McKenna and Shannon Kiser received on February 14, 2022.
- 3) Email from Mark & Barbara Gardner received on February 14, 2022.
- 4) Email from Greg Carter received on February 15, 2022.

City Council Meeting

2/15/2022

Supplemental I - 13.A.

From: City Staff



Homeless
System
Update

February 15, 2022

Purpose of This Discussion

- Receive a report on recent actions to mitigate impacts of homelessness in the community
- Receive an update on the transition from Whole Person Care to CalAIM
- Receive various updates on homeless services related items



Homeless Services Definitions

- **Point In Time Count-** A count of sheltered and unsheltered individuals on a single night in January. Data is used to determine funding sources and standard metrics. Due to COVID-19, the last count was in January 2020.
- **Continuum of Care (CoC)-**A regional or local body that coordinates housing and funding services for homeless individuals and families. CoC is responsible for PIT count.
- **HMIS-**A Homeless Management Information System is a local information technology system used to collect client level data and data on the provision of housing and other services. Data is entered by all CoC providers.



Homeless Services Definitions

- **VI-SPDAT-** The Vulnerability Index-Service Prioritization Decision Assistance Tool is a survey administered to determine risks and needs of individuals that are homeless or at risk of homelessness.
- **Coordinated Entry System-**Facilitates the coordination and management of resources to ensure that those experiencing a housing crisis are effectively and efficiently connected to the intervention that best meets their needs. Prioritizes highest needs and most vulnerable clients in a fair and equitable way.



Homeless Services Definitions

- **Emergency Shelter-** A temporary place for families and individuals experiencing homelessness to live for generally 180 days or less.
- **Transitional Housing-**A short-term place for families and individuals exiting homelessness to live and prepare for next step. Usually 24 months or less.
- **Permanent Supportive Housing-** An intervention that combines affordable housing assistance with voluntary support services to address the needs of chronically homeless individuals/families. The services are designed to build independent living and tenancy skills, and connect clients with community-based health care, treatment, and employment services.



Homeless Services Definitions

- **Rapid Re-Housing-** An intervention designed to help individuals and families that don't need intensive and ongoing supports to quickly exit homelessness and return to permanent housing. Assistance generally lasts less than 24 months.
- **Diversion-** A strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.



Continuum of Care Summary

- Required under McKinney-Vento Homeless Assistance Program
- Conduit to Federal and State Funds
- Oversight of PIT Count and Coordinated Entry
- Housing First Model Requirement
- 13 current members
- Napa County is Fiscal and Administrative Agent



Previously Identified Challenges

- Homeless Services Challenges:
 - Federal and State court rulings and laws; it is not a crime to be homeless and certain rights are protected unless adequate shelter is available
 - With rare exceptions, inability to mandate mental health treatment or other program requirements
 - Cost and lack of funding
 - Early release of prison inmates
 - COVID-19 Pandemic has resulted in guidance related to encampment and congregate sheltering



Closure of The Bowl

- Partnered with Flood District, Napa Sanitation District, and County of Napa
- Human Centered Implementation Process
 - Focus on transitioning individuals to shelter or housing
 - 1/3 initially went to shelter; this increased as winter came
 - 1/3 returned to family or had other disposition
 - 1/3 relocated, mainly Kennedy Park
 - Provided about 14 storage units through Abode grant funds
- Debrief and Lessons Learned



Photos



Kennedy Park

- Priority: Remove fire and safety hazards without disrupting campers, until shelter space exists for all campers
- Finalizing internal processes and operating procedures
- Partnership with Police Department, Fire Department and Napa County Probation-visits to check-in with campers and provide education on fire and safety hazards
- Looking at scheduling fire hazard removal as fire season approaches



Photos



Other Properties In City

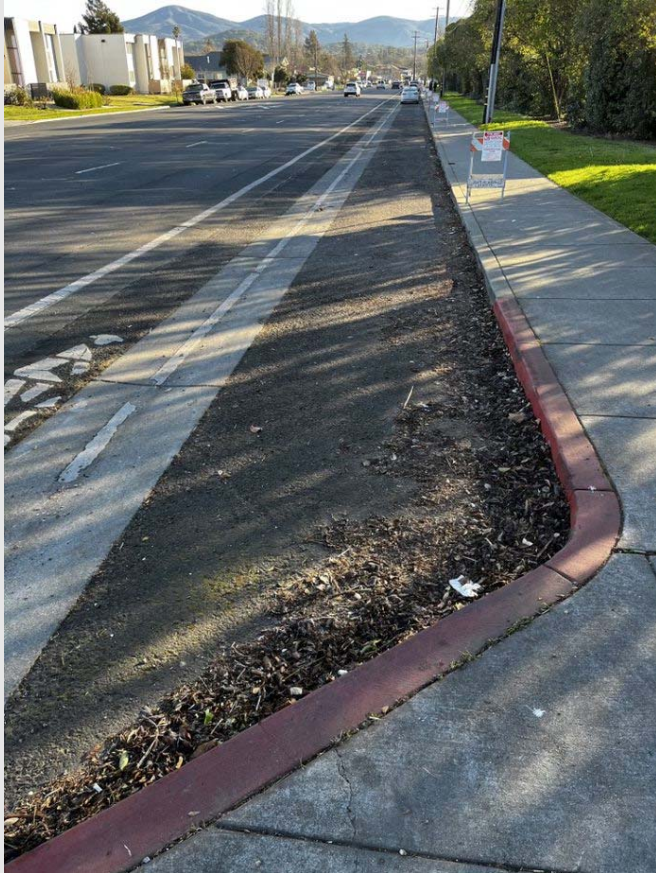
- Napa River Trail
- 700 Block of Lincoln/Jordan/Imperial
- Vine Trail
- Caltrans Property
- Islands in Napa River
- RVs and Vehicles on public streets
- Other Neighborhood Concerns



Photos-Removal Photos

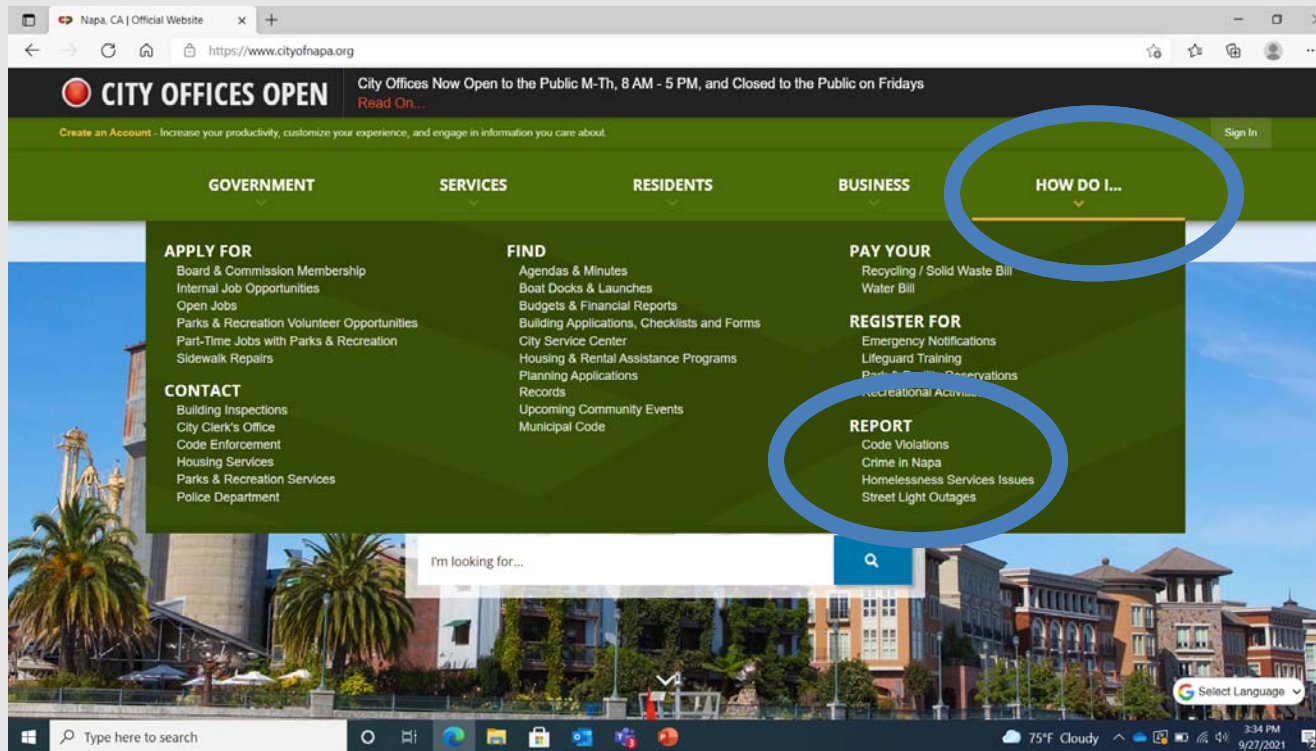


Photos-Before and After



Homeless Services Form

- Go to: www.cityofnapa.org
 - Click “How Do I?” on the homepage
 - Select “Homelessness Services Issues” under “Report” subheading



CalAIM-Began January 1, 2022

Enhanced Case Management

(Medi-Cal Clients Only)

Develop a statewide care management approach to address the clinical and non-clinical needs of high-need and high cost Medi-Cal clients. This benefit will be available to all Medi-Cal members and the frequency of services based on acuity and dependent on other programs participants may be enrolled in.

Housing Navigation & Housing Deposits

The Abode Teams will continue to working with clients on housing applications, financial assistance, and move-in arrangements. The teams develop a rapport with landlords and work on facilitating units for the system and matching units/landlords and clients. The teams will also help facilitate roommate relationships and are familiar with all housing subsidy programs and documentation standards to ensure clients and units comply with regulations and rent is paid. This will be a "Community Support" benefit that must be approved as part of a treatment plan and will be time limited.

Tenancy Care

Continued and on-going regular case management post-housing. Assists with continued linkage to services following the Housing First model, ongoing financial and budget management, linkages to the health care system, tenant/landlord issues, roommate issues, etc. Tenancy care can be short term or in the form of Permanent Support Services. This teams also assists with homeless prevention to avoid reentry into the system. This will be a "Community Support" benefit that must be approved as part of a treatment plan and will be time limited.

Napa County Health and Human Services
Ole Health
CARE Network
"Case Management"

Napa County Housing and Homeless
Services/Abode Services
"Community Support Benefit"

Administrative/Fiscal Agent: Partnership Health Plan

Street Outreach

- Per MOU between City and County, City is responsible for Outreach Services
- Whole Person Care funding keeps Street Outreach operational through June 30, 2022
- Funding sources to continue Street Outreach under City contract
 - Emergency Solutions Grant- Application Pending
 - Homeless Housing Assistance and Prevention Grant
 - Permanent Local Housing Allocation



Other Updates

- City/County Memorandum of Understanding
- Point In Time Count
- Diversion Program-Request for Proposal
- Shelter Attendance/Availability Updates
- All Home California Update
- Wine Valley Lodge/Project Homekey
- Heritage House



Governor's Proposed Budget

- \$2 Billion for Homeless Programs
 - Encampment Resolution Funding
 - Solutions to Ending Homelessness and Support Housing/Treatment
 - Mental Health Funds
 - Hinted at “leaning into conservatorship” reform
- \$2 Billion for Housing Programs
 - Sustainable Housing Development
 - Affordable Housing Development
- Other Programs
 - Universal Health Care Proposal
 - Community Based Behavioral Health Care
 - CalAIM Reform
- What's Missing?
 - Rental Assistance for Pandemic Recovery



Questions?



From: [Lisa Poppen](#)
Sent: Monday, February 14, 2022 2:06 PM
To: [Clerk](#)
Subject: Public Comment Agenda Item 13.A. 7-2022 Homeless Services Recommendation - City Council 2/15

Categories: Unverified Contact

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[EXTERNAL]

Napa City Council - February 15, 2022
Public Comment Agenda Item 13.A. 7-2022 Homeless Services Recommendation

- The recent article in the Napa Valley Register regarding the bonfire arrest, is illustrative of the systemic homeless issue I experience in my neighborhood on an almost daily basis.
- Napa provides services that are attracting a growing number of individuals who camp in their vehicles, building nooks, and roadside brush, while various city departments point to each other when concerns are reported.
- The historic Napa Abajo neighborhood with the riverfront corridor, public library and La Tapatia Market trifecta, attracts significant homeless activity including public drinking, toileting, panhandling and other disruptive behavior, creating an unsafe environment in this diverse residential community.
- In addition, the general disrepair of commercial businesses and/or lack of management action invites vagrancy.
- Knowing there are no consequences, the homeless have become emboldened and aggressive to myself and other passersby.
- I appreciate that outreach and patrols were stepped up in response to the recent Riverside Drive arrest, and certainly the creation of Ms. Rattigan's role to coordinate data and programs is welcomed.
- However, based on past experience, this respite is likely short-lived without ongoing deterrents and focus on community aesthetic development.
- I encourage the councilmembers to experience first-hand the reality of the homeless camped outside their place of residence.

Sincerely,
Lisa Poppen
[REDACTED]

From: [Graham McKenna](#)
Sent: Monday, February 14, 2022 4:23 PM
To: [Clerk](#)
Subject: Agenda Item: 13.A. 7-2022 Homeless Services Recommendation

Categories: Unverified Contact

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[EXTERNAL]

Hello City Council,

My name is Graham McKenna and I am a homeowner in the Napa Abajo neighborhood. I would like to share some concerns about the increasing open drug use and homelessness we are facing in our community.

Over the last 18 months, Napa Abajo has experienced a rise in homeless-related issues. There is an increase in homeless people sleeping in cars and on the sidewalk, and along the Vinetrail. They openly use drugs and alcohol near our homes and within view of residents (including kids) and visiting tourists. We have experienced at least two fires in our neighborhood that were the result of homeless people illegally camping or cooking outdoors or in vehicles.

As a tourist-dependent community, we should not tolerate "open drug scenes" like we see in San Francisco's Tenderloin and Los Angeles' Venice Beach (and surrounding neighborhoods). The hands-off approach taken by our larger neighbors to the South have devastated communities, angered residents, and dramatically impacted the tourist economies. The same will happen in Napa if we fail to act.

Here are a few things I'd like the City of Napa to consider:

- Enforce all current laws that prohibit car and overnight camping; do not allow people to sleep in cars in our residential and commercial neighborhoods. We often call the Police, but little is done.
- With services available, we should encourage the homeless population in our community to accept housing in return for City /County services - choosing to live on the streets and openly use drugs should not be an option for anyone.
- Increase enforcement in areas that are experiencing challenges with homelessness and open drug use, including:
 - **La Tapatia Market (504 Brown Street)** The market's parking lot and sidewalk have become a beacon for open drug use and alcohol consumption (day and night).
 - **Riverside Park (Division / Brown St.)** - there are at least two cars with people sleeping in them every night.
 - **Sea Scout (402 Riverside)** - This building has recently become a popular area for car campers and those using drugs and alcohol, openly. There was a fire near this location just two weeks ago.

Finally, having lived in San Francisco and Berkeley prior to moving to Napa 4 years ago, I understand the issue of homelessness is complicated and has no easy solution. However, as a homeowner, taxpayer, and good neighbor, I expect the City Council and law enforcement to respect our concerns and act upon them.

Thank you for your consideration.

Graham McKenna & Shannon Kiser

From: [Mark Gardner](#)
To: [Clerk](#)
Subject: item "13.A. 7-2022 Homeless Services Recommendation".
Date: Monday, February 14, 2022 1:09:45 PM

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[EXTERNAL]

Hi-

We are in Maui, but will hopefully have internet access and be able to zoom in. I would like to be updated by either Molly or Liz Alessio regarding our conversation last week on this issue. In particular, any new details from their inquiry of the fire dept. response.

Thank you,

Mark Gardner, MD
Barbara Gardner, MD

From: [Greg Carter](#)
Sent: Tuesday, February 15, 2022 10:35 AM
To: [Clerk](#)
Subject: 13.A. 7-2002 Homeless

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[EXTERNAL]

To whom it concerns,

I'm greatly concerned about the health and safety of my neighborhood. In the last two years we've had two major fire/explosions in RVs parked on the streets near our house, several fires, ducks on spits and beheaded egrets (I have photos), enough needles and drug paraphernalia that our neighbors no longer take their young kids for walks along the riverfront, nor do they allow the older kids to fish which had been a regular activity for the younger generation here, one man was masturbating while yelling across the river (reported), I can't count the amount of human fecal matter along the river along with the smell of urine. And the trash . . .

Four weeks ago a white van driven by a man and woman dropped off two homeless men with about 7 huge garbage bags filled with their stuff at the intersection of Riverside Drive and Oak. The two men headed toward La Tapatia, I'm assuming to get shopping carts. This is the only time I saw a van with drivers, but I've seen men with these large garbage bags at that same intersection two other times on my morning dog walk. I'm assuming a similar scenario.

I have a feeling that the quality of homeless services in Napa is ironically creating a bigger homeless problem. Unfortunately it's addressing homeless people from other parts of the State and not helping actual Napa residents. It was explained to me by a Abode volunteer, that homeless get word that Napa is a great place for services, so they come here and get "sponsored" so that they get a mailing address and after six months they are eligible for county dollars and programs (she told me this with great pride).

I don't know what all that entails, but I'm not willing to have my tax dollars going to help solve L.A.'s and other cities homeless crisis. I talk to these people living in their cars or tents fairly regularly and practically none of them have been in Napa more than two years which matches what I've been told. What's interesting is about 75% of the time they say they are from Angwin, but then they can't tell you where Angwin is and then tell you they're really from LA (LA is the most common) or somewhere else not in Napa County.

I understand it's easy to complain, so what I believe would be helpful is to reinstate the neighborhood police units, bike police. They see things a cop car driving by just can't. Guys sitting down the riverbank doing drugs, people using the river as their toilet, people living in cars, people gutting and cooking wildlife, the guy who built a mini rock castle under the 3rd street bridge (still there after 6 months), the guy who has a large plywood and tarp house behind CIA that no police car has noticed for a couple of months because they can't drive back there, etc.

The other part that would be helpful would be to get the local businesses involved helping. La Tapatia and the Sea Scouts are gathering places, and unfortunately not in a good way; a lot of open drinking, loud music, fights, garbage, drugs, etc. I am assuming they don't want this on their property, but they haven't done much to rectify the problems. It would be nice to see them included as part of the solution.

It would also be nice to find a way to make the neighborhood safe enough that the lower income families in the Abajo could safely allow their kids to go play along riverfront park. Over the last

couple of years our neighbors in the apartments across the street have started to restrict their children's play area to the sidewalk in front of their building even though the riverfront park is just half a block away. They used to run down there every day when we first moved here. It just isn't safe anymore. It does not seem fair.

With bike/walking police and local businesses on board, families would feel safe enough to start using the riverfront more regularly which would have in itself has a deterring effect on homeless drug use and camping.

Thank you for your time,

Sincerely,
Greg Carter

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