



# Year End Report FY 2018-2019



## FY 2018-2019 Year End Project Tracking

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# Project Tracking Report

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

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## 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

11/14/2018 - 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

|                                                                                                                                   |                                                |                           |                  |                       |                     |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------|------------------|-----------------------|---------------------|
| <b>Project Priority</b>                                                                                                           | Medium                                         | <b>Project Number</b>     | CLK-00858        | <b>Project Status</b> | Complete            |
| <b>Project Title</b>                                                                                                              | Automating FPPC Campaign Disclosure Statements |                           |                  |                       | <b>Phase</b> 1 of 1 |
| <b>Project Start Date</b>                                                                                                         |                                                | <b>Project Due Date</b>   | 3/30/2019        |                       |                     |
| <b>Requested Start Date</b>                                                                                                       |                                                | <b>Requested Due Date</b> |                  |                       |                     |
| <b>Lead Department</b>                                                                                                            | City Clerk                                     | <b>Project Leader</b>     | Tiffany Carranza |                       |                     |
| <b>Project Budget</b>                                                                                                             | \$0                                            |                           |                  |                       |                     |
| <b>Funding Sources</b>                                                                                                            | General Fund/41141-53201                       |                           |                  |                       |                     |
| <input checked="" type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b> |                                                |                           |                  |                       |                     |

## 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

10/9/2019 - tcarranza: Project has been completed. Ordinance O2019-005 was adopted on May 21, 2019. Implementation of the program occurred shortly after with training offered to Councilmembers, candidates, and treasurers on June 24, 2019 in time for all filers to submit their semi-annual statements, electronically, before the July 31, 2019 filing deadline.

2/1/2019 - tcarranza: with staffing changes, training has been partially delayed. New staff will be on boarded soon, with this project as a priority. Final implementation should still be on track.

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      | Complete      |
| Clerk Staff Training                    | City Clerk        | Tiffany Carranza | 20 %                | 2/19/2019      | Complete      |
| Final training/Implementation to filers | City Clerk        | Tiffany Carranza | 20 %                | 3/29/2019      | Complete      |

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



# Project Tracking Report

|                             |                                                   |                           |                       |                     |
|-----------------------------|---------------------------------------------------|---------------------------|-----------------------|---------------------|
| <b>Project Priority</b>     | <b>Project Number</b>                             | CDD-00852                 | <b>Project Status</b> | On Time             |
| <b>Project Title</b>        | Affordable Housing Strategies & Homeless Programs |                           |                       | <b>Phase</b> 3 of 3 |
| <b>Project Start Date</b>   | 7/1/2018                                          | <b>Project Due Date</b>   | 6/30/2019             |                     |
| <b>Requested Start Date</b> |                                                   | <b>Requested Due Date</b> |                       |                     |
| <b>Lead Department</b>      | CDD, Housing                                      | <b>Project Leader</b>     | Ferrell/Morris        |                     |
| <b>Project Budget</b>       | \$0                                               |                           |                       |                     |
| <b>Funding Sources</b>      | Grants, Aff. Housing Fund & General Fund          |                           |                       |                     |

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## 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)



## ATTACHMENT 1

- 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

10/9/2019 - Iferrrell:

- Inclusionary Housing: The City and the consultant have held three stakeholder meetings. Based on the consultant's calculations, an inclusionary housing requirement is not financially feasible at this time due to construction costs being extremely high post-recession/post-fires. Therefore, staff explored other approaches with stakeholders and anticipates bringing a final report to Council on November 15.
- Redwood Grove: The City, County, and Burbank are in the process of executing amendments to the Redwood Grove loan documents. Site work has begun. Due to time delays, some of the originally identified buyers have cancelled, so there are still a few homes remaining for sale. Burbank is continuing to market these homes. Burbank has applied for funding under the CalHome Disaster NOFA to provide additional first time homebuyer assistance to eligible buyers. These funds would be leveraged with the City and County funding to increase the homes' affordability.
- Manzanita: SAHA has secured all necessary funding for the project and is estimating construction will begin by April 2020 at the latest. The 51-unit affordable apartment project will be built Soscol/Old Soscol at site created from excess public-right-of-way. The project should be ready for occupancy by May 2021 and will include at least four units dedicated for homeless households.
- Heritage House: The project, along with the 24-unit new construction project, Valle Verde, are currently in the process of going through an environmental review. The neighbors have been very vocal in expressing concerns over the developer's proposal to make 33 of the Heritage House units available as permanent supportive housing for persons who previously experienced homelessness. The developer has offered tours of similar housing projects in Fremont, but to date, no neighbors have accepted the offer to do a tour. The City has scheduled a neighborhood meeting on October 21 to discuss the proposed project.
- Stoddard West: Construction on the project is almost complete. Occupancy of the 50-unit affordable rental project is expected to occur in late October although timing is dependent on the State's elevator inspection currently scheduled for October 21. A grand opening celebration is scheduled for November 15.
- Homeless System - Emma Moyer, previously with Abode Services, was hired by the County in

September to take on the role of the joint City/County Homeless Programs Coordinator. Abode is currently recruiting for Emma's replacement. Abode will open the winter shelter in mid-November at the Expo. As was done last year, Abode will continue to focus on engaging clients at winter shelter in more services.

-ADUs: City staff is continuing to work closely with the Napa Valley Community Foundation, Sonoma County Community Foundation, and other local jurisdictions to streamline ADUs. Through this efforts, the Community Foundations expect to soon launch an online calculator as well as release an ADU guidebook to outline each jurisdiction's ADU requirements. The City's Building Division recently began issuing approvals for junior units on an over-the-counter basis. Staff is amending the Junior Unit guidelines to make it easier for homeowners to utilize the program to convert accessory structures into affordable ADU rental units. Staff anticipates bringing the changes to Council in November.

5/9/2019 - dbrun:

2/1/2019 - lferrell:

-Inclusionary Housing: The City issued an RFP for consultants to prepare economic feasibility analysis for a possible inclusionary housing ordinance. The City received seven responses and interviewed the top three firms on February 1. Based on these interviews, staff expects to enter into a contract in early February to begin work on this project.

-Redwood Grove: Staff will bring an agenda item to Council on February 5 to increase the City's loan to Burbank Housing by \$650,000 for the Redwood Grove affordable homeownership project. Staff had originally hoped to fund this additional loan with HOME program income. However, after initially being told in July that HOME program income could be used for resale restricted projects, in December staff was informed this was not the case. Therefore, in order to move the project, which already has preapproved buyers, forward, staff is instead now recommending using local Affordable Housing Impact Fee funds. Burbank has held a lottery of the 90 pre-qualified applicants and to identify the 34 selected homebuyers.

-Manzanita Family Apartments: SAHA recently submitted an application for building permits for Manzanita Family Apartments, a proposed 51-unit affordable rental project located on excess City right-of-way. SAHA is waiting to hear whether its applications to the State for HOME and National Housing Trust Funds were approved for funding. SAHA is currently working with Public Works and NVTa staff to complete a grant application under the State's Affordable Housing and Sustainable Communities Program. This grant program provides funding for a combination of transportation and affordable housing.

-Heritage House: The County submitted an application to the State's No Place Like Home program for funding for Heritage House at the end of January. The City's consultant and staff are currently working on preparing a draft EIR for the project. This should be completed in June. After the draft EIR is completed, the developer anticipates working with Napa PD to hold another neighborhood meeting to respond to concerns about the permanent supportive housing units included in the proposed project.

-Stoddard West: Construction of this 50-unit affordable housing project on Soscol Avenue in South Napa, is currently 50% complete. The project's developer, Burbank Housing, expects it will be ready for occupancy in August. The developer anticipates beginning pre-applications for potential tenants in March. Staff has requested a meeting with Burbank to discuss the procedures for identifying tenants for the eight Section 8 project-based voucher units included in the project.

-Homeless System: The City is continuing to work with Abode Services and Napa County on the homeless system redesign. In November the Housing Authority expanded its Landlord Mitigation and Incentives Program which is operated by Abode. Abode is currently recruiting for the additional housing location staff for this expansion. In January, Nui Bezaire, the City/County Homeless Services Coordinator, resigned to move out of state. The County is currently recruiting for her replacement.

ADU's: Staff has begun meeting internally on ways to streamline permitting for ADUs. The first unit

through the City's Junior Unit Initiative Program should be completed in February, and the owner is currently working with Napa Valley Community Housing's homesharing program to locate an eligible tenant for the unit.

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 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



## ATTACHMENT 1

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 determine the impacts of different inclusionary rates. This carryover item will be completed 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    | 5 %                 | 8/1/2018       | CF/Comple     |
| Explore TOT measure on ballot           | CDD, Housing      | Lark Ferrell    | 5 %                 | 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: 10% of 100% Complete**





# Project Tracking Report

|                             |                               |                           |             |                       |         |
|-----------------------------|-------------------------------|---------------------------|-------------|-----------------------|---------|
| <b>Project Priority</b>     | High                          | <b>Project Number</b>     | CDD-00866   | <b>Project Status</b> | On Time |
| <b>Project Title</b>        | General Plan Update - Phase I |                           |             | <b>Phase</b>          | 2 of 4  |
| <b>Project Start Date</b>   | 7/1/2018                      | <b>Project Due Date</b>   | 6/30/2019   |                       |         |
| <b>Requested Start Date</b> |                               | <b>Requested Due Date</b> |             |                       |         |
| <b>Lead Department</b>      | CDD, Planning                 | <b>Project Leader</b>     | Mike Walker |                       |         |
| <b>Project Budget</b>       | \$1,500,000                   |                           |             |                       |         |
| <b>Funding Sources</b>      | 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

10/14/2019 - emorris: Community outreach efforts began in March 2019, with the first Community Workshop held at New Tech High School. Approximately 65 people attended the workshop. To provide additional opportunities for public participation in the General Plan update, an online survey was released in both Spanish and English in April/May 2019. A total of 1,210 persons completed the survey.

Last updated 10/14/2019

## ATTACHMENT 1

Community outreach continued with organizing events at Local's Night at the Oxbow and the Napa Farmers Market. Staff engaged with several community and business groups including seniors organizations, Kiwanis Club, the Chamber of Commerce, and real estate groups. Initial outreach focused on engaging the community on their vision for Napa's future. On April 30, 2019, the City Council and Planning Commission held a joint workshop where initial survey and workshop results were presented along with the Existing Conditions Report and Economic Profile. The General Plan Advisory Committee (GPAC) has held five meetings and workshops through the spring and summer. Work on the Community Vision and Guiding Principles has been underway this fall, which will lead to development of land use alternatives to be shared with the community for further community engagement in early 2020.

5/9/2019 - dbrun:

2/7/2019 - emorris: The first GPAC meeting was held on December 10, 2018 and the Existing Conditions report was completed in late January. This report will be presented to the GPAC at their February 11 meeting and then made available on the project web page. Staff is preparing for a joint session of the Council and Planning Commission in April to review the initial findings and recommendations. A community engagement strategy is being prepared with outreach expected to occur in the spring.

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 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     | Complete      |
| Prepare Existing Conditions Report     | CDD, Planning     | Mike Walker     | 25 %                | 1/31/2019      | Complete      |
| Begin Community Outreach               | CDD, Planning     | Mike Walker     | 25 %                | 2/28/2019      | Complete      |
| Draft Preliminary Alternatives         | CDD, Planning     | Mike Walker     | 25 %                | 6/28/2019      | On Time       |

**Project Progress: 75% of 100% Complete**



# Project Tracking Report

|                                                                                                          |                                                  |                           |           |                       |         |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------|-----------|-----------------------|---------|
| <b>Project Priority</b>                                                                                  | Medium                                           | <b>Project Number</b>     | CDD-00861 | <b>Project Status</b> | On Time |
| <b>Project Title</b>                                                                                     | Downtown Parking Mgt Plan Implementation Phase 3 |                           |           | <b>Phase</b>          | 3 of 3  |
| <b>Project Start Date</b>                                                                                | 7/1/2018                                         | <b>Project Due Date</b>   | 6/30/2019 |                       |         |
| <b>Requested Start Date</b>                                                                              | 7/1/2018                                         | <b>Requested Due Date</b> | 6/30/2018 |                       |         |
| <b>Lead Department</b>                                                                                   | CDD, Economic Development                        | <b>Project Leader</b>     | valadez   |                       |         |
| <b>Project Budget</b>                                                                                    |                                                  |                           |           |                       |         |
| <b>Funding Sources</b>                                                                                   | Capital Improvement Program                      |                           |           |                       |         |
| <input type="checkbox"/> City Manager's Report <input checked="" type="checkbox"/> 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)



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

10/9/2019 - tvaladez:

Update on the following tasks:

- Develop Parking Enforcement Staff Ops Plan complete. Parking Enforcement moving from PD to Parking Programs Manager's team July 1, 2020. Position name will change from Parking Enforcement to Parking Ambassador. Full time Parking Ambassador currently going through background with the intent to fill vacant position in the coming months.
- Anti-rolling ordinance on hold until more pressing ordinance changes are addressed.
- Installation of garage occupancy sign at Pearl St. Garage complete.
- Replace License Plate Reading Technology – In process, behind schedule due to RFP challenges but soon to be completed.
- List of ordinances to adopt currently under review by attorney's office.

5/3/2019 - dbrun:

1/30/2019 - tvaladez:

Last updated 10/9/2019



A “Comprehensive Strategies Report” was submitted by Dixon Resources Unlimited on November 14, 2018. It was decided that rather than make a presentation to City Council on all items in the Comprehensive Strategies Report, the Parking Programs Manager begin work on high priority items identified in the report and address each item individually.

-Develop Parking Enforcement Staff Operations Plan –The Parking Enforcement Staff Operation Plan will expand the existing Parking Enforcement force from 2 Full Time positions to include an additional 2 Part Time Parking Enforcement positions for the upcoming fiscal year. Based on historical data, the increase in personnel will help fill gaps of coverage typically found on Mondays and Fridays. This well help significantly improve compliance in the downtown area through an increased presence in Parking Enforcement. The revenue generation from citations will help offset the cost of additional personnel. The Parking Programs Manager is working with PD to submit a Decision Package requesting 2 Part Time Parking Enforcement positions to be added to the PD Parking/Security budget.

-Prepare Anti-Rolling Ordinance for City Council Review- Previous update still on track: 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 – Previous update still on track: 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 2019.

-Replace License Plate Reading Technology – License Plate Reading (LPR) technology will be added to the Decision Package for the upcoming budget cycle. Funds currently exist under the fleet budget to replace current LPR technology, but the Parking Programs Manager is awaiting the current Parking Enforcement vehicles to be replaced. New fleet vehicles were ordered in August 2018 and awaiting delivery. Once delivered, the procurement process can begin. The Parking Program plans on changing the funding source next fiscal year for LPR equipment from Fleet to the PD Parking/Security budget, which adds the benefit of avoiding a General Fund request and recovering costs of LPR technologies through improved citation processing efficiencies. If decision is made to approve the move to PD Parking/Security budget, the Due Date will be extended to 6/30/2019 when the new budget gets adopted, allowing procurement to begin.

-Prepare list of parking ordinances to adopt – Previous update still on track: 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 – Decision Package is being submitted requesting Professional Services funds to evaluate the parking demand in the Parking Exempt District (PED). Parking demand will determine when a new parking structure should be built and how many spaces should be built. The purpose of seeking Professional Services funds serves a couple purposes. First, it will help determine the true parking demand. The City may build the number of parking spaces necessary now and for the future. Second, by studying the PED and constructing a model with the ability to add, remove, and grow the parking demand within the PED, the City can always have a figurative “finger on the pulse” of parking demand. This eliminates the need for future utilization studies from consultants. Additionally, when developments request to be added to the PED in an effort to reduce their parking requirement costs, the

model will help determine if the City can in-fact accommodate the additional demand the development will generate. In conjunction with parking sensor technology constantly tracking garage inventory, the City can create a robust and smart Parking Management Program. This should be viewed as an investment rather than a sunk cost.

-Commence Construction of Expanded parking lots – Construction on Third St. parking lot ready to go out to bid and construct in the summer following BottleRock. McKinstry Parking Lot needs to resolve the following issues before commencement of construction: property right issues, Wine Train design revisions, and NSD design constraints. Peal St. Parking Lot (Lot G expansion) is currently unfunded but is ready to go out to bid and construct this season if funding is secured.

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 Manger 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      | Complete      |
| 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      | Complete      |
| Replace License Plate Reading Technology | Parking Manager   | valadez         | 20 %                | 4/30/2019      | Behind        |
| Prepare list of Prkng Ordinance to Adopt | Parking Manager   | valadez         | 15 %                | 6/4/2019       | Complete      |
| Evaluate Future Need of Structured Prkng | Parking Manager   | valadez         | 10 %                | 6/30/2019      | On Time       |
| Commence Const. of Expanded Prk Lots     | Parking Manager   | valadez         | 20 %                | 6/30/2019      | On Time       |

**Project Progress: 45% of 100% Complete**



# Project Tracking Report

|                             |                                     |                           |               |                       |         |
|-----------------------------|-------------------------------------|---------------------------|---------------|-----------------------|---------|
| <b>Project Priority</b>     | High                                | <b>Project Number</b>     | FIN-00871     | <b>Project Status</b> | On Time |
| <b>Project Title</b>        | IFAS Replacement Software Selection |                           |               | <b>Phase</b>          | 1 of 4  |
| <b>Project Start Date</b>   | 7/1/2018                            | <b>Project Due Date</b>   | 6/30/2019     |                       |         |
| <b>Requested Start Date</b> |                                     | <b>Requested Due Date</b> |               |                       |         |
| <b>Lead Department</b>      | Finance, Administration             | <b>Project Leader</b>     | Brian Cochran |                       |         |
| <b>Project Budget</b>       | \$3,000,000                         |                           |               |                       |         |
| <b>Funding Sources</b>      | 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

9/30/2019 - segloff: Staff participated in the ERP demos provided by the three most qualified potential vendors. After thorough evaluation and deliberation, the City and County have selected Tyler Technologies. The County is actively participating in contract negotiations and anticipate having a signed contract with implementation requirements by the end of the calendar year.

2/7/2019 - segloff: The County reviewed the six vendors that responded to the RFP and upon evaluation, narrowed it down to three potential ERP vendors. Demos for the three selected are scheduled throughout the month of March with the goal to finalizing selection in Spring. This project is still on track to have contract signing by June 30, 2019.

11/6/2018 - bcochran: 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      | Complete      |
| County's RFP Due Date             | Finance, Accounting     | Brian Cochran   | 25 %                | 12/21/2018     | Complete      |
| Demo's of Replacement Software    | Finance, Accounting     | Brian Cochran   | 25 %                | 3/11/2019      | Complete      |
| Contract Negotiations and Signing | Finance, Accounting     | Brian Cochran   | 25 %                | 6/30/2019      | Not Started   |

**Project Progress: 75% of 100% Complete**



# Project Tracking Report

|                             |                            |                          |               |                       |         |
|-----------------------------|----------------------------|--------------------------|---------------|-----------------------|---------|
| <b>Project Priority</b>     | High                       | <b>Project Number</b>    | FIN-00869     | <b>Project Status</b> | On Time |
| <b>Project Title</b>        | Online Water Bill Payments |                          |               | <b>Phase</b>          | 1 of 1  |
| <b>Project Start Date</b>   | 7/1/2018                   | <b>Project Due Date</b>  | 1/1/2019      |                       |         |
| <b>Requested Start Date</b> |                            | <b>Adjusted Due Date</b> | 2/1/2020      |                       |         |
| <b>Lead Department</b>      | Finance, Collections       | <b>Project Leader</b>    | Brian Cochran |                       |         |
| <b>Project Budget</b>       | \$43,000                   |                          |               |                       |         |
| <b>Funding Sources</b>      | General Fund               |                          |               |                       |         |

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

## Project Description

Implement online water bill pay.

## Status Update

9/30/2019 - segloff: Wright Business Graphics is actively working on resolving the final details and function issues so we can move forward with testing. They have been given a deadline of October 15th to supply a fully functioning system. The Finance team has decided to reach out to another vendor just in case Wright does not meet the deadline. The plan moving forward is to allow Wright Business Graphics to continue their work toward a successfully completed implementation. In the event they do not complete it by the deadline, we will terminate that service from the agreement and move forward with another vendor.

2/5/2019 - segloff: Working with Wright Imaging to create required download with specific formatting to finalize payment records. Once reporting is successful, the team will schedule more testing and public outreach.

12/26/2018 - segloff: Performed first test successfully. Started making slight changes in public portal for easier access and payment preferences.

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> |
|----------------------------|----------------------|-----------------|---------------------|----------------|---------------|
| Test W360 Portal           | Finance, Collections | Tracy Thompson  | 35 %                | 1/1/2019       | Delayed       |
| Public Outreach            | Finance, Collections | Tracy Thompson  | 30 %                | 3/1/2019       | Not Started   |
| Train Staff on W360 Portal | Finance, Collections | Tracy Thompson  | 35 %                | 3/1/2019       | Not Started   |

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



# Project Tracking Report

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

☐ 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

10/1/2019 - jriesenberg: The RFP seeking consultants was released on 9/26/2019. The timeframe of the project is listed in that RFP which closes on 10/23/2019. We anticipate selecting a consultant by 11/30/2019 and will begin working with that to develop the Plan.

1/26/2019 - jriesenberg: City Fire staff is working with Community Development staff, getting updates on the potential for Grant approval and taking classes to get oriented to the OES and FEMA process. The grant would be funded at 75% of the project (\$100,000). If awarded the grant, the City's match would be 25% (\$25,000) and we would seek an appropriation from City Council. If approved Fire staff would utilize the grant funding for consultant assistance to update the City of Napa's plan.

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 %                | 2/28/2019      | Complete      |
| Seek Potential Consultants to assist | Fire              | Charlie Rhodes  | 25 %                | 3/31/2019      | Complete      |
| Develop FY2019-20 Project timeframes | Fire              | Charlie Rhodes  | 25 %                | 6/30/2019      | Complete      |

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



# Project Tracking Report

|                                                                                                                        |                                        |                       |                           |                       |         |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------|---------------------------|-----------------------|---------|
| <b>Project Priority</b>                                                                                                | High                                   | <b>Project Number</b> | FD-00849                  | <b>Project Status</b> | On Time |
| <b>Project Title</b>                                                                                                   | Fire Records Management System Upgrade |                       |                           | <b>Phase</b>          | 1 of 1  |
| <b>Project Start Date</b>                                                                                              | 7/1/2018                               |                       | <b>Project Due Date</b>   | 6/30/2019             |         |
| <b>Requested Start Date</b>                                                                                            |                                        |                       | <b>Requested Due Date</b> |                       |         |
| <b>Lead Department</b>                                                                                                 | Fire                                   |                       | <b>Project Leader</b>     | Joy Riesenberg        |         |
| <b>Project Budget</b>                                                                                                  | \$50,000                               |                       |                           |                       |         |
| <b>Funding Sources</b>                                                                                                 | IT & Fire Department budgets           |                       |                           |                       |         |
| <input type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b> |                                        |                       |                           |                       |         |

## 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

9/23/2019 - jriesenberg: Due to turnover in staffing in the Fire Prevention Division, the property inspection module is the only area that is not live. Fire Operations has been fully implemented. We have a training session scheduled in Mid-October for our Prevention Division and anticipate full implementation on January 1, 2020.

1/26/2019 - jriesenberg: Fire Operations staff went live with the ESO records management system on January 1 for patient care and National Fire Incident reporting. We are evaluating mobile device configurations to prepare for distribution to all Fire staff and plan to implement the Fire Prevention Inspection module in the last quarter of FY2018-19.

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     | Complete      |
| Train Employees             | Fire              | Joy Riesenberg  | 20 %                | 3/31/2019      | Complete      |
| Go Live                     | Fire              | Joy Riesenberg  | 20 %                | 6/30/2019      | Behind        |

**Project Progress: 80% 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

10/1/2019 - jriesenberg: The testing process has been completed and candidates are in the background process. We anticipate starting the academy by 11/1/2019.

1/26/2019 - jriesenberg: Fire and Human Resources staff plan to start the recruitment process with a posting soon. The interview and background process should be complete in the 3 months to hire 5-6 reserve firefighters. Training should be complete by July 1, 2019.

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     | Complete      |
| Testing Process/Recruitment  | Human Resources   | MJ Tueros       | 25 %                | 3/31/2019      | Complete      |
| Hire/Begin Academy           | Fire              | Zach Curren     | 25 %                | 6/30/2019      | Behind        |

**Project Progress: 75% of 100% Complete**





# Project Tracking Report

|                                                                                                                        |                                              |                       |                           |                       |                     |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------|---------------------------|-----------------------|---------------------|
| <b>Project Priority</b>                                                                                                | Medium                                       | <b>Project Number</b> | PRS-00834                 | <b>Project Status</b> | Behind              |
| <b>Project Title</b>                                                                                                   | Joint Use Agreements - NVUSD & NVC - Phase 2 |                       |                           |                       | <b>Phase</b> 2 of 2 |
| <b>Project Start Date</b>                                                                                              | 7/1/2018                                     |                       | <b>Project Due Date</b>   | 6/30/2019             |                     |
| <b>Requested Start Date</b>                                                                                            |                                              |                       | <b>Requested Due Date</b> |                       |                     |
| <b>Lead Department</b>                                                                                                 | PRSD, Recreation                             |                       | <b>Project Leader</b>     | Katrina Gregory       |                     |
| <b>Project Budget</b>                                                                                                  | \$325,000                                    |                       |                           |                       |                     |
| <b>Funding Sources</b>                                                                                                 | General Fund/Annual Operating                |                       |                           |                       |                     |
| <input type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b> |                                              |                       |                           |                       |                     |

## 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

10/8/2019 - kgregory: Staff and the new NVUSD administration have reached a mutual agreement for the shared use of NVUSD-owned recreational facilities through June 30, 2022. The proposed Joint Use Agreement has a three-year term; however, both parties desire to create a longer-term agreement that will extend past the June 30, 2022 Joint Use Agreement. Additionally, NVUSD has requested that the City consider playing a larger role as the recreation facility provider for the community during non-school hours. Staff plans to spend 2019-2021 exploring the financial and organizational impacts of potentially scheduling, managing and maintaining some or all of the grade school and middle school sites during non-school periods (e.g. after school hours, weekends and school breaks). The three-year term agreement will go for City Council and NVUSD Board review and approval in October.

2/4/2019 - kgregory: The new NVUSD administration requested additional time to assess their current systems and evaluate the best solutions for a collaborative partnership going forward. Staff will continue to meet with them in the spring to discuss the terms of the agreement. Staff is focused on the JUA with

NVUSD as a priority before starting discussions with Napa Valley College.

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**

| <b><u>Task</u></b>                       | <b><u>Department</u></b> | <b><u>Assigned</u></b> | <b><u>Contribution</u></b> | <b><u>DueDate</u></b> | <b><u>Status</u></b> |
|------------------------------------------|--------------------------|------------------------|----------------------------|-----------------------|----------------------|
| Finalize Facility Terms Gyms, Pools, etc | PRSD, Recreation         | Katrina Gregory        | 30 %                       | 3/1/2019              | On Time              |
| 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

|                                                                                                                        |                                           |                       |                           |                       |                     |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------|---------------------------|-----------------------|---------------------|
| <b>Project Priority</b>                                                                                                | Medium                                    | <b>Project Number</b> | PRS-00835                 | <b>Project Status</b> | On Time             |
| <b>Project Title</b>                                                                                                   | Oxbow Commons Park Enhancements - Phase 2 |                       |                           |                       | <b>Phase</b> 2 of 2 |
| <b>Project Start Date</b>                                                                                              | 7/1/2018                                  |                       | <b>Project Due Date</b>   | 6/30/2019             |                     |
| <b>Requested Start Date</b>                                                                                            |                                           |                       | <b>Requested Due Date</b> |                       |                     |
| <b>Lead Department</b>                                                                                                 | PRSD, Recreation                          |                       | <b>Project Leader</b>     | Katrina Gregory       |                     |
| <b>Project Budget</b>                                                                                                  | \$50,000                                  |                       |                           |                       |                     |
| <b>Funding Sources</b>                                                                                                 | One-time General Fund Increase            |                       |                           |                       |                     |
| <input type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b> |                                           |                       |                           |                       |                     |

## 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

10/8/2019 - akoenig: Staff is identifying cost-effective priorities to improve downtown event logistics and operations. Over the past year, the department assessed permeable pavement options to support vehicle circulation and preventive measures at Oxbow Commons. The bids for the project exceeded the current budget (estimates ranged from \$100-200K) and would need to be considered in future budget planning. Given this assessment, staff is evaluating other opportunities to create more desirable and useable space downtown.

1/30/2019 - akoenig: The Department identified a portable public address sound system as an ongoing necessity for City event and programs. Thus, in FY 2017, the Department purchased appropriate sound system equipment and has since utilized this equipment at various events including the China Point Ribbon Cutting, the annual Arbor Day Celebration, Bike Your Park Day, and at the Napa Lighted Arts Festival and at various Public Art Dedications. The portable public address sound system has proven to greatly enhance public events and elevate the park and recreation experience for the community. Additionally, 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, the Department requested funding toward wayfinding signs and site improvements at Oxbow Commons. Over the past year, the Department assessed permeable pavement options to support vehicle circulation and preventive measures at Oxbow Commons. The bids for the project exceeded the current budget (estimates ranged from \$100-200K) and would need to be considered in future budget planning. Finally, the Department contracted with a graphic designer on interpretive panels for Oxbow Commons and is collaborating with Economic Development on the City-wide wayfinding update to include this key public amenity.

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     | Complete      |
| Design signage                     | PRSD, Recreation  | Katrina Gregory | 10 %                | 4/1/2019       | On Time       |
| Get approval for site improvements | PRSD, Recreation  | Katrina Gregory | 15 %                | 5/1/2019       | On Hold       |
| Install signage                    | PRSD, Recreation  | Katrina Gregory | 10 %                | 6/1/2019       | On Time       |
| Complete site improvements         | PRSD, Recreation  | Katrina Gregory | 40 %                | 6/30/2019      | On Hold       |

**Project Progress: 25% of 100% Complete**





# Project Tracking Report

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

10/3/2019 - akoenig: Parks staff is focusing on the planning and construction of several capital improvement projects. The resurfacing of sports courts at 13 City parks continues with anticipated completion in Spring 2020. The park renovation project at Playground Fantastico is on track for completion in Fall 2019. The City recently partnered with the Kiwanis Club of Napa to complete installation of the playground equipment on the 2-5 side. Planning for the bid process to construct reservable shade shelters at Dry Creek and Fuller Park, as well as a permanent restroom at Alston Park is being managed in partnership with the Public Works Department. Further, planning and bidding for the replacement field lighting at Kiwanis Park is complete and construction is anticipated in Fall 2019. Finally, staff continues to monitor existing playgrounds for safety and replaces equipment deemed unusable with funding set aside for playground retrofits.

1/30/2019 - akoenig: Parks Staff continue to focus on several park improvement projects. The resurfacing of sports courts at 14 City Parks began in the Fall of 2018 with Abruzzini Park. The project was paused due to heavy rainfall but will resume in early Spring in anticipation of favorable weather. Resurfacing of pathways at Camille, O'Brien and Century Oaks were completed mid-2018 and planning for the next phase of resurfacing is underway at Kennedy Park. The playground equipment replacement project at Playground Fantastico is on track for completion in Spring / Summer 2019. The City led a community discussion to develop the new vision for the playground as well as coordinated policy-related matters regarding the continued use and access of the site with representatives from the Napa Valley Unified School District. Planning for the bid process to construct reservable shade shelters at Dry Creek and Fuller Park, as well as a permanent restroom at Alston Park is close to completion. Additionally, staff successfully completed the

## ATTACHMENT 1

application and got official approval from Napa County LAFCO to bring permanent sewer service to Alston Park by annexing the park to the Napa Sanitation District. Further, planning for replacement field lighting at Kiwanis Park is underway and Staff anticipates utilizing cooperative purchasing as the economical route to complete this project. Finally, Staff continues to monitor existing playgrounds for safety and replaces equipment deemed unusable with funding set aside for playground retrofits.

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      | On Time       |
| Project Bidding                         | PRSD, Parks       | Coates/Staff    | 25 %                | 6/30/2019      | On Time       |
| 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

|                             |                                    |                           |              |                       |         |
|-----------------------------|------------------------------------|---------------------------|--------------|-----------------------|---------|
| <b>Project Priority</b>     | High                               | <b>Project Number</b>     | PRS-00875    | <b>Project Status</b> | On Time |
| <b>Project Title</b>        | Park Development Impact Fee Review |                           |              | <b>Phase</b>          | 6 of 7  |
| <b>Project Start Date</b>   | 7/1/2018                           | <b>Project Due Date</b>   | 6/30/2019    |                       |         |
| <b>Requested Start Date</b> |                                    | <b>Requested Due Date</b> |              |                       |         |
| <b>Lead Department</b>      | PRSD, Parks                        | <b>Project Leader</b>     | Coates/Staff |                       |         |
| <b>Project Budget</b>       | \$34,000                           |                           |              |                       |         |
| <b>Funding Sources</b>      | One-time General Fund Increase     |                           |              |                       |         |

☐ City Manager's Report    ☒ 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

10/3/2019 - akoenig: Staff completed a presentation to City Council to gather policy direction for the Development Impact Fee Study. Staff is working in partnership with the consultant and other appropriate Departments to develop the draft study for City Council review.

1/30/2019 - akoenig: Staff is working in partnership with the Planning Department to manage next steps for the Development Impact Fee Study ("Study"). Currently, the Planning Department is leading the General Plan Update ("GP") which analyzes several elements related to City-wide growth and park

## ATTACHMENT 1

acreage. To ensure that the Study is consistent with the GP, Staff is utilizing data and findings from the Existing Conditions Report prepared for the General Plan Update to refine the draft Study and prepare a presentation to City Council to seek policy direction for the final report.

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> |
|------------------------------------|-------------------|-----------------|---------------------|----------------|---------------|
| Draft Fee Study                    | PRSD, Parks       | Coates/Staff    | 10 %                | 1/31/2019      | Complete      |
| Finalize Draft Fee Study           | PRSD, Parks       | Coates/Staff    | 20 %                | 3/31/2019      | On Time       |
| Conduct Community Outreach         | PRSD, Parks       | Coates/Staff    | 10 %                | 4/30/2019      | On Time       |
| Seek Policy Direction from Council | PRSD, Parks       | Coates/Staff    | 30 %                | 4/30/2019      | On Time       |
| Finalize Fee Study                 | PRSD, Parks       | Coates/Staff    | 10 %                | 6/30/2019      | On Time       |
| Seek adoption from Council         | PRSD, Parks       | Coates/Staff    | 20 %                | 6/30/2019      | On Time       |

**Project Progress: 10% of 100% Complete**





# Project Tracking Report

|                             |                                            |                           |                 |                       |          |
|-----------------------------|--------------------------------------------|---------------------------|-----------------|-----------------------|----------|
| <b>Project Priority</b>     | High                                       | <b>Project Number</b>     | PD-00876        | <b>Project Status</b> | Complete |
| <b>Project Title</b>        | Police Records Management System - Phase I |                           |                 | <b>Phase</b>          | 1 of 2   |
| <b>Project Start Date</b>   | 10/16/2018                                 | <b>Project Due Date</b>   | 6/30/2019       |                       |          |
| <b>Requested Start Date</b> |                                            | <b>Requested Due Date</b> |                 |                       |          |
| <b>Lead Department</b>      | Police                                     | <b>Project Leader</b>     | Susana Aguilera |                       |          |
| <b>Project Budget</b>       | \$1,008,000                                |                           |                 |                       |          |
| <b>Funding Sources</b>      | 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

10/15/2019 - saguilera: We selected DELTAWRX Consulting and contract was awarded. DELTAWRX reviewed background materials, conducted interviews, and observed operations. We discussed current environment assessment with consultant, reviewed and finalized functional requirements, and developed and released the RFP. We evaluated and scored proposals and have invited the top two vendors for in person demonstrations. We have also conducted agency reference checks.

10/14/2019 - dbrun: The first phase of this project has been completed.

2/4/2019 - saguilera: The core team is in the process of assessing the departments needs and evaluating the records management system (RMS) function specifications. The project team is in the process of reviewing three requests for proposal (RFP) for a consultant.

11/16/2018 - saguilera: The core team is in the process of assessing records management systems and preparing to identify 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     | Complete      |
| Identify RFP Requirements                | Police            | Susana Aguilera | 30 %                | 3/31/2019      | Complete      |
| Establish Review Committee               | Police            | Susana Aguilera | 10 %                | 5/31/2019      | Complete      |
| Release RFP                              | Police            | Susana Aguilera | 25 %                | 6/30/2019      | Complete      |

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



# Project Tracking Report

|                             |                                  |                           |              |                       |         |
|-----------------------------|----------------------------------|---------------------------|--------------|-----------------------|---------|
| <b>Project Priority</b>     | Medium                           | <b>Project Number</b>     | UTL-00867    | <b>Project Status</b> | Delayed |
| <b>Project Title</b>        | Wholesale (Trucked) Water Policy |                           |              | <b>Phase</b>          | 1 of 1  |
| <b>Project Start Date</b>   | 12/1/2018                        | <b>Project Due Date</b>   | 6/1/2019     |                       |         |
| <b>Requested Start Date</b> |                                  | <b>Requested Due Date</b> |              |                       |         |
| <b>Lead Department</b>      | Utilities                        | <b>Project Leader</b>     | Joy Eldredge |                       |         |
| <b>Project Budget</b>       | \$0                              |                           |              |                       |         |
| <b>Funding Sources</b>      | 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

9/27/2019 - Jeldredge: Staff has deferred this policy consideration until 2020. Over the winter months, staff will be gathering data on current use, meeting with the County to discuss options and administratively reducing the areas where trucked water from the City can be used.

1/25/2019 - Jeldredge: Presentation of a draft policy to Council was delayed due to other priorities for both staff and Council in December/January, however, project is on track for final approval as planned by June 2019. Draft policy is expected to be presented to Council in March/April 2019.

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     | Delayed       |
| 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

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

## 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

10/7/2019 - pbrun:

The grant agreement with the Bureau of Reclamation was delayed until August 2019. Now that it has been executed, the project is on track.

MOU's with all participating agencies to fund the non-grant portion of the project have been executed. A

consultant agreement with Brown and Caldwell has been executed to perform the work.

A kick-off meeting was conducted with all agencies in September 2019. Each agency is in the process of submitting water supply and demand information to the consultant.

The Project is scheduled to be complete in August 2021.

1/23/2019 - pbrun:

City Council approved Napa as the lead agency for grant funds and approved an Agreement for Services with Brown and Caldwell on 11/13/2018.

Draft MOU's have been sent to participating agencies related to cost sharing for the project.

Bureau of Reclamation initiated the grant agreement process on 1/07/2019 by transmitting various Federal forms to Napa for execution. The Bureau has a backlog of grant agreements to process, therefore, our agreement is likely delayed until the end of February.

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.

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     | Delayed       |
| Water Supplies and Demands | Utilities         | Phil Brun       | 60 %                | 6/28/2019      | Delayed       |

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





# Project Tracking Report

|                             |                                                    |                           |              |                       |         |
|-----------------------------|----------------------------------------------------|---------------------------|--------------|-----------------------|---------|
| <b>Project Priority</b>     | High                                               | <b>Project Number</b>     | UTL-00862    | <b>Project Status</b> | On Time |
| <b>Project Title</b>        | Master Plan for Reservoir and Watershed Operations |                           |              | <b>Phase</b>          | 4 of 5  |
| <b>Project Start Date</b>   | 7/1/2018                                           | <b>Project Due Date</b>   | 6/30/2019    |                       |         |
| <b>Requested Start Date</b> |                                                    | <b>Requested Due Date</b> |              |                       |         |
| <b>Lead Department</b>      | Utilities                                          | <b>Project Leader</b>     | Joy Eldredge |                       |         |
| <b>Project Budget</b>       | \$525,000                                          |                           |              |                       |         |
| <b>Funding Sources</b>      | 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:

- 1) 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)
- 2) Water quality monitoring of County-approved projects (Phase II)
- 3) 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

9/27/2019 - Jeldredge: Ph I: City and County staff have developed a MOU to implement the Sampling and Analysis Plan pending City Council & BOS approval on October 15, 2019. Sampling and analyses will start with the winter storms 2019/20.

Ph II: City staff have not received any proposed development projects since Jan 2019.

Ph III: Staff has inserted budget estimates in the 5-year Capital Improvement Program. The cost of the Project will exceed the annual CIP funded by rates established through FY22. In FY22 staff plans to develop a Financing Plan to accompany the CIP Master Plan. The plans will include the Spillway Alternatives.

1/25/2019 - Jeldredge: Ph I: The Monitoring & Analysis Plan is under final review and will be presented via a joint presentation by City and County staff to Board of Supervisors (tentatively scheduled for Feb 26) and City Council (tentatively scheduled for March 5th).

Ph II: City staff is preparing comments on the recently released Draft EIR of the Le Colline Vineyard Conversion Project to request sampling and analyses of runoff. Comments are due Feb 19th.

Ph III: Staff is compiling final comments on the Spillway Capacity Alternatives Analysis and has inserted budget estimates in the 5-year Capital Improvement Program. The cost of the Project will exceed the annual CIP funded by rates established through FY22.

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.



## ATTACHMENT 1

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      | On Time       |
| 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

|                             |                 |                           |              |                       |             |
|-----------------------------|-----------------|---------------------------|--------------|-----------------------|-------------|
| <b>Project Priority</b>     | High            | <b>Project Number</b>     | CM-00831     | <b>Project Status</b> | CF/Complete |
| <b>Project Title</b>        | Website Upgrade |                           |              | <b>Phase</b>          | 1 of 1      |
| <b>Project Start Date</b>   | 7/1/2017        | <b>Project Due Date</b>   | 6/30/2018    |                       |             |
| <b>Requested Start Date</b> |                 | <b>Requested Due Date</b> | 10/30/2018   |                       |             |
| <b>Lead Department</b>      | City Manager    | <b>Project Leader</b>     | Jaina French |                       |             |
| <b>Project Budget</b>       | \$0             |                           |              |                       |             |
| <b>Funding Sources</b>      |                 |                           |              |                       |             |

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

## Project Description

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

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

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

### Phase 1: External Website

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

### Phase II: Employee Intranet

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

## Status Update

5/3/2019 - dbrun:

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

Last updated 5/3/2019

## ATTACHMENT 1

has been pulled together to begin work on the planning for content migration on iCON (intranet). Much of the work will involve cleaning up and deleting old and outdated information on the intranet prior to migration.

1/23/2018 - jfrench: Training for Website Stakeholder Groups was held the last week of November 2017. These stakeholders are responsible for managing the content of their respective department or division pages, as well as program and project content related to their departments. The new website went live on 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      | Complete      |
| Intranet "go live"                 | City Manager      | Jaina French    | 5 %                 | 6/30/2018      | Complete      |

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



# Project Tracking Report

|                             |                                          |                           |              |                       |             |
|-----------------------------|------------------------------------------|---------------------------|--------------|-----------------------|-------------|
| <b>Project Priority</b>     | High                                     | <b>Project Number</b>     | PD-00826     | <b>Project Status</b> | CF/Complete |
| <b>Project Title</b>        | Body Worn Camera Program Implementation  |                           |              | <b>Phase</b>          | 2 of 2      |
| <b>Project Start Date</b>   | 7/1/2017                                 | <b>Project Due Date</b>   | 4/30/2018    |                       |             |
| <b>Requested Start Date</b> |                                          | <b>Requested Due Date</b> | 12/31/2018   |                       |             |
| <b>Lead Department</b>      | Police                                   | <b>Project Leader</b>     | Steve Potter |                       |             |
| <b>Project Budget</b>       | \$0                                      |                           |              |                       |             |
| <b>Funding Sources</b>      | 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

1/26/2019 - jriesenberg: NCEA did not have comments to the Policy. Cameras have been issued to all departmental employees and are in use.

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

Last updated 10/4/2019



regarding future policy meet and confer.

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

### **Project Milestones**

| <b><u>Task</u></b>                  | <b><u>Department</u></b>  | <b><u>Assigned</u></b> | <b><u>Contribution</u></b> | <b><u>DueDate</u></b> | <b><u>Status</u></b> |
|-------------------------------------|---------------------------|------------------------|----------------------------|-----------------------|----------------------|
| 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             | Complete             |
| 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: 100% of 100% Complete**



# Project Tracking Report

|                             |                          |                       |                           |                       |         |
|-----------------------------|--------------------------|-----------------------|---------------------------|-----------------------|---------|
| <b>Project Priority</b>     | High                     | <b>Project Number</b> | PD-00827                  | <b>Project Status</b> | Delayed |
| <b>Project Title</b>        | Text to 911              |                       |                           | <b>Phase</b>          | 1 of 1  |
| <b>Project Start Date</b>   | 7/1/2016                 |                       | <b>Project Due Date</b>   | 3/31/2018             |         |
| <b>Requested Start Date</b> |                          |                       | <b>Requested Due Date</b> | 12/30/2018            |         |
| <b>Lead Department</b>      | Police                   |                       | <b>Project Leader</b>     | Gus Ulloth            |         |
| <b>Project Budget</b>       | \$35,000                 |                       |                           |                       |         |
| <b>Funding Sources</b>      | JAG Grant & General Fund |                       |                           |                       |         |

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

## Project Description

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

## Status Update

10/15/2019 - jriesenberg: Due to staffing shortages the text to 911 policy has been delayed. We are undergoing the 911 phone system replacement and this project has been rescheduled for completion on 12/31/2019.

1/29/2019 - jriesenberg: Testing has been completed with Verizon and Sprint. We expect testing with AT&T to be complete within the next two weeks. Dispatch policy regarding text to 911 calls is being drafted and reviewed. Training plan is expected to be completed within 2-3 weeks. Soft launch (system is turned on but no public outreach) is expected on or before March 1.

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.

Last updated 10/15/2019

## ATTACHMENT 1

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 %                | 12/15/2018     | Complete      |
| Train Dispatchers                        | Police            | Gus Ulloth      | 30 %                | 1/31/2019      | CF/Behind     |
| Implement System & Outreach to Community | Police            | Gus Ulloth      | 50 %                | 3/31/2019      | CF/Behind     |

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



# Project Tracking Report

|                             |                                   |                           |                |                       |             |
|-----------------------------|-----------------------------------|---------------------------|----------------|-----------------------|-------------|
| <b>Project Priority</b>     | High                              | <b>Project Number</b>     | PW-00816       | <b>Project Status</b> | CF/Complete |
| <b>Project Title</b>        | Measure T Implementation - Year 1 |                           |                | <b>Phase</b>          | 1 of 1      |
| <b>Project Start Date</b>   | 12/5/2017                         | <b>Project Due Date</b>   | 6/30/2018      |                       |             |
| <b>Requested Start Date</b> |                                   | <b>Requested Due Date</b> | 10/31/2018     |                       |             |
| <b>Lead Department</b>      | PW, Engineering                   | <b>Project Leader</b>     | JFeron/Ramirez |                       |             |
| <b>Project Budget</b>       | \$8,000,000                       |                           |                |                       |             |
| <b>Funding Sources</b>      | 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

5/3/2019 - dbrun:

2/1/2019 - jferons: The Measure T Year 1 projects of Trower and Westwood are nearing completion with all of the asphalt paving work done. There are some minor concrete (curb, gutter and sidewalk) and traffic control (signs and striping) remaining. The Measure T team will be refining the scopes of work and budgets for upcoming Measure T projects with Trancas Ave (Jefferson to SR29) as a focus project along with continued efforts in Westwood. The 5-year Work Plan will also be updated to reflect the current projects and budgets.

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



## ATTACHMENT 1

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 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 Year End Capital Improvement Projects

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|------------------------------------------------------------------------|----|
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## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

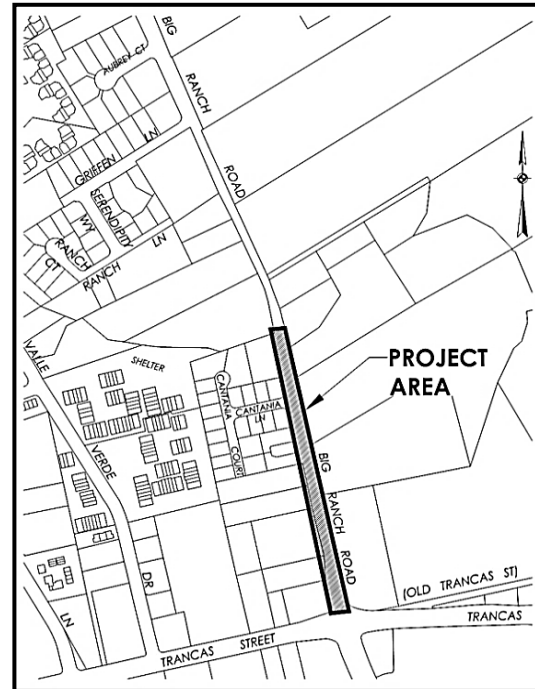
### BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02

#### PROJECT DESCRIPTION:

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

#### PROJECT MANAGEMENT:

Rosa Corona, Assistant Engineer  
Public Works Department - Engineering Division



#### PROJECT STATUS:

- Property negotiations are in process. A portion of the necessary right-of-way has been acquired from one of the property owners, while the remaining three 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/AT&T.
- 100% Plans, Specifications and Estimate are being prepared, and the project will be ready for public bid after the necessary 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: \$370,000



## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## CITY ADMINISTRATON AND PUBLIC SAFETY BUILDING

## PROJECT NO. FC15PW02

**PROJECT DESCRIPTION:**

The project consists of re/development and/or construction of Public Safety and City Administration building(s) in an effort to address current and future facility needs.

**PROJECT MANAGEMENT:**

Nancy Weiss, Executive Project Manager

City Manager's Office

Vin Smith, Community Development Director

**PROJECT STATUS:**

On July 23, 2019 staff presented a comprehensive report providing a summary of: site options analysis, public and staff engagement, and updated building program. City Council directed staff to provide further analysis regarding Site Areas "A" and "C" site conditions. The additional analysis for Site Area "A" and "C" was presented to City Council at their September 19, 2019 meeting. Council directed staff to prepare Project Alternatives for Site Area "A." Project Alternatives will be presented for City Council discussion at their November 19, 2019 meeting. Outreach will be conducted through January 2020 regarding the project alternatives, and the project alternative selection by Council is anticipated at the January 21 Council meeting.

**Previous Project Updates:**

- On December 11, 2018, following a comprehensive financial update, the City Council directed staff to evaluate alternative project options under the scenario of a revised Exclusive Negotiating Agreement (ENA). Additionally, staff was asked to provide a status update to City Council on February 19, 2019. Work on the project agreements and design are currently paused until the completion of the Alternatives Analysis and further City Council direction.
- September 5, 2017, Council approved the ENA with Plenary Properties Napa (PPN).
- Since the ENA approval, the following work was conducted:
  - 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 project application was submitted April 2018.
  - EIR work is in progress for the site.
  - Swing Space - PPN proposed Swing Space Strategy for the City staff during construction; this is under review.

**PROJECT SCHEDULE:**

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

Estimated Completion Date \_\_\_\_\_

- indicates current quarter



estimated schedule



revised schedule

**BUDGET STATUS:**

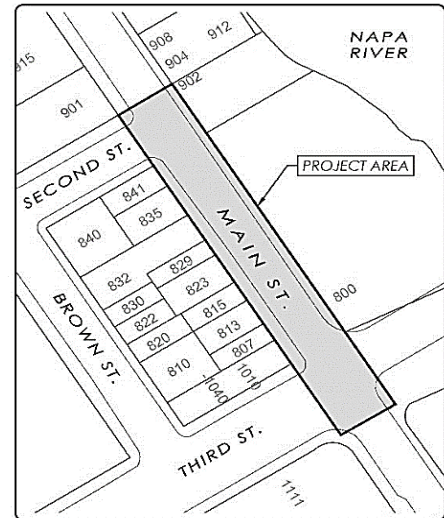
CURRENT PROJECT BUDGET: \$10,391,924 current project budget includes ENA negotiation, project agreements, project management, and design.

BUDGET EXPENDED TO DATE: Since the project began in FY 2014-15, approximately \$4.6M was spent on preliminary project development, Request for Qualifications preparation and review, Request for Proposal preparation and review, the design consultant selection process, project program development, 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 project alternatives process, remaining design process, agreement drafting, legal fees, and financial analysis.

## 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 current high priority project is the Main Street Streetscape Improvement Project which includes reconstruction of wider sidewalks creating opportunities for outdoor dining, a raised intersection, pedestrian scramble, and center turn lane/loading zone. This Quarterly Report focuses on the Main Street Streetscape Project status and budget only.

**PROJECT MANAGEMENT:**

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

**PROJECT STATUS:**

- This Project was completed in May 2019 within schedule and budget.

**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       | Completed | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Award        | 13-Nov-18 | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construction | Completed | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date N/A

- indicates current quarter

estimated schedule

revised schedule

**BUDGET STATUS:**

PROJECT BUDGET: FY19 for Main Street Streetscape \$1,718,368

BUDGET EXPENDED TO DATE: \$1,620,943

## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

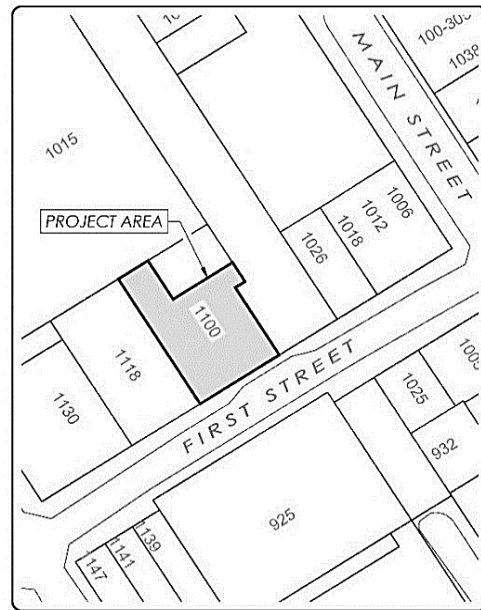
### DWIGHT MURRAY PLAZA PROJECT NO. PK15RA01

#### PROJECT DESCRIPTION:

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

#### PROJECT MANAGEMENT:

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



#### PROJECT STATUS:

- The project was advertised via the design-build proposal method, however, that process yielded one proposal from a design-build team with a value that far exceeded the project budget because the conceptual design did not consider: existing underground conditions, fountain regulations, stormwater regulations, existing utility constraints and daily operation of plaza. Subsequently, the City and design-build team failed to negotiate a contract because of the risk associated with the level of detail and the proposing team felt there was too much risk in delivering a guaranteed priced project.
- To resolve this, the current effort on the project includes value engineering to further the design and determine various details to get the desired results within the funding constraints of the budget. Prior to reinitiating the design, staff is engaging the adjacent property owners to discuss their potential development opportunities for the surrounding area. While City staff finalizes these discussions and design/construction plan for the Dwight Murray Plaza renovation, the Parks & Recreation Department is considering the costs and benefits of short-term, temporary improvements in the interim intended to improve the aesthetic of the Plaza and vibrancy of Downtown. Parks Staff is developing recommendations that range from refreshed paint, programming and public art.

#### 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       | TBD    | 10%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construction | TBD    | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date Mid 2020

- indicates current quarter

■ estimated schedule    ▨ revised schedule

#### BUDGET STATUS:

PROJECT BUDGET: \$2,119,200 (\$322,000 of it Public Art Funds)

BUDGET EXPENDED TO DATE: Approximately \$125,567 has been spent to date on professional project management and consulting services for development of the RFQ.

## 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:

• On July 23, 2019, the City Council directed staff to work with the Napa Valley Transportation Authority (NVTa) to explore an approach that would allow these improvements to be incorporated into the scope of work for the NVTa Imola Corridor Complete Streets Improvement Plan. The NVTa plan development is anticipated to occur from Spring 2019 to Spring 2020.

#### 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        | May-19  | Terminated |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construction | Jul-19  | Terminated |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date TBD

• indicates current quarter

■ estimated schedule

▨ revised schedule

#### BUDGET STATUS:

PROJECT BUDGET: \$800,000

BUDGET EXPENDED TO DATE: \$102,976



## 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 minor exterior building work including painting and new entryway signage but mostly is 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:

- This project was completed in June 2019.

#### 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 | Jun-19 | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date N/A

• indicates current quarter

■ estimated schedule

▨ revised schedule

#### BUDGET STATUS:

PROJECT BUDGET: \$2,448,750

BUDGET EXPENDED TO DATE: Approximately \$2,353,152

## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

### SIERRA AVENUE EXTENSION TO VILLA LANE PROJECT NO. ST14PW07

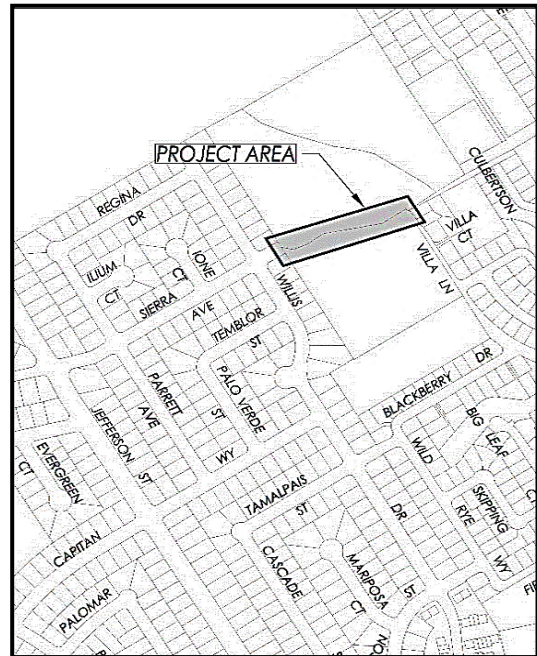
#### PROJECT DESCRIPTION:

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:

John Ferons, Senior Civil 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.
- CEQA Initial Study/Mitigated Negative Declaration is complete.
- Necessary right of way acquisition from NVUSD for the half-street width is underway.

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

Estimated Completion Date Spring 2020

- indicates current quarter

 estimated schedule       revised schedule

#### BUDGET STATUS:

PROJECT BUDGET: \$750,000

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

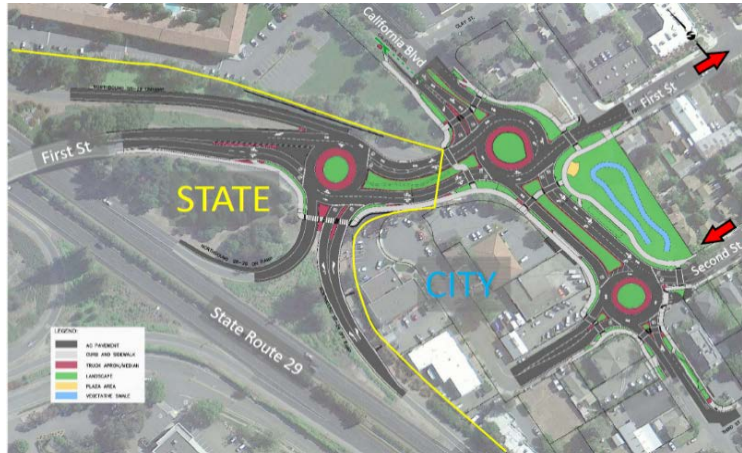
BUDGET EXPENDED TO DATE: Approximately \$100,000 has been spent to date on environmental consultant and in-house engineering design costs.

## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

### 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:

- Construction of the project is underway with anticipated completion June 2020.

#### 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       | Completed | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Award        | Completed | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construction | Underway  | 25%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date June 2020

- indicates current quarter

■ estimated schedule

▤ revised schedule

#### BUDGET STATUS:

PROJECT BUDGET: City's Portion, Approximately \$10,410,000

BUDGET EXPENDED TO DATE: Approximately \$6,227,882

## 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 is continuing the design of the gap closure project utilizing the preliminary concept.
- Construction documents are anticipated to be completed by December 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 the Soscol Bridge over the Napa River 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 |    |    |    |
|              |         |            | Q1                 | Q2 | Q3 | Q4 | Q1         | Q2 | Q3 | Q4 | Q1         | Q2 | Q3 | Q4 | Q1         | Q2 | Q3 | Q4 |
| Design       | On Time | 35%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| 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: \$38,000



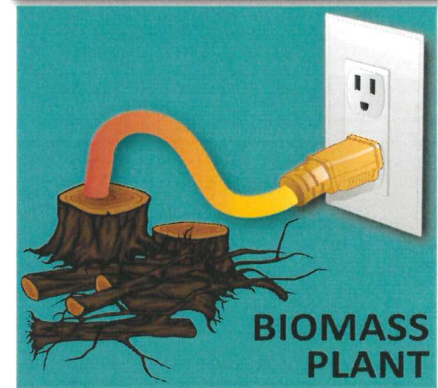
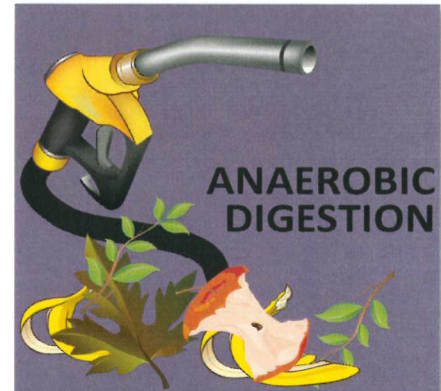
## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

### 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. Napa Recycling & Waste Services (NRWS) and Napa County Recycling & Waste Services (NCRWS) refuse and recycling fleets are being converted to 100% clean-air compressed natural gas by the end of 2020. The MDF AD system 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. The uncertainty of energy credits beyond the year 2030 (for California) is a critical consideration and may determination the viability of the AD to biofuel system.
- City finalizing land acquisition of 3 acres to south of current MDF for a 2-3 MW BioEnergy facilities.
- NRWS secured necessary general contractor license; best available financing still being reviewed (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     | 50%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Design & Permitting      | Future Work | 25%        |                    |    |    | •  |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Equipment & Construction | Future Work | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date June 2022

- indicates current quarter



estimated schedule



revised schedule

##### BUDGET STATUS:

PROJECT BUDGET (Future Design & Construction): Estimated at \$19-20M for AD; \$14-16M for Bio-Energy  
BUDGET EXPENDED TO DATE: \$0 as direct City CIP; design/permit costs for NRWS subcontractors

## 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, fans and air ducts have been installed, electrical panels are nearing completion, irrigation pump station is nearing completion. Permit from Bay Area Air Quality Management District is pending and has delayed some portions of the work.

Stormwater Improvements - The Regional Water Quality Control Board has required additional work related to adding a second pond and modifying drainage systems to comply with the Compost and Industrial stormwater permits. Additional budget will be necessary and Council consideration is expected on October 15, 2019. Pond construction is in progress. Treatment system will be installed by mid-November 2019.

Construction Time - Due to delays for both stormwater and air permits, additional time for construction has been added to the contract.

##### 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 | 80%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date May 2020

• indicates current quarter

■ estimated schedule

▨ revised schedule

##### BUDGET STATUS:

PROJECT BUDGET as of 9/30/2019: \$10,400,000

BUDGET EXPENDED as of 9/30/2019 : \$8,100,899



## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

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

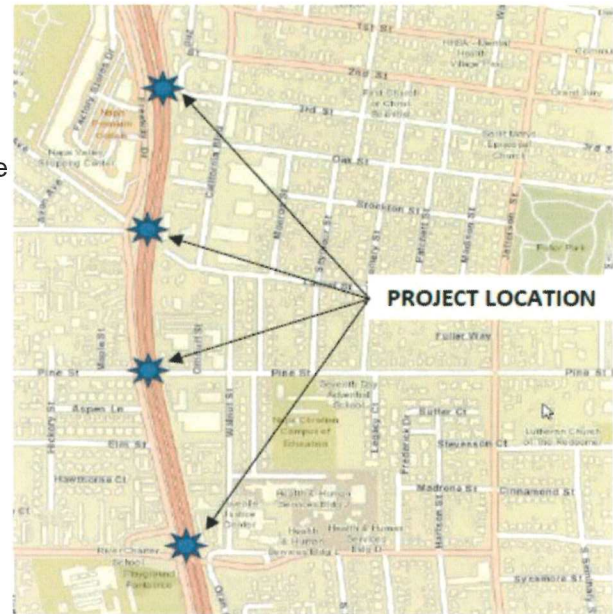
#### PROJECT DESCRIPTION:

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:



- City Council awarded the contract to Garney Pacific, Inc. to complete three (3) freeway crossings;
- Freeway crossings at Old Sonoma Road and Pine Street are completed;
- Freeway crossing at Laurel Street/Kilburn Avenue in progress with project closeout thereafter;
- FEMA/OES has requested that the City delay construction at the Third Street freeway crossing pending completion of FEMA's environmental review.

#### 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 | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Contractor Select & Award   | Revised | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construct F/W Crossings (3) | On Time | 90%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| 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; a purchase order in the amount of \$2,657,500 has been issued to Garney Pacific, Inc.

## 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:**

- City has awarded a design-build contract to Myers & Sons as the design-builder;
- City staff has hosted the kick-off meeting and basis-of-design workshop to facilitate completion of design by Spring 2020;
- City staff has worked with the Myers & Sons design team to compress the original design schedule from three quarters to two quarters to enable construction completion and pump station start-up by January 2021.

**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 | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Design-Build Team Selection | Revised | 100%       |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Design                      | Revised | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construction                | Revised | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Startup                     | Revised | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Project Closeout            | Revised | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date January 2021 (Revised from June 2020)

• indicates current quarter

■ estimated schedule

▨ revised schedule

**BUDGET STATUS:**

PROJECT BUDGET: \$3,200,000 (revised from \$2,000,000 based on proposals received)

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



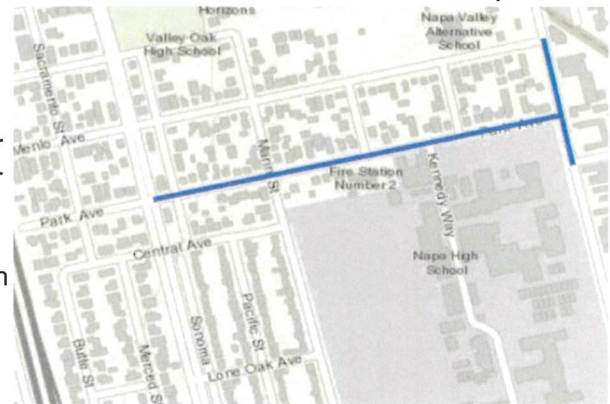


## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

### 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 near completion, which is being carried out in conjunction with other City CIP and street maintenance projects (Jefferson Street Undergrounding and 10-mile paving in Butte area);
- Project schedule was revised to better align construction activities with the School District's academic calendar (i.e. minimize impacts) and 10-mile paving (i.e. finish paving Park Avenue during summer months).

#### 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                    | Revised | 90%        |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Contractor Select & Award | Revised | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Construction              | Pending | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |
| Project Closeout          | Pending | -          |                    |    |    |    |            |    |    |    |            |    |    |    |            |    |    |    |

Estimated Completion Date June 2020 (revised from December 2019)

• indicates current quarter



estimated schedule



revised schedule

#### BUDGET STATUS:

PROJECT BUDGET: \$1,250,000 (revised from \$800,000 based on more refined design information)

BUDGET EXPENDED TO DATE: To date, expenditures have been limited to staff time and professional design services. Professional design services have been contained to plan preparation for the Jefferson Street portion of the project.



## Report on Service Center (CRM) activity Q4 FY 2018-19

The City of Napa Citizen Relationship Management (CRM) system is a web-based software system that allows citizens to submit service requests directly to department supervisors. Citizens can report issues related to road surfaces, streetlights, park issues, litter and debris and much more. This system allows for quantifying services most frequently requested and informs citizens of expected time needed for City response.

Service requests can be fully completed online by the citizen through the Service Center portal accessed from [www.cityofnapa.org](http://www.cityofnapa.org). Internally, staff can generate service requests on behalf of the citizen as information is delivered in telephone calls, email, or in-person contact.

A total of **411 external service requests** were processed and closed by Public Works, Utilities, and Parks & Recreation via the CRM system in the fourth quarter of FY 2018-19. The majority of requests generally appear to be concentrated in the areas of tree issues, potholes, and sign complaints. Conversely, there were no requests in the areas of clogged storm drain, construction site issues, or water issues.

The accompanying table shows the total number of service requests opened and closed during the period April 1— June 30, 2019.

**External Service Requests closed by  
Public Works and Parks & Recreation Services  
April 1 – June 30, 2019**

| <b>Service Request Type</b>   | <b>Number this quarter</b> |
|-------------------------------|----------------------------|
| Broken Sprinkler              | 3                          |
| Clogged Storm Drain           | 0                          |
| Damaged Street Light Pole     | 1                          |
| Dead Animal                   | 16                         |
| Dead Tree                     | 19                         |
| Debris/Litter                 | 20                         |
| Deteriorated/Damaged Concrete | 1                          |
| Dirt/Material from Site       | 0                          |
| Faulty Traffic Component      | 9                          |
| Graffiti                      | 12                         |
| Leak                          | 1                          |
| Light Out                     | 10                         |
| Misc Construction Problem     | 0                          |
| Misc. Drainage Problem        | 3                          |
| Misc. Electrical Problem      | 26                         |
| Misc. Park Problem            | 19                         |
| Misc. Street/Sidewalk Problem | 17                         |
| Misc. Tree Problem            | 47                         |
| New Street Light Request      | 1                          |
| Noise                         | 0                          |
| Park Debris/Litter            | 4                          |
| Park Graffiti                 | 1                          |
| Pest Infestation              | 3                          |
| Pothole                       | 42                         |
| Road Complaint                | 6                          |
| Sidewalk Lift                 | 0                          |
| Sign Complaint                | 58                         |
| Sinkhole                      | 4                          |
| Tree Limb Down                | 4                          |
| Tree Limb Down                | 18                         |
| Tree Pruning                  | 47                         |
| Tree Staking                  | 0                          |
| Vandalism                     | 1                          |
| Water Complaint: Color        | 0                          |
| Water Complaint: Low Pressure | 0                          |
| Water Complaint: Other        | 0                          |
| Water Complaint: Taste/Odor   | 0                          |
| Weeds                         | 13                         |