



City of Napa Public Safety & City Hall Facilities Project Summary Report

July 23, 2019



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Napa Public Safety & City Hall Facilities Project:
Updated Program & Potential Sites Analysis – Summary Report

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Section One

Executive Summary

Section 1: Executive Summary

Napa Public Safety & City Hall Facilities Project

Public Safety & City Hall Facilities Project and Alternatives Analysis Phase: Program & Site Analysis

In November 2016 the City of Napa issued a Request for Proposals (“RFP”) for a new public safety and city hall facility. From this RFP, a proposal from a private development partner, Plenary Partners Napa (“PPN”) was selected of Napa City Council (“City Council”) on May 30, 2017. The project as proposed included a new larger city facility that included administration and public safety functions on the block northwest of First Street and Seminary Street (currently the site of the Community Services Building). Fire Station No. 1 was proposed to be relocated north of this facility on Clay Street and Seminary Street (currently the site of the City of Napa Housing Authority). The Clay Street Parking Garage was to be expanded over the adjacent surface parking lot on Clay Street to accommodate additional parking needs. A new city hall facility, public safety building, fire station, and associated parking, formed the basis of the “Project”.

In September 2017, the City Council approved an Exclusive Negotiating Agreement (“ENA”) with PPN to proceed with the design, entitlements, and other predevelopment activities to advance the Project, at that time referred to as the “Civic Center Project.” The ENA contemplated that the design of the Project would begin with the design criteria and space needs defined in the “Program” (RFP Appendix A.1 – Public Facilities Program), and the Project design would be refined through the preparation of a “Basis of Design,” a “Schematic Design,” and a “Detailed Design” which would provide the basis for a fixed price proposal and Project Agreements to define the terms for financing and construction of the Project.

In December 2018 the City Council requested that staff analyze additional options for the Public Safety and City Hall Facilities Project (formerly the Civic Center Project). In early 2019 the City Manager established a Public Safety and City Hall Facilities Project Delivery Team (PDT), which included key members of staff and executive staff and project consultants and launched the Alternatives Analysis Phase. The Alternatives Analysis Phase, as adopted by City Council on March 5, 2019, is broken down into four stages as diagrammed below:

Alternatives Analysis Process

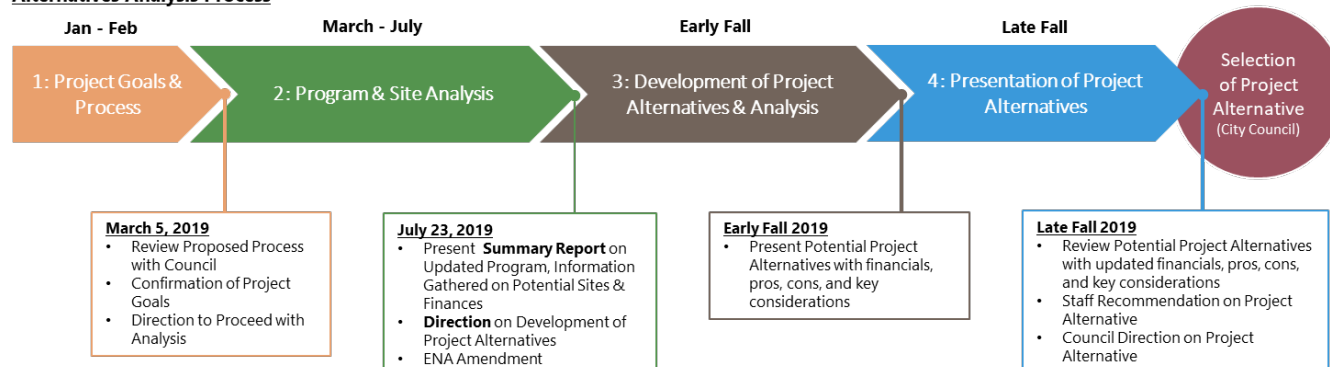


Figure 1: Alternatives Analysis Phase Process, including presentations to City Council and actions.

The *first stage* of the Alternatives Analysis Phase represents the work of City Staff and its advisory team that was done in order to:

1. Confirm the Project Goals with the City Council;
2. Establish a clear process to gather additional input on the Project's program and functionality;
3. Identify alternative Project locations; and
4. Update the City's financial projections as related to the Project.

The *second stage* of this study, which is the focus of this report, includes updating the Building Program for City Administration and Public Safety ("Program") and analyzing various potential development sites. This analysis is structured to more deeply engage employees and other project stakeholders about the Project and identify and assess opportunities to improve and update the Project's Building Program, prior to the development of Project Alternatives. Additionally, the Project Delivery Team investigated a broad range of potential alternative site locations for the Project, which will be provided to the City Council for further direction. Finally, this stage includes a high-level analysis of the City's ability to finance the Project and financial considerations that will need to be made in the future.

The *third stage* is focused on the development and analysis of Project Alternatives and will utilize the Updated Program created in the second stage as the basis for creating and analyzing conceptual Project Development Alternatives. These Project Alternatives will test the fit and functionality of various options for development on the Council selected site(s), and will include conceptual costs, development time-line, and other considerations. Each Project Alternative, as represented in the below development spectrum, will then be evaluated for its strengths and weaknesses. In addition to Project Alternatives that contemplate "new build" scenarios, the Project Delivery Team will analyze alternatives that consider the partial or complete renovation and expansion of current facilities, and a "status quo" alternative that evaluates the financial and functional impacts of simply continuing current facilities expenditures and essential capital renewal investments into the future. This stage will conclude with a presentation of the Project Alternatives analysis to City Council in early Fall 2019.

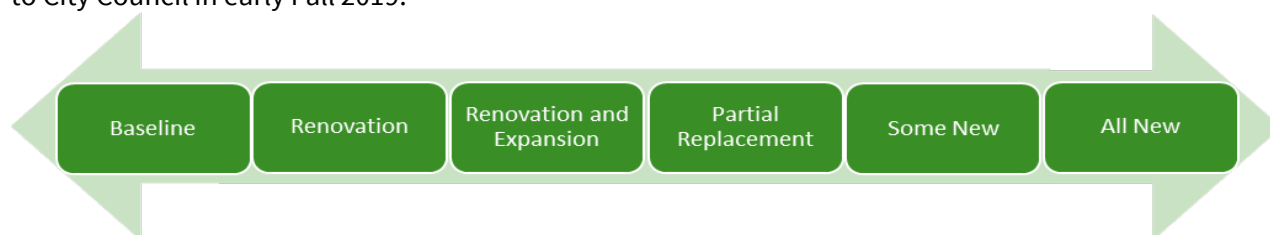


Figure 2: Development Spectrum as currently applicable to the Project in the Alternatives Analysis Phase.

The *fourth stage*, Presentation of Project Alternatives, is a community engagement period where the City will present the Project Alternatives and receive input from community members and other project stakeholders. This input will be incorporated into an updated analysis and presentation to City Council in late Fall 2019. At that point, the City Council will have the opportunity to publicly consider the project direction that is in the best interest of the City of Napa.

PROJECT GOALS

On March 5, 2019, City Council confirmed the project goals outlined in the RFP, with some additional modification. Cumulatively, these include:

- Provide modern and efficient Public Safety facilities;
- Co-locate City functions for operational, energy and cost efficiencies;
- Provide spaces designed for collaboration and engagement with the public;
- Provide customer-oriented service counters and space;
- Provide a modern City Council Chamber and new public meeting and reception space;
- Achieve workflow efficiencies and allow flexible design layouts;
- Fully integrate technology in work areas;
- Avoid expensive maintenance and renewal work required to maintain current facilities;
- Promote stakeholder involvement and communication (employees and the community) throughout project planning process;
- Develop a project that is within the City's financial capacity to support.

Additional project criteria identified and/or confirmed by City Council on March 5, 2019 includes:

- 1) The Project Boundary for the city hall and public safety functions will remain the same as in the 2017 RFP for a Developer,
- 2) The Project should collocate public safety functions and city administrative functions either in a single building, or in separate buildings "no farther apart than they are today". (For the purposes of this analysis, the idea of collocated functions has been described as a "Consolidated Campus Area".
- 3) Confirmation that Fire Station No. 1 should remain in the Fire Station No. 1 Service Area.

SUMMARY OF FINDINGS

Between March and July 2019, the Project Delivery Team met once a week to progress the Program & Site Analysis, which this report summarizes. To update the Program, eleven (11) separate groups of City employees met on a regular basis to develop key areas of the project program. Over thirty workshops and site tours were conducted to inform this analysis. For the Site Analysis, a sub-group of staff and real estate professionals from JLL collected data on 26 sites, analyzing them based on the criteria provided by Council, and identified Consolidated Campus Areas that grouped certain sites into useable alternative locations for consideration by Council. JLL also met with the City's Finance Department to review the financial framework for the Project. The findings of each of these tasks (Program, Sites, and Finances) is summarized below:

Program

The recommended Updated Program describes the project design criteria and space needs. It will be used in the upcoming Project Alternatives Analysis phase to test how the city's needs can be met in one or more new buildings on one block or additional nearby blocks. It also will be used, as appropriate, to test renovating existing buildings. The recommended Updated Program includes the following:

Administration

- More public services at the main entry including self-serve kiosks, greeter/revenue counter, and conference rooms.
- Consolidated staff support spaces including a central breakroom and gym, floor resources, and a mix of floor and department storage. Floor resources include touch down/informal meeting area, copy/print room, kitchenette, and restrooms.

Police

- More growth space in each suite

Fire Station 1

- Additional space for additional engine and longer truck to replace ladder truck.

Entire Project

- More conference rooms.
- The recommended Updated Program assumes that the city will invest in archiving and technology now so departments can move into new building(s) with 30% less file/drawing storage than they currently have, and over time convert additional storage space to workstation space accommodate staff growth.
- The recommended Updated Program assumes that the city will consistently replace old computers and telephone handsets with laptops

Potential Site Alternatives

The City identified twenty-six (26) properties to analyze as potential site locations for the Project. These sites vary in size, ownership and attributes; however, few of these sites are large enough to accommodate the whole of the Updated Program. Therefore, where possible viable sites were grouped together into "Consolidated Campus Areas" due to their proximity to other viable sites. To derive the Consolidated Campus Areas, each of the 26 sites were evaluated according to three key criteria:

- 1) Sites must be located within the geographic boundary specified in the 2017 Project RFP, and reconfirmed by City Council on March 5th, 2019;
- 2) The site must fit within a "Consolidated Campus Area" (i.e., the site is large enough to accommodate the Updated Program, or is located proximate to other sites that as a combined area can physically accommodate a consolidated campus);

- 3) The site is in the Fire Station No. 1 Service Area (not required for the entire Project, but required for collocating with Fire Station No. 1)

In addition to these core criteria, additional evaluation considerations included location in a flood zone, site access and swing space requirements.

Potential Sites - Key Criteria Matrix

No	Site Common Name	Within Geographic 'Boundary'	Fire Station No.1 Service Area	'Consolidated Campus' Area	Consolidated Campus Area Name
1	Current Site of City Hall, FS No.1, and Public Safety	√	√	√	A
2	Current Site of CSB	√	√	√	A, B
3	Current Site of City Housing Authority	√	√	√	A, B
4	Clay Street Surface Parking Lot	√	√	√	A
5	1042 Seminary Street	√	√	√	A
6	Bank of America Site (portion of surface parking lot)	√	√	√	A, B
7	Clay Street Parking Structure	√	√	√	A
8	Former Safeway Site	√	√	√	B
9	Pearl Street Parking Structure	√	√	∅	
10	Pearl Street Surface Parking Lots	√	√	∅	
11	Main Street Surface Parking Lots	√	√	∅	
12	Proposed Bounty Hunter Site	√	√	∅	
13	Second Street Parking Structure	√	√	∅	
14	Second and Coombs Surface Parking Lots	√	√	∅	
15	County Facilities at Third Street	√	√	√	D
16	Sullivan Site	√	√	√	D
17	Proposed Third Street Surface Parking Lot	√	∅	∅	
18	Former Parks & Rec Office at Cinedome Focus Area	√	√	√	C
19	Former Cinedome Site at Cinedome Focus Area	√	√	√	C
20	Former NapaSan Pump Station at Cinedome Focus Area	√	√	√	C
21	City Corporation Yard	√	∅	∅	
22	CalTrans Corporation Yard	∅	∅	∅	
23	Former Health & Human Services (HHS)	∅	∅	∅	
24	NapaSan property on Hartle Court	√	∅	∅	
25	DEY Labs (County Admin Building)	∅	∅	∅	
26	La Tour Court	∅	∅	∅	

By analyzing each site based on these criteria, it was determined that no single site could house the entire City Program but four (4) Consolidated Campus Areas were identified that could. These Consolidated Campus Areas consist of sites that, when clustered together, provide sufficient size to build facilities that would accommodate the Updated Program.

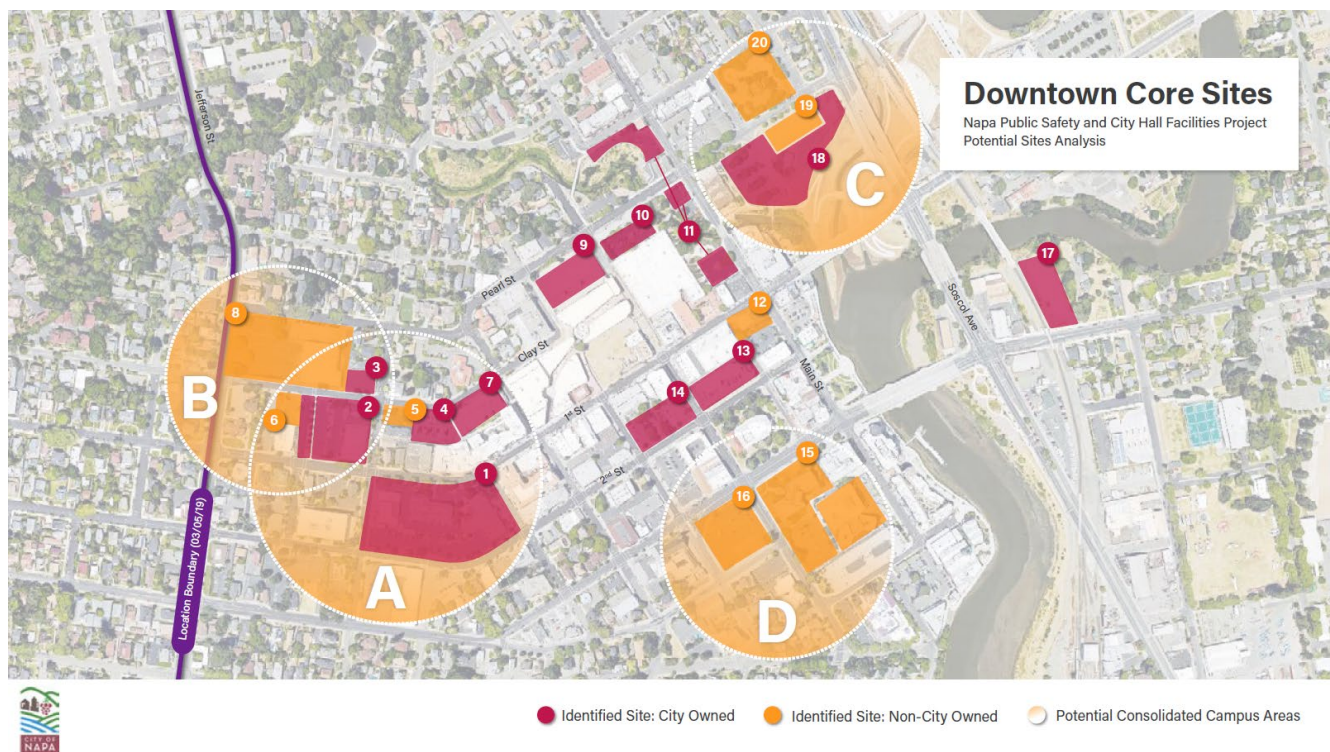


Figure 3: Consolidated Campus Areas in the Downtown Core. “Consolidated Campus Area A” roughly correlates to existing facilities site, “Area B” to the former Safeway and Community Services Buildings site, “Area C” to the former location of the Cinedome, and “Area D” to the current County of Napa facilities. The other sites analyzed within the core of downtown Napa are not large enough to independently locate the Project or close enough to other sites of significant size to function as part of a consolidated campus.

The Project Development Team then analyzed the pros, cons, and other key considerations related to each of these areas, which is summarized in the matrix on the following page. This following matrix is intended to provide key data to inform Council’s decision-making as to which Consolidated Campus Area(s) should be utilized for the development of potential Project Alternatives in the next stage of the Alternatives Analysis Phase and also includes the Project Design Team’s recommendation.

Potential Consolidated Campus Area	Key Pros	Key Cons	Other Key Considerations	Recommendations
Area “A” – Existing Project Area	- Largely City-Owned Parcels - Within Downtown Core - Central location for Police & Fire - Outside of both 1:100 and 1:500 flood zones	- May require disruption to existing offices (“swing space”) during construction - Potential additional costs related to “swing space”	Clay Street garage currently also shared with downtown businesses	City staff recommends proceeding with the development of the Alternatives
Area “B” – Safeway & CSB	- Partially vacant today - No “Swing Space” required - Close to Downtown Core - Central location for Police & Fire - Outside of both 1:100 and 1:500 flood zones - Visible site with easy access off Jefferson	- Acquisition of vacant Safeway parcel required - Environmental cleanup required (dry cleaner)	- Timing and costs related to site acquisition and environmental cleanup unclear - Existing lease on property	City staff does not recommend proceeding with the development of the Alternatives
Area “C” – Cinedome Focus Area	- Partially vacant today - No “Swing Space” required - Close to Downtown Core - Central location for Police & Fire - Visible site with easy access along Pearl/Soscol	- Within 1:100 flood zone and portions within floodway - Some land acquisition likely required and cost to demolish pump station would likely be significant	- Need to incorporate replacement public parking as a part of the Project - Inconsistency with Cinedome Master Plan - Future Flood Project construction to complete floodwall along property	City staff does not recommend proceeding with the development of the Alternatives
Area “D” - County Properties on 3rd	- Within Downtown Core - Central location for Police & Fire - Outside of 1:100 flood zone (not outside 1:500 however)	- Sites currently utilized by County, with no current interest in relocation - Market value purchase from County would be required (if County agreed to transfer)	- Location next to County Jail may limit site access options - Facilities on site are significantly aged - Sullivan parcel has development constraints (view corridor of church)	City staff does not recommend proceeding with the development of the Alternatives

Development Options and Financial Considerations

Once City Council has selected a preferred Consolidated Campus Area, in the next phase the Project Development Team will analyze a spectrum of Project Development Alternatives along with financial implications for each. These options will range from a “status quo” scenario (i.e., in lieu of new facilities, the City spends money to maintain and repair current facilities, continues to expand its lease footprint to accommodate staff growth over time) to scenarios that include the construction of completely new facilities fully that incorporate the Updated Program. Information from a third-party “facilities conditions assessment” study (FCA), which will be complete in August 2019, will be incorporated in financial projections for scenarios that include the utilization or renovation of existing facilities.

Each of the options in the development spectrum that provide for new construction (i.e., renovation, all new, and anything in between) will utilize the Updated Program to guide the Project design.

The City currently does not have sufficient reserves to finance all new construction required to accommodate the Updated Program. However, the cost of new development would be partially offset by savings resulting from the City moving out of leased space; through the elimination of expenditures on the operations, maintenance and capital renewal of existing facilities; and, potentially, the revenue derived from disposing excess properties. Taken together with potential future reprioritization of current expenditures, a variety of financial options will be available depending on the Project Alternative. These will be more fully explored in the next phase of the project as specific development options are created and their associated costs are quantified.

RECOMMENDATIONS

Based on the Project's Goals and the Analysis done to date, the Project Development Team recommends the City Council take the following actions:

1. Provide direction to the City Manager to: (a) prepare alternative project configurations for a proposed Public Safety and City Hall Facilities Project, based on the Program Update Report and Potential Sites Analysis presented to City Council on July 23, 2019, and (b) return to City Council at a future public meeting to evaluate the proposed alternative Project configurations.
2. Authorize the City Manager to execute the First Amendment to the Exclusive Negotiation Agreement ("ENA") for the Civic Center and Downtown West End Gateway Project with Plenary Properties Napa, LLC; to suspend deadlines for performance under the ENA, during the evaluation of alternative Project configurations, through January 31, 2020.

NEXT STEPS

The next stage of the Alternatives Analysis Phase, "Development of Project Alternatives & Analysis", will utilize the Updated Program from this report, as well as the sites selected by City Council for further investigation, as the basis for development of conceptual "Project Alternatives." These Project Alternatives will test basic massing of the Updated Program over the selected sites, identify strengths and weaknesses of each Project Alternative, as well as conceptual costs, development timeline, and other considerations. As stated above, along with Project Alternatives that contemplate "new build" scenarios, the Project Delivery Team will also develop, analyze and present alternatives representing partial or complete renovation, expansion of current facilities, and a "status quo" alternative demonstrating impacts of simply continuing current facilities expenditures and habits into the future. This stage will conclude with a presentation of the Project Alternatives and analyses to City Council in early Fall 2019 and will proceed to a public engagement period for feedback on these alternatives.

Section Two

Program Update

Section 2: Program Update

I. Program Update Process and Overview

In December 2018 the City Council requested that staff analyze options for the Public Safety and City Hall Facilities Project (formerly the Civic Center Project).

In early 2019 the City Manager established a Public Safety and City Hall Facilities Project Delivery Team (PDT) and launched the Alternatives Analysis Phase. As part of that effort the city reviewed its needs and developed a recommended Updated Program that describes the project's design criteria and space needs. Eleven staff groups provided input on the update. The Advisory Group (TAG) made recommendations about the workplace environment and ten Technical Working Groups (TWG) made recommendations on specific topics. The PDT reviewed the TAG and TWG recommendations and finalized the recommended Updated Program.

The City Manager and Department Heads nominated TAG members who could represent the needs and concerns of their department or employee group, were solution oriented and problem solvers. TAG toured office facilities to see modern work environments and met six times. TAG gave input on what a successful City of Napa workplace environment could be. It also made suggestions on communications.

The City Manager and Department Heads nominated TWG members with knowledge of and perspectives on specific program topics, who were solution oriented and good problem solvers, and who could review issues and make recommendations. The topics included Collaboration (Large) Spaces, Public Counters, Development Counters, Police, Fire, Storage, Technology, Security, Emergency Operations and Parking Operations. Depending on the complexity of the topic the groups met two to six times to review concerns and unanswered questions from the previous design phase and made recommendations to address those issues.

As shown in the process diagram and schedule on the following page the TAG and TWG met during March, April, and May and presented their recommendations to the PDT on May 29, 2019. The PDT reviewed the recommendations and finalized the recommended Updated Program.

Katie Rodrigues of JLL Consulting provided workplace environment expertise and Laura Blake of Laura Blake Architect provided government facility planning expertise and prepared the recommended Updated Program.

Program Update Process



TAG and TWG SCHEDULE

	March		April								May					
	20	27	3	8	10	11	17	24	25	29	1	6	8	15	22	29
	W	W	W	M	W	TH	W	W	TH	M	W	M	W	W	W	W
TAG Workplace	9-10:30am Project Overview & Roles		9-10:30am Comms Plan & Feedback				9-10:30am Workplace Overview & Case Studies	8am-5pm WORK PLACE TOURS			9-10:30am Workplace Topics & Tour Debrief			9-10:30am Workplace Topics Storage & Technology		9-10:30am Present Recommendations
Police		1:00-2:30pm Project Overview & Roles	1:00-2:30pm		1:00-2:30pm Adjacencies & Flow	8am-5pm POLICE TOURS	1:00-2:30pm		1:00-2:30pm Patrol Investigations Traffic Command		1:00-2:30pm		1:00-2:30pm Records Property Crime Lab Dispatch EOC	1:00-2:30pm Wrap-Up		Present Recommendations
Fire				3:00-4:00pm						3:00-4:00pm		3:00-4:30pm				Present Recommendations
Storage	1:00-2:30pm		1:00-2:30pm				1:00-2:30pm									Present Recommendations
Technology	3:00-4:30pm		3:00-4:30pm				3:00-4:30pm									Present Recommendations
Development Counters								3:00-4:30pm					3:00-4:30pm			Present Recommendations
Public Counters											1:00-2:30pm			1:00-2:30pm		Present Recommendations
Collaboration Spaces											3:00-4:30pm			3:00-4:30pm		Present Recommendations
Security					2:30-3:30pm			2:30-3:30pm					2:30-3:30pm			Present Recommendations
Emergency Operations					3:30-4:30pm			3:30-4:30pm					3:30-4:30pm			Present Recommendations
Parking Operations													9-10:00am		9-10:00am	Present Recommendations

The Public Safety and City Hall Facilities Project includes the following:

- **Administration** facility for the City Council offices, the City Manager, City Clerk, City Attorney, Finance, Human Resources, Parks and Recreation Services, Community Development, Public Works, and Utilities Departments, the Fire Prevention Division, and associated public and support spaces including the Council Chambers.
- **Public Safety** facility for the Police Department and Fire Command and associated public and support spaces including the Emergency Operations Center (EOC).
- **Public Plaza**
- **Fire Station No. 1** facility
- **Parking** for city fleet, staff, and visitors

The recommended Updated Program describes the project design criteria and space needs. It will be used in the Project Alternatives Analysis—the next step in this phase—to test how the city’s needs can be met in one or more new buildings on one block or a couple nearby blocks. It also will be used to test renovating existing buildings. Renovations typically require compromises in design criteria and space needs because existing buildings have space or infrastructure limitations. Once the city selects a preferred project alternative the Updated Program, or in the case of renovation, a modified Updated Program will be used to define the design criteria and space needs for that project and will replace the Appendix A.1 - Public Facilities Program of the 7 November 2016 City of Napa RFP.

The recommended Updated Program includes the following changes:

Administration

- More public services at the main entry including self-serve kiosks, greeter/revenue counter, and conference rooms.
- Consolidated staff support spaces including central break room and wellness center, and floor resources including touch down/informal meeting area, copy/print room, kitchenette, and staff restrooms.

Public Safety

- More growth space in each suite.

Fire Station No. 1

- Space for additional engine and a longer truck to replace ladder truck.

Entire Project

- More conference rooms.
- The Updated Program assumes that the city will invest in archiving and technology now so departments can move into new building(s) with 30% less file/drawing storage than they currently have, and over time convert more storage space to workstations to accommodate staff growth.
- The Updated Program assumes that the city will consistently replace old computers and telephone handsets with laptops (or tablets) and soft phones, so all staff have mobile equipment when they move into new building(s).

Subsection II is the Recommended Updated Program and subsection III includes the supporting documents used to develop the recommended Updated Program including TAG and TWG recommendations, staff growth and parking analysis, current and updated program comparison, and administration storage analysis.

II. Recommended Updated Program

A. Design Criteria

1. General

The Public Safety and City Hall Facilities shall include an administration facility and public plaza, a public safety facility, a fire station, and parking. The administration facility, plaza, public safety facility, and parking shall be collocated on one or several nearby blocks to facilitate efficient public service, staff operations, and collaboration.

The facilities shall have a civic character, and design and finishes that are contextual to, yet distinct from, the surrounding area. The facilities shall be welcoming, have easy access and intuitive way-finding, be efficient and functional, and provide long term flexibility.

The site design shall enhance visibility of and pedestrian access to public entries, and restrict vehicle access beyond public roads.

2. Administration

The administration facility shall house the City Council offices, the City Manager, City Clerk, City Attorney, Finance, Human Resources, Parks and Recreation Services, Community Development, Public Works, and Utilities Departments, the Fire Prevention Division, and associated public and support spaces including the Council Chambers.

3. Public Plaza

The administration facility shall have an 8,000 SF public plaza that is an inviting and functional space for informal gathering and special events. The lobby and Council Chambers shall open onto the public plaza.

4. Public Safety

The public safety facility shall house the Police Department, Fire Department Command, and associated public and support spaces including the Emergency Operations Center (EOC).

5. Fire Station

The fire station shall house Fire Station No 1 and shall have a 45' deep apron in front of the apparatus bays for inspections, equipment testing, and emergency parking.

6. Parking

Parking for the city fleet, staff, and visitors shall be provided. The public safety fleet shall be in a fenced parking lot adjacent to the public safety facility and the fire station fleet shall be in the apparatus bays and a fenced lot adjacent to the fire station. Public safety and fire station fleet parking shall have a suitable size and layout to allow emergency response vehicles to pull in and out with ease. Access and loading for deliveries and trash/recycling shall not obstruct the public safety and fire station exits. Some on-site administration fleet, staff and visitor parking is desired, but most parking may be located within one to three blocks. The administration fleet, and administration, police and fire staff, and visitor parking may be in a fenced parking lot or a parking structure. If fleet, staff, and visitor parking are in a shared structure the fleet shall be on the top floor(s) so it can be secured, the staff parking shall be on the middle floors and the visitor parking shall be on the lowest floor(s). In addition some oversized vehicle parking is needed.

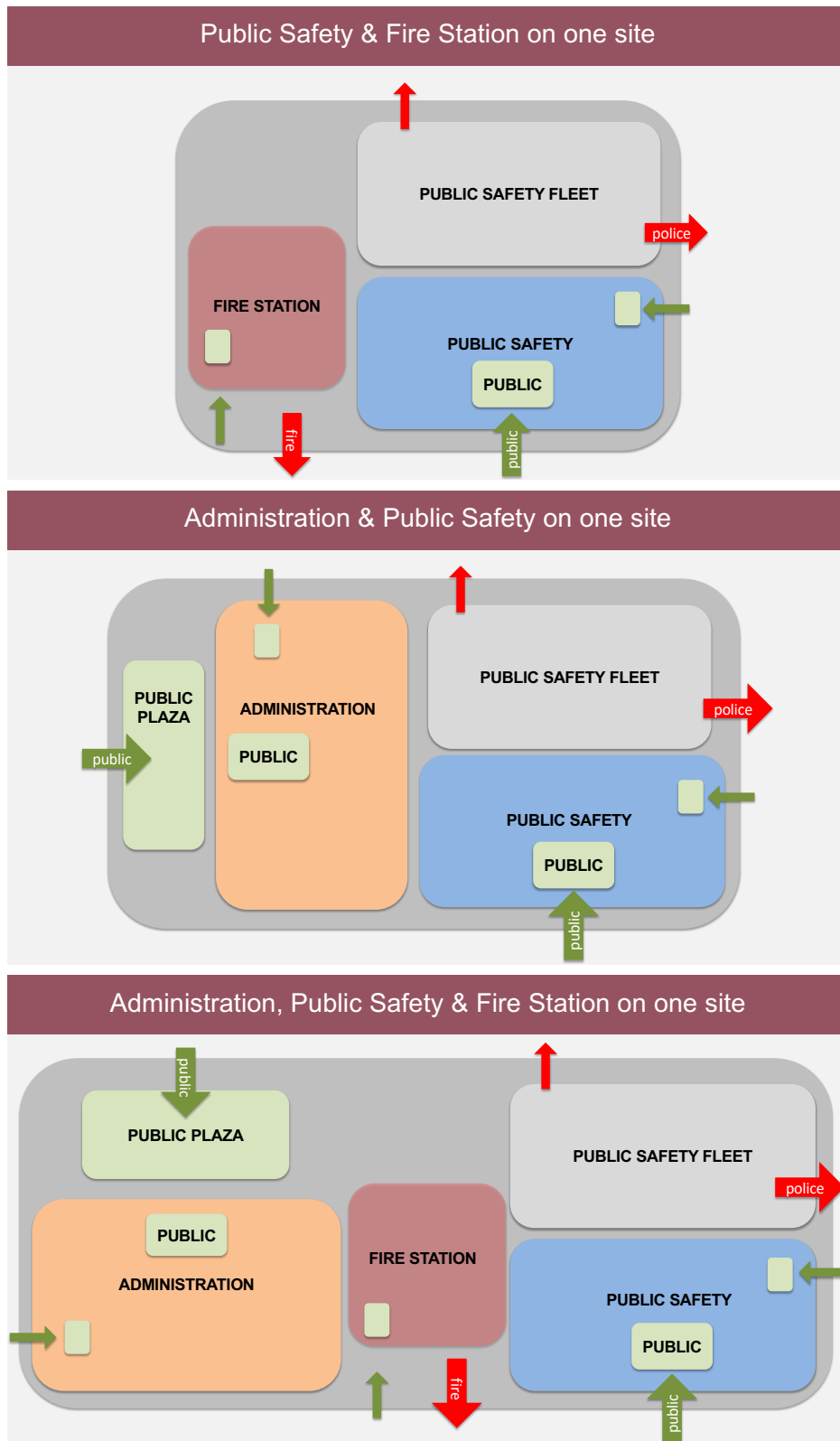
Parking

	Min On-Site	~1-3 Blocks
Administration		
Staff		188
Fleet		38
Visitors		40
Public Safety		
Staff (night shift on site)	10	76
Fleet	63	
Visitors		4
Fire Station No 1		
Staff		19
Fleet	8	
Visitors		2
Sub Total	81	367
Total		448



7. Site Options

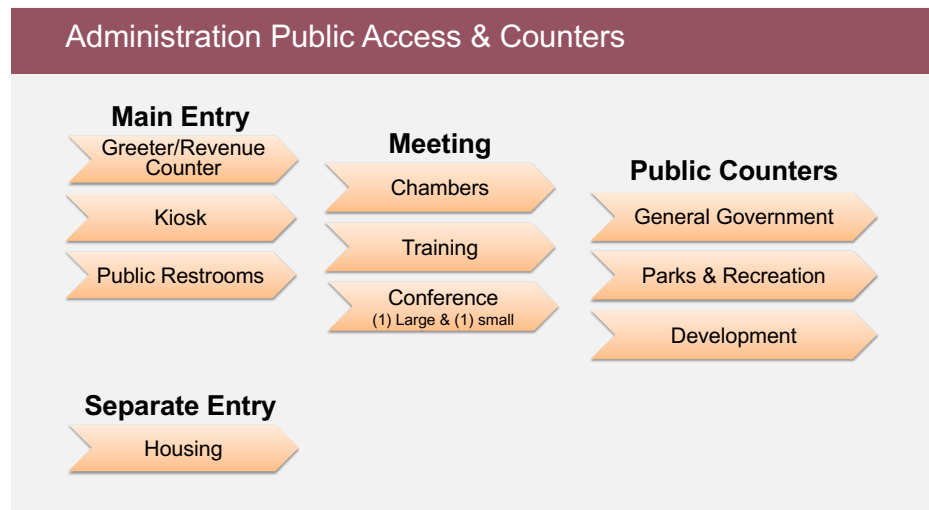
The administration, public plaza, public safety, fire station and parking shall be collocated within one to three blocks but could be on one or more sites. If the public safety and fire station facilities are on one site, the site shall have at least two frontages for separate police and fire emergency response. If the fire station and public safety building are on separate sites, the public safety site shall have parking for five 42' long fire engines to use during training. If the administration and public safety facilities are on one site, the site shall have at least two frontages for separate public entries and police emergency response. If the administration, public safety, and fire station facilities are on one site, the site shall have at least three frontages for separate public entries and police and fire emergency response. The diagrams on the following page illustrate how access and egress requirements could be met. Alternative configurations are acceptable provided the program requirements are met.



8. Administration

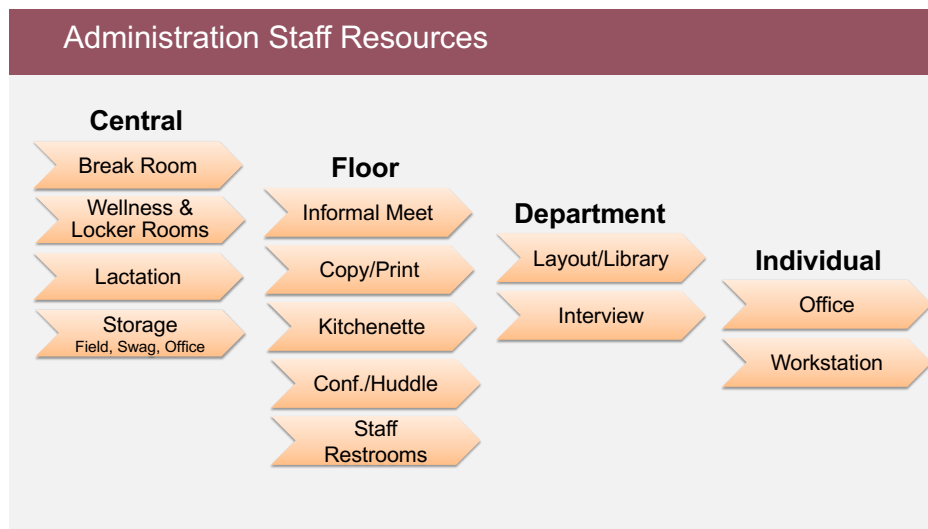
Public Services

- To support public service and foster public engagement provide customer-oriented public counters and meeting spaces.
- Central Public Services** including a lobby with a greeter/revenue counter and self-serve kiosks, the council chambers, several training and conference rooms, and public restrooms shall be located at the main entry.
- General Government** including the City Council offices and the City Manager, City Clerk, City Attorney, Finance and Human Resources Departments shall be in one suite and have a public counter.
- Development** including the Community Development (except Housing) Public Works and Utilities Departments and the Fire Prevention Division shall be in one suite and have a public counter.
- Parks and Recreation Services Department and Housing Division** may be in one suite. Parks shall have a public counter. Housing shall have a separate exterior entry and public counter.



Staff Resources

- To support staff needs and foster community provide central staff resources and collocated staff resources on each floor.
- **Central Staff Resources** shall include a break room, wellness center, locker rooms, lactation room and storage.
- **Floor Staff Resources** shall include informal meeting/touch down space, copy/print room with badge swipe printing for confidentiality, huddle and conference rooms with WIFI for wireless connectivity, a kitchenette, and staff restrooms.



9. Public Safety

To support welcoming and safe public service locate most public services and the EOC/training facilities at the main entry. Provide layout for efficient and safe staff operations and evidence flow. For quick access to their vehicles locate police patrol on the first floor.

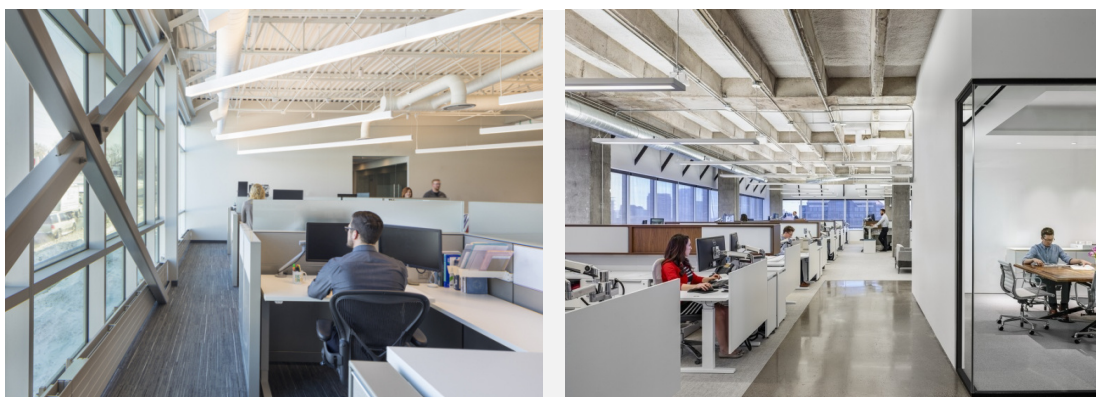


10. Fire Station No. 1

For quick access to their vehicles the fire station shall be no more than two stories tall.

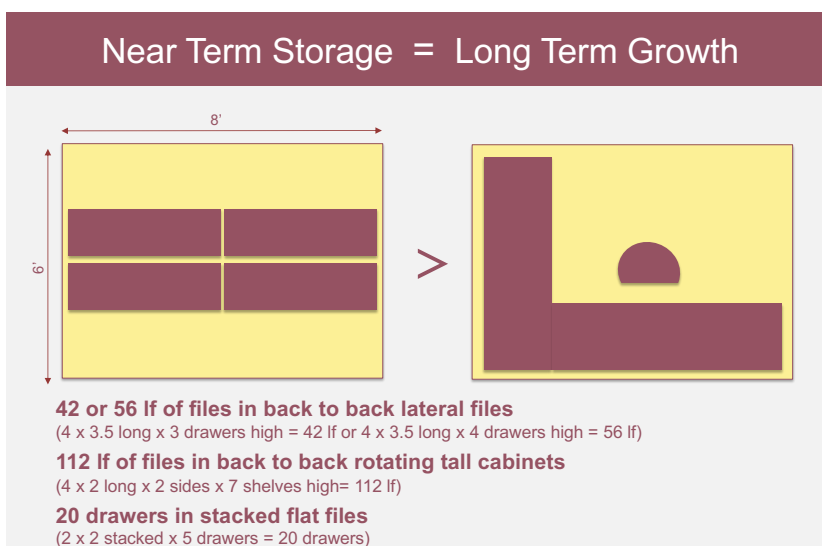
11. Workplace (for entire project)

- Layouts shall optimize natural light and views (workstations near windows), foster efficient work flows and be flexible to allow reassignment of spaces over time.
- Open office layouts and workstation orientations shall be planned for visual and acoustic privacy.
- Sight lines from the exterior into first floor staff spaces shall be mitigated.
- Huddle and small conference rooms shall be distributed for easy access and have WIFI for wireless connectivity



12. Storage and Technology (for entire project)

The city is transitioning from paper to electronic operations. Provide a mix of compact shelving and file and drawing storage distributed in open offices areas that can be converted to additional workstations over time. The diagram and image below illustrate how back to back lateral or rotating files, or stacked flat files could be incorporated into an open office layout in the near term and then the space converted to workstations as the need for paper storage decreases.



13. Workstation/Office (for entire project)

- Provide furniture “kit of parts” to accommodate various needs within standard office and workstation sizes:
 - 120 sf office with two guest chairs typical
 - 180 sf office with meeting table for department heads
 - 48 sf workstation typical
 - 64 sf large workstation
- Office staff will have a laptop, 32” display and soft phone (blue tooth head set connected to laptop)



B. Space Needs

The space by space program chart on the following pages is organized by administration, public safety, and fire station facilities. For each functional group the chart lists current civilian and sworn staff; the number, unit size, and resulting subtotal area for assigned spaces. The minimum assignable area is the sum of the subtotal areas. The minimum usable area is the minimum assignable area plus a mark-up. The mark-up varies; it is higher for areas with workstations and lower for areas with larger rooms. The approximate gross areas for the administration, public safety and fire station are shown. The actual gross areas will be determined through the efficiency of the building design.

The following definitions apply:

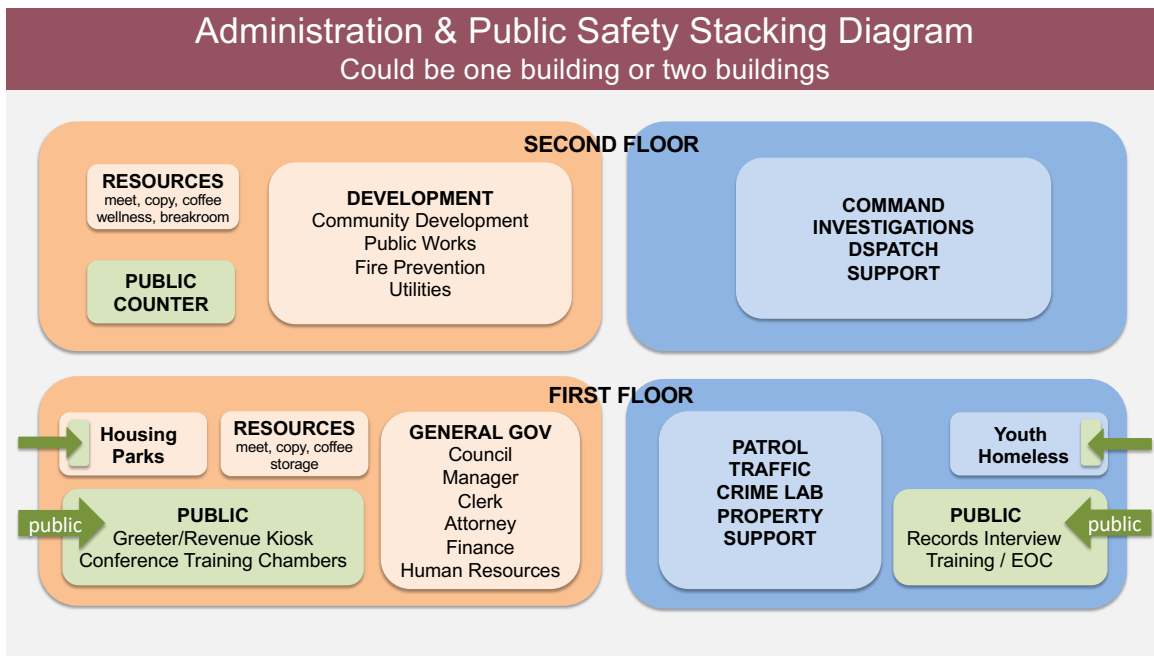
- **Assignable Area** is the sum of all areas assigned for specific use. It is measured from the inside surfaces that form the area boundaries
- **Usable Area** includes all Assignable Areas and areas not identified, but necessary to develop a complete functional area such as an office suite. It is measured from the inside surfaces that form the designated area boundaries.
- **Gross Area** is the total floor area within the outside surface of the exterior enclosure, and includes all Assignable Area, all Usable Area and all other building elements such as circulation, mechanical and electrical spaces, the exterior enclosure, etc.
- Primary **circulation** connecting the lobby to suites (enclosed group of rooms and/or spaces) shall have a minimum of width 8' clear. Circulation within suites shall be a minimum width of 5' clear. Circulation between workstations shall have a minimum width of 4' clear.
- **Adjacencies** mean the relative location of spaces. Adjacent means next to. Near means within a short distance on the same floor.

The chart also includes notes describing space uses, fit-out, and adjacency requirements. For additional information refer to the Appendix A.2 - Public Facilities Design and Construction Performance Specifications of the 7 November 2016 City of Napa RFP.

The space needs assumes a two-story administration facility and two-story public safety facility that could be one building or two buildings with the following stacking:

Administration: Central Public Services, General Government, Housing and Parks, and Staff Resources on the first floor. Development and Staff Resources on the second floor.

Public Safety: Police Patrol, Traffic, Crime Lab, Property and support functions on the first floor. Police and Fire Command, Police Investigations, Dispatch and support functions on the second floor.



Alternate stacking is acceptable provided that the program requirements are met and if floors are added additional floor resource/support spaces (touch down, copy/print, kitchenette and restrooms) are added.

The following is a summary of the recommended facility program areas. The space by space program chart is on the following pages.

Recommended Updated Program Summary							
Building	2019 FTE	Projected Growth	2039 FTE	Program Seats	Minimum Assignable Area	Minimum Usable Area	Approximate Gross Area
Administration	183	15	198	213	36,700	50,200	60,300
Public Safety (police dept & fire command)	116	15	131	103	29,000	35,600	42,700
Dispatch	30	5	35	17			
Fire Station No. 1	24		24	10	9,800	12,100	13,800
Total	353	35	388	343	75,500	97,900	116,800

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
ADMINISTRATION						
CENTRAL PUBLIC SERVICES						Collocate central public service spaces such that these can be open while the rest of the facility is closed and secure.
Lobby			1	2,500	2,500	Lobby for access to city administration functions and space for special events. (2) self serve kiosks, revenue counter, seating for 10. Digital display and paper bulletin boards located so visible 24/7. After hours drop box for payments. Large sliding doors to Public Plaza for special events. Revenue counter with (2) 5' long workstations with bullet resistant glass, transaction slots, cash drawers and dividers for privacy; one ADA accessible. Trainer workstation and copier/printer behind revenue counter. Layout lobby so could add security screening at entry if needed.
Small Conference Room (Glass)			1	120	120	For 3-4 people. Locate adjacent to and visible from lobby
Council Chambers			1	2,300	2,300	Flat floor with built-in dais, movable side wings and lectern, and stackable seating for 140. Dais for 5 -10 and side wing(s) for 6-12 staff and consultants. Wall mounted flat panel displays, ceiling mounted cameras, and audio for dais, staff and lectern. Large sliding doors to Public Plaza for special events. Separate council entry to dais with direct access to one training/meeting room, kitchenette alcove, and restroom. Locate adjacent to lobby and one training/meeting room.
Training/Meeting Room			2	800	1,600	For 50 in row seating or 26 at conference or training tables. Ceiling mounted projector and screen, flat panel display, white boards and video conference equipment. Locate one adjacent to Council Chambers with easy access from lobby and non-public access from council dais for closed sessions. Locate other near Human Resources with easy staff and public access for trainings and meetings.
Kitchenette Alcove			2	30	60	Casework with counter and upper and lower cabinets with sink, hot and cold water taps, dishwasher, tall refrigerator, recycling. Locate adjacent to and opening into Training/Meeting Room.
Large Conference Room			1	480	480	For 16 people. Flat panel display, white board and video conference equipment.
Public All Gender Restroom			2	60	120	Locate one adjacent to lobby and one adjacent to Council Chambers.
Public Restrooms			2	220	440	Provide men's and women's restrooms with a minimum of 3 stalls each adjacent to the lobby
Table & Chair Storage			2	50	100	Locate adjacent to and opening into Training/Meeting room.
Recording/Broadcast			1	50	50	Fit out for staff to record/broadcast meetings. Locate near Council Chambers with access from public circulation.
Assignable Area					7,770	
Usable Area				130%	10,101	

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
CENTRAL STAFF RESOURCES						
Staff Entry			1	60	60	Provide staff entry with walk-of grate
Break room			1	900	900	Kitchenette with casework with counter and cabinets, large sink with hot and cold water taps, 3 microwaves, dishwasher, tall refrigerator, trash/recycling. Stackable tables and chairs for 50.
Wellness			1	600	600	
Men's Locker Room			1	350	350	Staff locker room with (1) toilet stall, (1) lavatory, (1) shower stall, (10) 18" wide x 18" deep x half height lockers for fire staff and (20) 12" wide x 18" deep x half high lockers for other staff. Locate adjacent to wellness.
Women's Locker Room			1	350	350	Staff locker room with (1) toilet stall, (1) lavatory, (1) shower stall, (10) 18" wide x 18" deep x half height lockers for fire staff and (20) 12" wide x 18" deep x half high lockers for other staff. Locate adjacent to wellness.
All Gender Locker Room			1	120	120	Locker room with (1) toilet stall, (1) lavatory, (1) shower and (4) 12" wide x 18" deep x half high lockers. Locate adjacent to wellness.
Lactation Room			1	60	60	Lounge chair, counter with sink and under counter refrigerator and individual lockable cabinets above. Locate near other central staff resource spaces for easy access.
Janitor			4	70	280	Slop sink and space for wall hung solutions center, 10 lf 18" deep full height shelving for supplies and floor space for equipment. Locate 2 on each floor near restrooms.
Trash & Recycling			1	300	300	Locate on first floor
Field & Events Storage			1	200	200	4 lockable units with 30" deep shelving. 20 lf for Parks (events), 10 lf for Public Works survey equipment, 10 lf for Utilities (events). Locate adjacent to staff entry.
Assignable Area					3,220	
Usable Area				130%	4,186	
GENERAL GOVERNMENT						Collocate general government office spaces in suite for operational efficiency, collaboration, and confidentiality.
CITY COUNCIL						
Mayor			1	180	180	Office with one workstation and a meeting table. Acoustic/visual privacy.
Council Members	5		1	180	180	Shared office with four lockers, two touchdown workstations and a meeting table. Acoustic/visual privacy.
Assignable Area	5				360	
CITY MANAGER						
City Manager	1		1	240	240	Office with meeting table and acoustic/visual privacy.
Assistant City Manager	1		1	180	180	Office with meeting table and acoustic/visual privacy.

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Deputy City Manager	1		1	120	120	Office with acoustic/visual privacy.
City Manager Staff	2		2	48	96	Workstation
Reception Area			1	60	60	Seating for 3-4
Assignable Area	5				696	
CITY CLERK						
City Clerk	1		1	180	180	Office with meeting table
Staff	5		5	48	240	Workstation
Vault			1	50	50	Secure and fire and water protected room for historic records
Scanning			1	48	48	Workstation
Assignable Area	6				518	
CITY ATTORNEY						
City Attorney	1		1	180	180	Office with meeting table and acoustic/visual privacy
Attorneys	2		2	120	240	Office - acoustic/visual privacy
Staff	1		1	48	48	Workstation
Library			1	20	20	10 lf of back to back book shelves with layout on top (60 lf of book shelves)
Assignable Area	4				488	
HUMAN RESOURCES						
Director	1		1	180	180	Office with meeting table - acoustic/visual privacy
Assistant Director	1		1	120	120	Office - acoustic/visual privacy
Manager	1		1	120	120	Office - acoustic/visual privacy
Staff	4		4	48	192	Workstation
Interview Room			2	80	160	For 2-3 people. Locate with easy staff and public access for confidential meetings.
Storage			1	30	30	12' of 30" deep storage cabinets
Assignable Area	7				802	
FINANCE						
Director	1		1	180	180	Office with meeting table
Manager	1		1	120	120	Office
Accounting & Audit Supervisor	1		1	120	120	Office
Analyst	1		1	120	120	Office. Locate near director and manager
Administration Staff	1		1	48	48	Workstation
Accounting Staff	9		9	48	432	Workstation
Revenue Supervisor	1		1	120	120	Office
Revenue Staff	9		9	48	432	Workstation
Audit			1	48	48	Workstation
Cash Room			1	60	60	Counting area, storage for cash boxes, safe. Locate near Revenue Supervisor.
Purchasing Services Manager	1		1	120	120	Office
Purchasing Staff	1		1	48	48	Workstation
IT Manager	1		1	120	120	Office
IT Systems Administrator	1		1	64	64	Workstation
IT Equipment Staff	8		8	64	512	Large Workstation configured for IT equipment work
IT Programming Staff	2		2	48	96	Workstation
Library			1	20	20	10 lf of back to back book shelves with layout table on top (60 lf of shelving)
IT Equipment Storage			1	120	120	Full height 24" shelving on each wall
Assignable Area	38				2,780	

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
General Government Public Counter and Reception			1	450	450	Waiting area with seating for 4 and 10' long ADA accessible counter. Locate for easy public access but separate from suite full height wall with glazing.
Near Term Storage/Long Term Workstations			4	48	192	Near term lockable rotating file units 7 shelves tall with at least 840 lf of letter size file storage. Approximately (30) ~3' x ~2' units; long term 4 additional workstations.
Assignable Area					642	
Current Staff and Program Seats	60		65			Seats including unassigned workstations
Council and Program Seats	5		3			Seats
Assignable Area					6,286	
Usable Area				140%	8,800	
PARKS & HOUSING						
PARKS & RECREATION SERVICES						
Director	1		1	180	180	Office with meeting table
Recreation Manager	1		1	120	120	Office
Recreation Staff	8		8	48	384	Workstation
Recreation Part Time/Field Staff	2		3	48	144	Workstation
Parks and Recreation Counter and Reception			1	450	450	Waiting area with seating for 6, kids play area, flat panel display, and brochure rack. 10' long counter standing height counter and 5' ADA accessible counter. Locate for easy public access but separate from public circulation with glass partition for quiet during the day and security at night. Separate from suite with full height wall with glazing.
File/Layout			1	48	48	7 LF of back to back 3 drawer lateral files with layout on top (42 LF of files)
Assignable Area	12				1,326	
HOUSING						
Housing Manager	1		1	120	120	Office
Assistant Housing Manager	1		1	48	48	Workstation
Housing Staff	13		13	48	624	Workstations with lockable casework and accommodation for quiet workspace
Copy/Print Alcove			1	60	60	
Safe			1	5	5	
Housing Lobby, Public Counter and Reception			1	450	450	Lobby with seating for 6, kids play area, bulletin board, and brochure rack. 5' long ADA accessible counter workstation with bullet resistant glass and pull down shade. Copier/printer for staff. Locate on first floor with separate entry for easy public access.
Interview Room			2	80	160	For 2-4 people. Doors to reception and staff areas. Alarm that sounds if staff area doors opened without unlocking.
Public Restroom			1	60	60	Public Restroom accessible from Housing Lobby
	15				1,527	

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Near Term Storage/Long Term Workstations			3	48	144	Near term (12) ~3' x ~2' lockable rotating file units, 7 shelves tall with at least 330 lf of letter size file storage for Housing; long term 3 additional workstations for housing and/or parks
Assignable Area					144	
Current Staff and Program Seats	27		32			Seats including unassigned workstations
Assignable Area					2,997	Seats
Usable Area				140%	4,196	
GENERAL GOVERNMENT, PARKS AND HOUSING STAFF RESOURCES						
Open Touch Down, and Informal Collaboration			1	550	550	(4) touch down work stations and (2) tables for 4 for informal collaboration. Locate centrally on floor with kitchenette, copy/print/mail, staff restrooms for easy access and to maintain quiet work environment for adjoining workstations.
Kitchenette			1	120	120	Casework with counter and upper and lower cabinets along one wall with large sink, hot and cold water taps, 2 microwaves, dishwasher, tall refrigerator, trash/recycling.
Medium Copy/Print/Supply			1	150	150	3 collating copiers and casework with 24" deep counter with upper and lower cabinets.
Mail/Delivery Room			1	120	120	For all departments. Sorting counter with open shelves above and below along one wall and space for carts on the opposite wall. Locate near City Clerk.
Staff Restrooms			2	220	440	Provide men's and women's restrooms with a minimum of 3 stalls each.
Large Conference Room			1	480	480	For 16 people. Flat Panel for display, white board and video conference equipment.
Medium Conference Room			2	300	600	For 12 people. Flat Panel for display, white board and video conference equipment.
Small Conference Room			2	120	240	For 4 people. White board and Video conference equipment.
Phone/Huddle Room			2	80	160	For personal phone call, 2-3 person meeting.
Assignable Area					2,860	
Usable Area				140%	4,004	
DEVELOPMENT						
						Collocate development spaces in a suite for operational efficiency and collaboration. Locate planning, building and fire prevention divisions near public counter.
COMMUNITY DEVELOPMENT						
Director	1		1	180	180	Office with meeting table
Staff	3		3	48	144	Workstation
Planning Manager	1		1	120	120	Office
Planners	6		6	64	384	Large Workstation
Planning Staff	1		1	48	48	Workstation
Chief Building Official	1		1	120	120	Office
Building Staff	9		4	64	256	Large Workstation
			5	48	240	Workstation
Code Enforcement Staff	3		3	48	144	Workstation

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Reference/Layout			1	48	48	7 lf of back to back book shelves with layout on top (42 lf of shelves)
Planning and Building Storage/Layout			3	48	144	20' lf of 3' deep drawing roll storage and 4' of sample board storage with layout on top
Near Term Storage/Long Term Workstations			3	48	144	Near term 21 lf of tall shelves for drawing roll storage; long term 3 additional workstation
Building Inspector Cabinets			1	24	24	(4) 32" wide x 21" deep x 72" tall locked cabinets
Parking Manager	1		1	120	120	Office
Parking Enforcement	3		3	36	108	Moving from Public Safety in 2020
Econ Development Manager	1		1	120	120	Office
Econ Development Staff	2		2	64	128	Workstation
Assignable Area	32				2,472	
PUBLIC WORKS						
Director	1		1	180	180	Office with meeting table
Deputy Director	1		1	120	120	Office
Admin Services Manager	1		1	120	120	Office
Administrative Staff	5		5	48	240	Workstation
Property Manager	1		1	120	120	Office
Property Manager Staff	1		1	48	48	Workstation
Senior Civil Engineer	2		2	120	240	Office
Develop Engineer	4		4	64	256	Large Workstation
Develop Engineering Staff	2		2	48	96	Workstation
Construction Engineer	1		1	64	64	Large Workstation
Construction Staff	5		5	48	240	Workstation
Storm Water	4		4	48	192	Workstation
Traffic Engineers	3		3	48	144	
Senior Civil Engineer	1		1	120	120	Office
Engineer	5		5	64	320	Large Workstation
Engineering Staff	3		3	48	144	Workstation
Measure T	3		3	64	192	Workstation
Drawing/Book Storage and Layout			3	48	144	9 lf of 36x48 flat files (20 drawers) & 12 lf of deep shelving for large books and drawing rolls with layout on top.
Near Term Storage/Long Term Workstations			3	48	144	Near term 21 lf of stacked back to back 24x36 flat files (120 drawers); long term 3 additional workstation
Assignable Area	43				3,124	
FIRE PREVENTION						
Fire Marshall	1		1	120	120	Office
Plan Check	2		2	64	128	Large Workstation
Staff	4		4	48	192	Workstation
Reference/Layout			1	48	48	7 lf of back to back book shelves with layout on top (42 lf of shelves)
Files			1	48	48	7 lf of back to back lockable 3 drawer lateral files with layout on top (42 lf of files)
Near Term Storage/Long Term Workstations			1	48	48	Near term 7 lf of tall drawing roll storage; long term 1 additional workstation
Assignable Area	7				584	
UTILITIES						
Director	1		1	180	180	Office with meeting table
Deputy Director	1		1	120	120	Office
Admin Staff	3		3	48	144	Workstation

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Senior Civil Engr	1		1	120	120	Office
Engineers/Conserv	3		3	64	192	Large Workstation
Engineering Staff	9		9	48	432	Workstation
Water Resources & Conserv	1		1	48	48	Workstation
Mat. Diversion Administrator	1		1	120	120	Office
Materials Diversion Staff	4		4	48	192	Workstation
Drawing Storage and Layout			2	48	96	14 lf of flat files (30 drawers 24x36 and 10 drawers 36x48) with layout on top
Near Term Storage/Long Term Workstations			3	48	144	Near term 21 LF of back to back 3 drawer lateral files with layout on top (126 LF of files); long term 3 additional workstations
Solid Waste Storage			1	30	30	12' of 30" deep storage cabinets
Water Conservation Storage			1	30	30	12' of 30" deep storage cabinets
Assignable Area	24				1,848	
DEVELOPMENT PUBLIC SERVICES AND STAFF RESOURCES						
Development Public Counter and Reception			1	1,800	1,800	Waiting area with kiosk for sign-in, 5' long ADA accessible greeter counter and seating for 15. Separate from main counter area with glass partition with doors at each end. (1) ADA accessible and (5) standing 6' long counter stations with flat panel display and dividers between stations for privacy. Back counter with 12' of copier/printer, 12' of swag cabinets, 12' planning submission, drawing storage shelving. Separate from suite with full height wall with glazing.
Public Restrooms			2	180	360	Provide men's and women's restrooms with a minimum of 2 stalls each adjacent to the lobby
Small Conference Room (Glass)			1	120	120	For 3-4 people. Locate adjacent to and visible from Development Counters
Touch Down and Informal Collaboration			1	550	550	(4) touch down work stations and (2) tables for 4 for informal collaboration. Locate centrally on floor with kitchenette, copy/print/supply, file storage and staff restrooms for easy access and to maintain quiet work environment for adjoining workstations.
Kitchenette			1	120	120	Casework with counter and upper and lower cabinets along one wall with large sink, hot and cold water taps, 2 microwaves, dishwasher, tall refrigerator, trash/recycling.
Staff Restrooms			2	220	440	Provide men's and women's restrooms with a minimum of 3 stalls each.
Large Copy/Print and Supply			1	200	200	2 collating copiers, 2 large format scanners/printers, casework with 24" deep counter with upper and lower cabinets, and 36" deep layout counter with rolled paper storage below.
File Storage			1	450	450	Compact shelving units with 7 shelves tall with at least 1680 lf each of shelving for files
Phone/Huddle Room			2	80	160	For personal phone call, 2 person meetings
Large Conference Room			1	480	480	For 16 people. Flat Panel for display, white board and video conference equipment.
Medium Conference Room			2	300	600	For 12 people. Flat Panel for display, white board and video conference equipment.

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Small Conference Room			2	120	240	For 4 people. White board and Video conference equipment.
Assignable Area					5,520	
Current Staff and Program Seats	106		116			
Assignable Area					13,548	
Usable Area				140%	18,967	
ADMINISTRATION						
Current Staff and Program Seats	193		213			Seats include near term storage/long term workstations
City Council	5		3			
Admin Assignable Area					36,681	
Admin Usable Area					50,254	
Admin Approximate Gross Area				120%	60,305	
PUBLIC SAFETY						
POLICE & FIRE CHIEFS						
						Locate in separate suite
Police Chief		1	1	210	210	Office with meeting table and gear locker
Fire Chief		1	1	210	210	Office with meeting table and gear locker
Assignable Area	0	2			420	
Usable Area				130%	546	
POLICE & FIRE COMMAND						
						Locate in separate suite
Police Administrative Captain		2	2	120	240	Office
Police Administrative Lieutenant		1	1	120	120	Office
Police Crime Analyst	1		1	120	120	Office
Police Training	1		1	48	48	Workstation
Police Administrative Secretary	1		1	48	48	Workstation - Locate near chiefs to control visitors
Police Secretary	1		1	48	48	Workstation
Fire Operations Chief		1	1	130	130	Office plus gear locker
Fire Administrative Battalion Chief		1	1	130	130	Office plus gear locker
Fire Training/EMS		2	1	140	140	Office with two workstations and two gear lockers
Fire Admin	1		1	48	48	Workstation
Fire Secretary	1		1	48	48	
Police/Fire Administrative Services Manager	1		1	120	120	Office
Part Time Police/Fire Recruitment/Background Investigator	1		1	48	48	
Conference			1	280	280	For 10. Locate near suite entrance. Flat panel display, white board and video conference equipment
Files			1	80	80	Lockable rotating file units 7 shelves tall with at least 280 lf of letter size file storage. Approximately (10) ~3' x ~2' units
File/Copy Area			1	60	60	Copier and lateral files with layout on top
Reception Area			1	60	60	Seating for 3 or 4
Unassigned			1	120	120	Office
Unassigned			2	48	96	
Assignable Area	8	7			1,984	
Usable Area				130%	2,579	
POLICE PATROL						
						24/7 with 9 -11 per shift, locate on first floor near fleet parking
Lieutenant		1	1	120	120	Offices
Sergeants		6	6	64	384	Large Workstations located in a single office
Neighborhood Police Sergeant		1	1	120	120	Office

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Downtown Patrol		4	4	48	192	Workstation Locate near Neighborhood Police Sergeant Office
Part Time Police Volunteer Coordinator	1		1	48	48	Workstation
Patrol and Community Services Officers Report Writing		44	8	36	288	Carrel Workstation - share
Forms/File/Copy Alcove			1	96	96	copier, counter with files below, form cubbies. Locate adjacent to report writing.
Dictation Room			1	64	64	
Unassigned			2	64	128	Large Workstations located in a sergeants' office
Unassigned			2	48	96	
Assignable Area	1	56			1,536	
Usable Area				145%	2,227	
POLICE TRAFFIC						Locate near Patrol
Sergeant		1	1	120	120	Office
Officers		3	3	48	144	Workstation
Part Time Abandon Vehicle Abatement			2	36	72	
Storage Cabinet			1	20	20	8' long x 2'-6" deep x 6' tall cabinet
Unassigned			1	48	48	
Assignable Area	0	4			404	
Usable Area				140%	566	
POLICE INVESTIGATIONS						Locate Police Investigations, Police Special Enforcement and Police Special Investigations in a separate suite.
Investigations						
Lieutenant		1	1	120	120	Office
Sergeant		1	1	120	120	Office
Investigations Coordinator		1	1	64	64	Large Workstation
Detectives		4	6	64	384	Large Workstation and meeting table in open office area
Computer Forensic		1	1	120	120	Office with 16' of work surface for multiple monitors and CPUs and 4' long casework with 2' deep base and 1' deep lockers of varying sizes with outlets for cell phones, laptops and computers above
Special Enforcement						24/7. Locate near Patrol.
Sergeant		1	1	120	120	Office
Detectives		4	4	64	256	Large Workstation
Special Investigations						Currently assigned to Sheriff's Department; Locate near Investigations
Sergeant		1	1	120	120	Office
Detectives		2	2	64	128	Large Workstation Share
Support						
File/Copy/Touch Down Area			1	60	60	lateral files, copier
Open Meeting Area for 8-10			1	240	240	
Workroom			1	240	240	Secure workroom
Evidence Locker			1	10	10	4' long x 2'-6" deep x 6' tall with lockers of different sizes
Storage Cabinet			1	20	20	8' long x 2'-6" deep x 6' tall cabinet
Unassigned			2	64	128	

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Assignable Area	0	16			2,130	
Usable Area				140%	2,982	
POLICE YOUTH SERVICE BUREAU						Locate on first floor in separate suite with separate entry
Lobby			1	150	150	Seating for 3-4.
Youth Sergeant		1	1	120	120	Office
Youth SROs		3	3	36	108	Workstation
Diversion Social Worker	1		1	48	48	Workstation
Part Time Social Worker	1		1	48	48	Workstation
Restroom			1	60	60	
Conference			1	180	180	
File/Storage Area			1	36	36	
Unassigned			1	36	36	
Assignable Area	2	4			786	
Usable Area				140%	1,100	
POLICE HOMELESS OUTREACH						Locate on first floor in separate suite with separate entry
Lobby			1	150	150	Seating for and counter for property return
Outreach Worker	1		1	48	48	Workstation
Part Time Outreach Worker	1		1	48	48	Workstation
Mental Health Worker	1		1	48	48	Workstation
Restroom			1	60	60	
Interview			1	100	100	
Unassigned			1	48	48	
Assignable Area	3	0			502	
Usable Area				140%	703	
SALLY PORT						
Sally port Garage			1	400	400	Provide 16' clear width
Interview			2	100	200	Locate adjacent to sally port
Restroom			1	60	60	Locate adjacent to sally port interview
Dress-Off & Blood Draw			1	100	100	Locate adjacent to sally port interview
Observation & Pre Booking			1	140	140	Locate near sally port interview. Provide Carrel Workstation and meeting table
Assignable Area	0	0			900	
Usable Area				140%	1,260	
SUPPORT						
Briefing Room			1	600	600	For 20. White board, projector and pin walls. Locate near patrol.
Men's Locker Room			1	1,400	1,400	(90) 24" wide full height lockers and (30) 18" wide full height lockers all with duplex power outlets. 5' aisles for easy circulation when carrying gear. Provide a minimum of (2) toilets, (2) showers and (2) sinks.
Women's Locker Room			1	600	600	(18) 24" wide full height lockers and (5) 18" wide full height lockers all with duplex power outlets. 5' aisles for easy circulation when carrying gear. Provide a minimum of (2) toilets, (2) showers and (2) sinks.
All Gender Restroom/Locker			1	120	120	
Staff Restrooms			2	220	440	Provide men's and women's restrooms with a minimum of 3 stalls each. Locate on first floor
Wellness			1	600	600	

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Duty Bag			1	600	600	(75) 30" w 36" d x 30" t lockable cubbies with quad outlet for charging. (5) 30" w 36" d full height locker for motor cycle officer. Provide 5' aisles for easy circulation when carrying gear. Power and data for wall mounted camera charging/downloading racks.
Police Bicycle Storage/Service			1	250	250	For 10 Bikes on wall mounted racks, with bike stand and workbench for repairs. Locate near staff entry.
Youth Services Storage			1	120	120	30" deep shelving on two walls
Storage			1	120	120	
Armory			1	300	300	Locate near staff entry
K9 Kennel & Supplies			1	130	130	Locate near staff entry
Honor Guard			1	30	30	Closet for honor guard uniforms and hats
Breakroom			1	400	400	Kitchenette with casework with counter and cabinets, large sink with hot and cold water taps, 2 microwaves, dishwasher, tall refrigerator, trash/recycling. Stackable tables and chairs for 25. Locate near staff entry on first floor.
Kitchenette			1	120	120	Enclosed with ducted exhaust. Casework with counter, and upper and lower cabinets along one wall with large sink, microwave, hot and cold water taps. Tall refrigerator, trash/recycling and counter along opposite wall. Locate on second floor.
Mobile Command Garage			1	740	740	30' Mobile Command vehicle. Provide 16' clear width
SWAT Gear/Change			1	200	200	For 12 from various units. Full 24" wide height lockers, bench and counter with power strip for charging and equipment storage bins below. Locate adjacent to Mobile Command Garage.
Bunk /Phone Room			2	75	150	Locate in quiet location
Lactation			1	60	60	Provide lounge chair, counter with sink and under counter refrigerator and individual lockable cabinets above.
Janitor			4	70	280	Provide slop sink and space for wall hung solutions center, 10 lf 18" deep full height shelving for supplies floor space for equipment. Locate 2 on each floor near restrooms
IT Work/Storage			1	200	200	Full Height shelving on each wall
Server Room			1	500	500	For (14) 2x4 racks. Locate on top floor and within 50' (horizontally or vertically) of Dispatch
Trash & Recycling			1	300	300	Locate on first floor
Assignable Area	0	0			7,960	
Usable Area				105%	8,358	
MAIN ENTRY						
Public Lobby and Records Counter			1	500	500	Public counter with (2) 6' long permanent counter stations with bullet-resistant glass, transaction slot and bullet-resistant material below counter and back counter with printer. Seating for 6. Layout so could add security screening. Phone at exterior for 24/7 assistance.

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Live Scan			1	80	80	Accessible from lobby and records staff area and visible through window from staff at public counter
Print/Copy/Office Supply/Mail			1	240	240	1 collating copier and casework with 24" deep counter with upper and lower cabinets. Sorting counter with open shelves above and space for carts below. Locate with access from records staff area and lobby.
Adult Interview Room			1	100	100	Locate adjacent to lobby.
Child Interview Room			1	150	150	Locate adjacent to lobby.
Restroom for Adult/Child Interview			1	60	60	Locate adjacent to lobby.
Observation/Conference Rm for 10			1	240	240	Locate adjacent to lobby.
Assignable Area	0	0			1,370	
Usable Area				130%	1,781	
POLICE RECORDS						Locate on first floor adjacent to main entry
Records Bureau Administrator	1		1	120	120	Office
Senior Records Clerk	1		1	64	64	Large Workstation
Clerks	7		7	64	448	Large Workstation
Layout			1	96	96	
Compact Shelving Area			1	600	600	Compact shelving with lockable units for files & banker boxes.
Unassigned			2	64	128	
Assignable Area	9	0			1,456	
Usable Area				140%	2,038	
CRIME LAB						Locate on first floor
Crime Lab Tech	2		2	48	96	Workstation
Part Time Crime Lab Tech						
Lab			1	450	450	Casework with upper and lower cabinets and sink and refrigerator. Evidence lockers and layout table with hood above.
Evidence Processing Garage			1	950	950	Workbench with sink and compressed air, washer and dryer and storage cabinets along one wall. Provide 34' depth x 28' width for 24' long vehicle
Copy Alcove			1	100	100	Multiple specialty printers with files below
Unassigned			1	48	48	Workstation
Assignable Area	2	0			1,644	
Usable Area				130%	2,137	
POLICE PROPERTY						Locate on first floor near crime lab.
Clerks	2		2	64	128	Workstation. Locate adjacent to evidence storage
Part Time	2		2	64	128	Workstation. Locate adjacent to evidence storage
Drying Room			1	200	200	With two caged areas with rods/racks for drying items and 2-3 drying cabinets. Locate near evidence booking
Evidence Booking			1	300	300	Casework with upper and lower cabinets, sink, sink, hood, and pass-thru evidence lockers to property. Bagging table. Locate adjacent to property and near sally port, evidence garage and crime lab. Provide door with glass light into evidence storage work area

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Work Area			1	250	250	Copier, work bench, work table. Locate adjacent to evidence storage
Narcotics			1	120	120	Secure room with 100% exhaust
Evidence Storage			1	2,500	2,500	Compact shelving designed for full range of evidence including locked units for fire arms and homicide evidence, 8 commercial freezers and refrigerators, narcotics closet. Design space and building systems such that this could be converted to office space in the future if evidence storage moved off-site.
Unassigned			1	64	64	
Assignable Area	4				3,626	
Usable Area				110%	3,989	
DISPATCH						Locate on top floor
Communications Manager	1		1	120	120	
Shift Supervisor	4		1	160	160	Shared office with 2 workstations, 4 individual locking cabinets and 1 larger locking cabinet
Dispatch	25		17	70	1,190	Dispatch Workstation 8' X 9' paired with 3 pedestal units - one each end and one in the middle
Print/Copy/Reference/Chair Alcove			1	90	90	Copier and large format plotter 4' counter with equipment charging above, 12 lf tall bookcases, 5 extra chairs
Equipment & Swag Storage			1	160	160	24 lf of 2'-6" deep shelves for equipment and swag
Kitchenette/Break			1	140	140	Enclosed with ducted exhaust. Casework with counter, and upper and lower cabinets along and tall refrigerator along one wall with large sink, microwave, hot and cold water taps. Table for 2-3
Lockers			1	36	36	(34) 12" x 12" x half height lockers
Quiet Room			1	60	60	Lounge chair
Assignable Area	30	0			1,956	
Usable Area				140%	2,738	
EMERGENCY OPERATIONS CENTER						Use for training, meeting and emergency operations. Locate adjacent to public lobby and so police and fire staff have quick access to their gear and vehicles for emergency response.
EOC/Training			1	1,200	1,200	Overhead projector and screen, acoustic partition, two entrances, two sets of white board, flat panel display and video conferencing equipment.
EOC Briefing/Conference/Training			1	400	400	For 20. Overhead projector and screen, white boards, flat panel display and video conferencing equipment.
EOC Breakout Planning/Conference			1	280	280	For 10. White boards, flat panel display and video conferencing equipment.
Tactile Training Storage			1	80	80	Locate adjacent to EOC/Training
Real Time Monitoring			1	120	120	
Table/Chair Storage			1	40	40	Locate adjacent to EOC/Training.
EOC Storage			1	120	120	2'-6" deep shelves. Locate near EOC/Training

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Kitchenette			1	120	120	Enclosed with ducted exhaust. Casework with counter, and upper and lower cabinets along one wall with large sink, microwave, hot and cold water taps. Tall refrigerator, trash/recycling and counter along opposite wall. Pair of doors for easy access by large group
Assignable Area	0	0			2,360	
Usable Area				110%	2,596	
Public Safety Assignable Area	59	89	120		29,034	
Public Safety Usable Area					35,601	
Approximate Total Gross Area (inside exterior walls)				120%	42,721	
FIRE STATION NO. 1						
Lobby			1	120	120	Sliding reception window, bullet-resistant material below counter, seating
All Gender Public Restroom			1	60	60	Accessible
Battalion Chief			1	120	120	Office - shared workstation and (3) lateral files
Captain			1	160	160	Shared office with two workstations and two guest chairs
Fire Fighter/Paramedic			6	30	180	Open Counter to accommodate up to 6
Copy/Print/Mail Alcove			1	36	36	
Files and Reference Materials			1	45	45	30 LF 4 drawer lateral files
Single Bunk			10	120	1,200	1 bed, 1 desk and 3 wardrobes
Single Restroom & Shower			3	100	300	One accessible
Kitchen, Dining, Dayroom			1	800	800	Kitchen with casework including 3 tall cabinets, sink, disposal, stove with hood, 3 refrigerators, dish washer, microwave, coffee.
Interior Cleaning			1	36	36	Washer, Dryer, Mop Sink, Cleaning Supplies
Balcony			1	120	120	Barbecue
Gym			1	600	600	
Utility			1	100	100	Locate near apparatus bay. Provide slop sink, cleaning supplies, ice machine
Apparatus Bays			2	1,400	2,800	(1) 42' Ladder Truck or future 62' Longer Truck, (1) 19' Command in front of (1) 32' Engine = 2 bays at 20' wide x 70' long x 15' clear, 14'x14' door
Apparatus Bays			2	1,000	2,000	(1) 42' Rescue and (1) 32' Engine = 2 bays at 20' wide x 50' long x 15' clear, 14'x14' door
Turn-Out & Rescue Bag			1	300	300	(30) with 24"x 28" x full height lockers. Locate adjacent to apparatus bays,
Oil & Flammable Liquids Storage Room			1	50	50	For topping off vehicle fluids. Locate near apparatus bays
Hose Extractor, Dryer, Storage			1	200	200	Locate adjacent to apparatus bays
Air Compressor Room			1	60	60	
Shop Alcove			1	100	100	20' long x 5' deep alcove with workbench and compressed air. Locate adjacent to apparatus bays
Medical Supply			1	120	120	40LF of 18" deep shelving. Locate near apparatus bays
Medical Clean Up Alcove			1	50	50	Locate adjacent to apparatus bay near shop alcove with counter and sink with foot pedal
Storage			1	250	250	45 LF of 30" deep heavy duty shelving plus 5 LF open area for equipment and special programs
Fire Station Assignable Area					9,807	
Fire Station Usable Area				123%	12,063	
Approximate Gross Area				114%	13,751	

Space	Current Civilian Staff	Current Sworn Staff	No. of Spaces	Unit Area (sf)	Subtotal Area (sf)	Notes
Administration Exterior						
Public Plaza						
Public Safety Exterior						
Shading over 4 Motor Cycles and 4 Cars						
Power for MC charging						
Exterior grade flammable cabinet						
Rack for 60 stolen bikes						
Space for 6 shopping carts						
Fire Station Exterior						
Exterior grade flammable cabinet						
Apparatus Bay Apron - 45' from back of sidewalk						
Private patio desired						

III. Program Update Supporting Documents

A. TAG and TWG Recommendations

In early 2019 the City Manager established a Public Safety and City Hall Facilities Project Delivery Team (PDT) and launched the Alternatives Analysis Phase. As part of that effort the city reviewed its needs and developed a recommended Updated Program. The Advisory Group (TAG) made recommendations about the workplace environment and the Technical Working Groups (TWG) made recommendations on specific topics. The PDT reviewed the TAG and TWG recommendations and finalized the recommended Updated Program. The following are TAG and TWG recommendations, many, but not all of which, were incorporated in the final recommended Updated Program.

1. Workplace Environment

Participants

Aaron Baracco
 Brian Campagna
 Zach Curren
 Dustin Dodd
 Shuree Egloff
 Sara Gallegos
 Stephanie Gaul
 Katrina Gregory
 James Martin
 Jocelyn Ramirez
 M J Tueros
 Robin Schabes
 Tim Wood

Background

The current program includes public and staff spaces for consolidated city administration offices including public counters for a variety of city services and a more open workplace environment than currently exists in the city facilities.

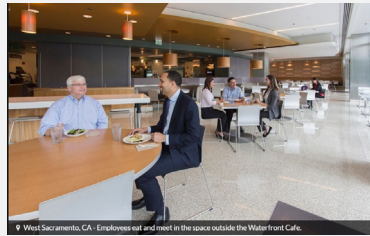
Issues

Some expressed concerns about security, noise, and privacy in a consolidated facility

Tour

The Advisory Group toured CalSTRS and Sacramento Kings facilities that provided inspiration for some of the group's recommendations.

CalSTRS Tour



Sacramento Kings Tour



Recommendations

a. More public services at the lobby

- Greeter, self-serve kiosks, chambers, training (committee room), and some conference rooms at the lobby

b. Building, floor, and department support spaces

- Central break room with outdoor space
- Floor informal meeting, print/copy, kitchenette, huddle/conference and restrooms
- Department layout/library and interview



c. *Individual and Team Work Area*

- Access to daylight and views - workstations near windows; offices off windows
- Standardize office and workstations sizes with “kit of parts” to accommodate various needs, changing processes, interns, contractors, etc.
- Open and enclosed spaces for focus and privacy

d. *Visual and Acoustic Privacy*

- Design layout and desk orientations
- Sound masking / Sound absorbing materials
- Easily accessible spaces for confidential calls and staff meetings
- Public meeting spaces out of office areas

- Meeting rooms with acoustic and visual privacy

e. Health and Wellness

- Ergonomics – Sit/Stand workstations and adjustable furniture
- Central break room with staff outdoor space for socialization.
- Gym, locker rooms, lactation rooms
- Sustainability - Natural light, good air quality and temperature control

2. Collaboration (Large) Spaces

Participants

Heather Maloney
Sara Gallegos
Katrina Gregory
M J Tueros
Joy Riesenberberg
Tiffany Carranza

Background

The current program includes:

- (1) Council Chambers at 2,300 sf with fixed dais and 140 in row seating
- (2) Training Rooms at 800 sf for 50 in row seating or 26 at tables
- (8) Conference Rooms at 300 sf for 12 -14 at conference table
- (4) Small Conference. Rooms at 160 sf for 6 - 8 at conference table
- (3) Phone/Huddle Rooms at 80 sf for 1 - 3
- (4) Layout/Informal Meeting for 2-3 in development

Issues

Some expressed concerns about the number of conference rooms.

Recommendations

Space	Existing	Recommendation (assuming most offices have two guest chairs, but no meeting table)
Offices	10 Offices w/ mtg table	1 Office w/ mtg table
Open Meeting	0	4 layout for 2-3 (PW, Planning, Bld/Fire, Utilities)
Huddle	0	4 @ 80 sf for 1-3 (~2 per floor)
Small Conference	0	6 @ 120 sf for 4 (~3 per floor)
Medium Conference	13 (size varies 8-14)	4 @ 300 sf for 12 (~2 per floor)
Large Conference	0	3 @ 480 sf for 16 (1 at lobby, ~1 per floor)
Training/Meeting	1@ ~ 800 sf (committee) 1@ ~ 600 sf (HR training)	2 @ 800 sf for 26 @ tables, 50 rows (1 at lobby + 1 near HR)
Chambers	1 @ 2,100 sf	1 @ 2,300 sf =70 @ tables, 140 rows

a. Open Meeting

- Flat files or back to back lateral files with layout on top

b. Huddle Rooms

- White board and phone

- Distribute and locate for easy staff access.

c. *Small, Medium and Large Conference Rooms*

- White board
- Flat panel display and video conferencing
- Distribute and locate for easy staff and public access

d. *Training Rooms*

- White board
- Ceiling mounted projector and screen
- Flat panel display and video conferencing
- Provide movable partition so can be divided into two conference rooms. *Council Chambers*
- Built-in dais for 5 – 10, and movable side wing for 6-12
- Movable lectern located in middle of room facing dais
- Stackable seating for 140
- Audio for dais, staff and lectern, flat panel displays; cameras
- Adjacent to lobby and one training room
- Large sliding doors to Public Plaza for special events
- Separate council entry to dais with direct access to training room, kitchenette alcove, and restroom
- Flat panel display for overflow

3. Public Counters

Participants

Jaina French
 Katrina Gregory
 Caitlin Saldanha
 Jocelyn Ramirez
 Elizabeth Cabell
 M J Tueros
 Scott Nielson

Background

The current program includes public counters for:

- General Government: City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources
- Parks & Recreation
- Housing
- Revenue
- Development: Community Development, Public Works, Fire Prevention, Utilities

Issues

- There have been discussions but no consensus or common understanding about some counter operations and staffing.
- There is no consensus about the best way to have welcoming and customer-oriented service while maintaining security and mitigating staff disruption
- Should revenue collection be central

Recommendations

a. Overall: More services and meeting spaces at the main lobby.

b. Main Lobby

- (1) greeter counter to direct visitors, answer questions, help find on-line information or form, call clerk or other staff as needed. Staffed by dedicated employee.
- Kiosk to check-in for appointments
- Kiosk to look up information, or complete form. Similar to airline check-in greeter can assist first time users
- Standing table for clerk to review or help visitor fill out form
- (2) cashier counter workstations with bullet resistant glass, transaction slot, cash drawers

and dividers for privacy.

- Electronic display with public meetings schedule
- Hard copy brochures and electronic display that are visible 24/7
- After hours drop box for payments
- One small glass conference room for brief visitor conversations or meetings
- One large conference room, one training/meeting room, and council chambers for larger public meetings adjacent to the lobby
- Seating for 10
- Layout so could add security screening if needed

c. *Parks & Recreation*

- Waiting area with seating, kids play area, monitor, brochure rack; separate from the lobby for quiet during the day and security at night.
- (1) permanent counter station, (1) additional counter station at standing height, (1) ADA counter station.
- Locate adjacent to Parks and Recreation workspace and for easy walk-in public access.

d. *Housing*

- Waiting area with seating, kids play area, bulletin board, and brochure rack.
- (1) permanent ADA counter workstation with bullet resistant glass
- Copier/printer for staff.
- Locate on first floor with separate entry for easy public access.

e. *General Government (Council, City Manager, City Clerk, City Attorney, Human Resources, and Finance)*

- Waiting area with seating, kiosk and phone

4. Development and Public Way Counter

Participants

Vin Smith
 Erin Morris
 Darrell Mayes
 Julie Lucido
 Eric Whan
 Tim Wood
 Greg Fortune
 Phil Brun
 Michael Hether

Background

The current program includes a shared counter area with 6 counter workstations, a back counter with cubbies and a copier, a side niche for ad-hoc semi-private discussions, and easy access to conference rooms for scheduled meetings.

There have been discussions but no consensus about operations and staffing including transitioning to more on-line applications, submissions and reviews, and having 2 permanent counter staff and 4 shared counter stations.

Issues

Determine permitting and counter functions, operations, and staffing. Review:

- Planning and permitting operations
- Walk-in and appointment check-in process
- Counter configuration and assignments

Recommendations

a. *Waiting, Greeter, Counter, and Conference*

- Waiting area with kiosk for sign-in and seating. Locate bit separate from counter area so counter conversations are more private.
- Greeter counter station to sign-in visitors, answer basic questions and call up a specialist as needed. Staffed by development departments on rotating basis.
- 5-6 counter stations to be shared with mix of assigned hours, appointments, and walk-in assistance.
- Glass conference room for visible but private conversations
- Locate adjacent to Community Development, Public Works, Fire Prevention, and Utilities

b. Counter Configuration

- 6' long ADA accessible greeter counter
- (5-6) counter stations with dividers for privacy, one ADA accessible; others standing. 6' long and 30" deep counters with digital display/drawing set layout space.
- Back counter area with copier/printer and some drawing/sample board storage
- Waiting area separated by glass screen wall, counter height case work or similar for some separation and privacy.

c. Related Processes & Spaces

- Permits: Need trusted system and then expect mix of paper and electronic in near term
- Sign-In: At Kiosk or Greeter – if walk-in establishes place in queue, if appointment messages staff, if greeter determines need a specialist, messages appropriate staff
- Fee: Collection by Revenue
- Large Meetings: Schedule in lobby meeting rooms to reduce noise and congestion at waiting/counter area.

5. Police Department

Participants

Robert Plummer
 Pat Manzer
 Brian Campagna
 Gary Pitkin
 Kris Jenny
 Dustin Dodd
 Lupe Curiel
 Lee-Ann Crowe

Background

Some expressed concerns that the current program may not include enough room for growth or enough secure parking. In a recent survey room for growth, adequate and secure parking, large enough locker room gym, and training room and modern technology were frequent comments.

Issues

- Growth
- Parking
- Meeting, Training and Technology
- Security (addressed by Security TWG)

Recommendations

a. Overall

Vision

- Public safety identity, welcoming, functional & secure
- Complementary to surroundings & expresses good stewards of public funds

Location

- Central with good access to and from for staff, public, and emergency response
- Size to accommodate needs

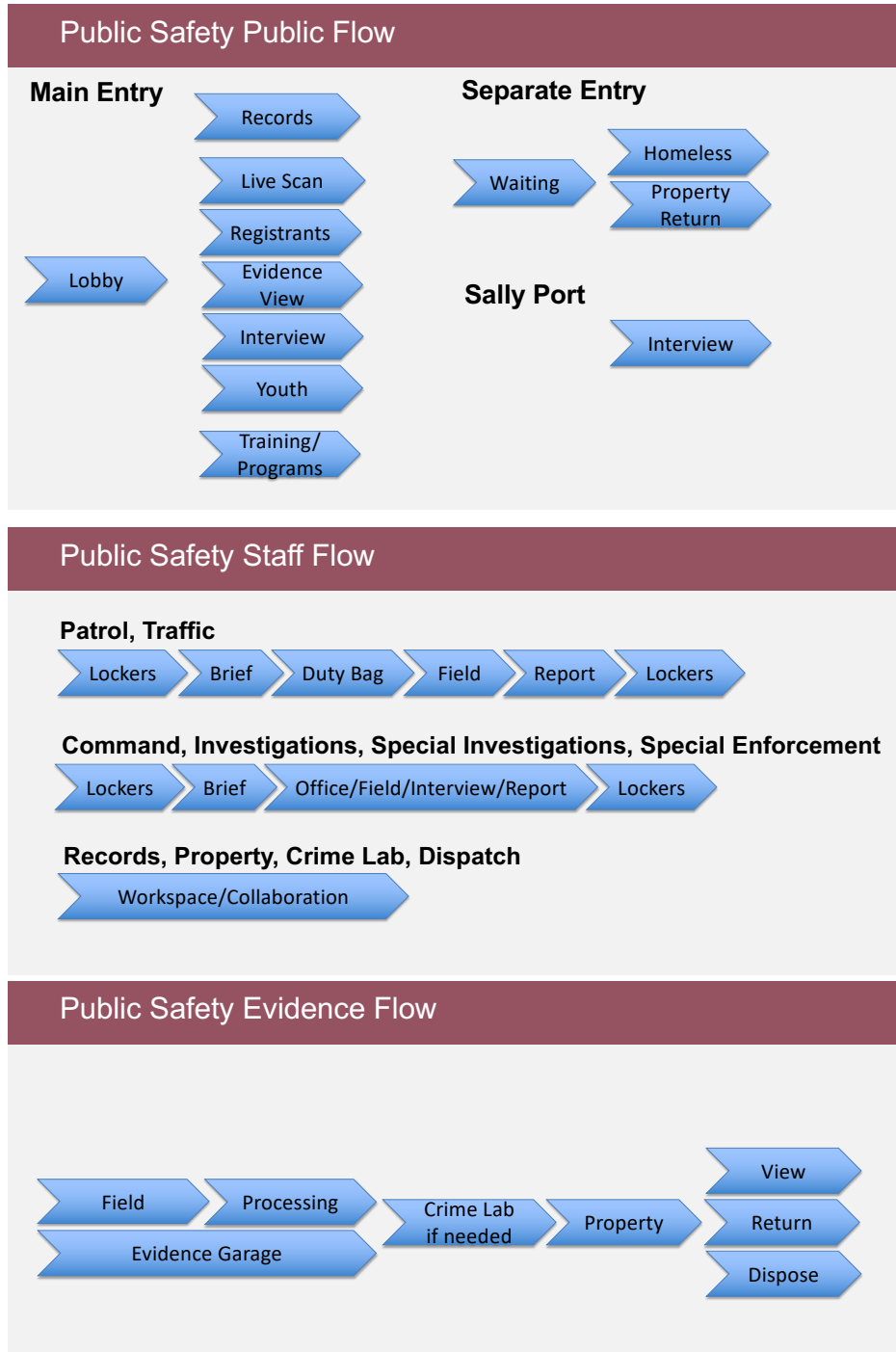
Parking

- Fleet on-site, staff near, both safe & secure

Building

- Good flow, enough space, room for growth
- Common space to foster interaction, celebrations
- Training/EOC with visitor access from lobby
- Technology
- Flag poles, public safety public art, history display

b. Access and Flow



c. Program Update

The following recommended program update includes:

- **Growth:** 1-3 additional workstations within each unit
- Training/EOC:
 - locate adjacent to lobby
 - large training/EOC room
 - medium training/EOC room
 - conference/EOC breakout room
 - kitchenette, training storage and EOC storage
- **Wellness:** A dedicated Public Safety Gym
- **Offices:** 120 sf offices with two guest chairs and shared conference rooms. Due to the high number of confidential meetings the police chief would like a larger office with a meeting table.

Space	Current Area (sf)		Quantity	Unit Area (sf)	Area (sf)	Recommended Program
Chiefs						
Police and Fire Chiefs		Robert Plummer, Steve Brassfield	2	210	420	Office with meeting table and gear locker
Assignable Area					420	
Usable Area				130%	546	
Command						
2 Captains, Lieutenant, Crime Analyst		Pat, Jennifer, Brian	4	120	480	Office
Police Staff		Layne, Susana, Audry	3	48	144	Workstation
Fire Ops, Admin		Zach, Charlie	2	130	260	Office plus gear locker
Fire Train/EMS		Charlie, Albert	1	140	140	Office with two workstations and two gear lockers
Fire Staff		Donna, Anna	2	48	96	Workstation
Police/Fire Office - Manager		Joy	1	120	120	Office
Police/Fire Workstation - Recruit/Bckgmds		Betsy	1	48	48	Workstation
File Storage			1	120	120	Secure file storage
File/Copy			1	60	60	Copier and lateral files with layout on top
Reception			1	60	60	Seating for 3 or 4
Conference for 10			1	280	280	For 10. Locate near suite entrance. Flat panel display, white board and video conference equipment
Unassigned		Police Admin/Train Sgt	1	120	120	Office
Unassigned			2	48	96	Workstation
Assignable Area					2,024	
Usable Area	2,058			130%	2,631	
Patrol						
Lieutenant, Sergeant		Chase, Heath	2	120	240	Office
Sergeant		Ryan, Scott, Mike, Todd, Pete, Alfonso	6	64	384	Large Workstation
Downtown, Volunteer Coord			5	48	240	Workstation
Report Writing Stations			8	36	288	Carrel Workstation - share
Forms/File/Copy Alcove			1	96	96	
Dictation			1	64	64	
Unassigned		Sergeants	2	64	128	Large Workstations located in a sergeants' office
Unassigned			2	48	96	Workstation
Assignable Area					1,536	
Usable Area	891			140%	2,150	
Traffic						
Sergeant		Kris	1	120	120	Office

Space	Current Area (sf)		Quantity	Unit Area (sf)	Area (sf)	Recommended Program
Officers		Aaron, Mike, Josh	3	48	144	Workstation
Vehicle Abatement			2	36	72	Carrel Workstation
Storage Cabinet			1	20	20	8' long x 2'-6" deep x 6' tall cabinet
Unassigned			1	48	48	Workstation
Assignable Area					404	
Usable Area	463			140%	566	
Investigations, Special Investigations & Special Enforcement						
Investigations						
Office - Lieutenant, Sergeant		Gary, Amy	2	120	240	Office
Investigations Coordinator			1	64	64	Large Workstation
Workstation - Detectives		Pete, Bill, Pat, Garrett #1, Garrett #2, ?	6	64	384	Large Workstation
Computer Forensics		Dustin	1	120	120	Office with 16' of works surface for multiple monitors and CPUs and 4' long casework with 2' deep base and 1' deep lockers of varying sizes with outlets for cell phones, laptops and computers above
Special Investigations						
Sergeant		Alfonso	1	120	120	Office
Workstation - Detectives		Josh, Tommy	2	64	128	Large Workstation
Special Enforcement						
Sergeant		Nick	1	120	120	Office
Detectives		Curtis, Tommy, Kevin, Josh	4	64	256	Large Workstation
Copy/Files/Forms			1	60	60	
Evidence Lockers			1	10	10	4' long x 2'-6" deep x 6' tall with lockers of different sizes
Storage Cabinet			1	20	20	8' long x 2'-6" deep x 6' tall cabinet
Open Meeting Area for 8-10			1	240	240	
Workroom for 6			1	240	240	Secure workroom
Unassigned			2	64	128	
Assignable Area					2,130	
Usable Area	1,908			130%	2,769	
Youth Services Bureau						
Waiting			1	150	150	Seating for 3-4.
Youth Sergeant		Andy	1	120	120	Office
Social Workers		Toni, Michaela	2	48	96	Workstation
SROs		Keri, Eric, Tristan	3	36	108	Carrel Workstation
File/Storage			1	36	36	Carrel Workstation
Restroom			1	60	60	
Conference for 6			1	180	180	
Unassigned			1	36	36	
Assignable Area					786	
Usable Area	359			140%	1,100	
Homeless & Property Return						
Waiting			1	150	150	Seating for and counter for property return
Restroom			1	60	60	
Interview Room			1	100	100	
Workstation - Homeless Outreach		Brandon, Andrea, Betty	3	48	144	Workstation
Unassigned			1	48	48	Workstation
Assignable Area					502	
Usable Area	152			140%	703	
Sallyport						
Sallyport Garage			1	400	400	Provide 16' clear width
Interview Room			2	100	200	
Blood Draw			1	100	100	
Restroom			1	60	60	
Pre-booking & Observation			1	140	140	Provide carrel workstation and meeting table
Assignable Area					900	
Usable Area	196			140%	1,260	
Support						
Briefing Room	590		1	600	600	For 20. White board, projector and pin walls. Locate near patrol.
Men's Locker Room - (90) 24" wide tall lockers and (30) 18" wide tall lockers	1,350		1	1,400	1,400	(90) 24" wide full height lockers and (30) 18" wide full height lockers all with duplex power outlets and (20) 12" x12" lockers. Provide 5' aisles for easy circulation when carrying gear. Provide a minimum of (2) toilets, (2) showers and (2) sinks.

Space	Current Area (sf)		Quantity	Unit Area (sf)	Area (sf)	Recommended Program
Women's Locker Room - (18) 24" wide tall lockers (5) 18" wide tall lockers	652		1	600	600	(18) 24" wide full height lockers and (5) 18" wide full height lockers all with duplex power outlets and (20) 12" x12" lockers. Provide 5' aisles for easy circulation when carrying gear. Provide a minimum of (2) toilets, (2) showers and (2) sinks. Locate men's and women's locker rooms near police patrol and briefing and adjacent to each other such that wall between could be moved to adjust split of lockers between locker rooms.
All Gender Restroom/Shower			1	120	120	
Duty Bag - 75 + 5 tall for motorcycle			1	600	600	Workstation
Honor Guard			1	30	30	Closet for honor guard uniforms and hats
Lactation Room			1	60	60	Provide lounge chair, counter with sink and under counter refrigerator and individual lockable cabinets above.
Police Bicycle Storage/Service			1	250	250	For 10 Bikes on wall mounted racks, with bike stand and workbench for repairs. Locate near staff entry.
Bunk /Phone Room			2	75	150	Locate in quiet location
Break	386		1	400	400	Enclosed with ducted exhaust. Casework with counter, and upper and lower cabinets along one wall with large sink, microwave, hot and cold water taps. Tall refrigerator, trash/recycling and counter along opposite wall. Locate near staff entry
Armory	113		1	300	300	Locate near staff entry
K9 Kennel/Supplies			1	130	130	Locate near staff entry
Mobile Command Garage			1	740	740	30' Mobile Command vehicle. Provide 16' clear width
SWAT Gear	83		1	200	200	For 12 from various units. Full 24" wide height lockers, bench and counter with power strip for charging and equipment storage bins below. Locate adjacent to Mobile Command Garage.
Youth Service Bureau Storage	196		1	120	120	30" deep shelving on two walls
Storage	196		1	120	120	
IT Equipment Storage	308		1	240	240	Storage for cameras, phones, tablets, computers only. Staff moved to Admin
Server (shared)	125		1	600	600	For 8 racks and 2 HVAC units. Locate on top floor and within 50' (horizontally or vertically of Dispatch
Wellness (shared)	235		1	1,400	1,400	Locate adjacent to police patrol and fire station so can share and have quick response time.
Janitor			1	80	80	Slop sink, storage shelving
Assignable Area					8,140	
Usable Area	4,234			105%	8,547	
Main Entry						
Lobby			1	500	500	Public counter with (2) 6' long permanent counter stations with bullet-resistant glass, transaction slot and bullet-resistant material below counter. Seating for those waiting. Layout so could add security screening. Provide phone at exterior for 24/7 assistance.
Live Scan			1	80	80	Accessible from lobby and records staff area and visible through window from staff at public counter
Print/Copy/Office Supply/Mail Delivery			1	240	240	1 collating copier and casework with 24" deep counter with upper and lower cabinets. Sorting counter with open shelves above and space for carts below. Locate with access from records staff area and lobby
Adult Interview			1	100	100	
Child Interview			1	150	150	
Conference/Interview/Observation for 10			1	240	240	Locate near Interview Walk-in Rooms and Records
Restroom			1	60	60	
Assignable Area					1,370	
Usable Area	549			130%	1,781	
Records						
Records Bureau Administrator		Imelda	1	120	120	Office
Staff		Lupe, Adri, Zaira, Sandra, Jennifer, Marisol, Crystal, ?	8	64	512	Large Workstation
Compact Shelving			1	600	600	Compact shelving with lockable units for files & banker boxes.
Unassigned			2	64	128	
Assignable Area					1,360	
Usable Area	1,696			130%	1,768	
Crime Lab						
Evidence Processing Garage			1	950	950	Workbench with sink and compressed air, washer and dryer and storage cabinets along one wall. Provide 34' depth x 28' width for 24' long vehicle
Staff		Vanessa, ?	2	48	96	
Printer Alcove			1	100	100	Multiple specialty printers with files below

Space	Current Area (sf)		Quantity	Unit Area (sf)	Area (sf)	Recommended Program
Lab			1	450	450	Casework with upper and lower cabinets and sink and refrigerator. Evidence lockers and layout table with hood above.
Unassigned			1	48	48	Workstation
Assignable Area					1,644	
Usable Area	660			130%	2,137	
Property						
Evidence Booking			1	300	300	Casework with upper and lower cabinets, sink, hood, and pass-thru evidence lockers to property. Bagging table. Locate adjacent to property and near sallyport, evidence garage and crime lab. Provide door with glass light into evidence storage work area
Drying Room			1	200	200	With two caged areas with rods/racks for drying items one and 2-3 drying cabinets. Locate near evidence booking
Staff		Sarah, Hilary, ?	4	64	256	Large Workstation
Evidence Work Area			1	250	250	Copier, workbench, work table
Narcotics Storage			1	120	120	Secure room with 100% exhaust
Evidence Storage			1	2,500	2,500	Compact shelving designed for full range of evidence including locked units for fire arms and homicide evidence, 8 commercial freezers and refrigerators, narcotics closet. Design space and building systems such that this could be converted to office space in the future if evidence storage moved off-site.
Assignable Area					3,626	
Usable Area	2,713			110%	3,989	
Dispatch						
Communications Manager		Gus	1	120	120	
Shift Supervisor		Gus & Lee-Ann, Becky, Sarah, and Lynette	1	160	160	Shared office with 2 workstations, 4 individual locking cabinets and 1 larger locking cabinet
Workstations - paired with 3 pedestals			17	70	1,190	Dispatch Workstation 8' X 9' paired with 3 pedestal units - one each end and one in the middle
Print/Copy/Reference/Chair Alcove			1	90	90	Copier and large format plotter 4' counter with equipment charging above, 12 If tall bookcases, 5 extra chairs
Equipment & Swan Storage			1	160	160	24 If of 2'-6" deep shelves for equipment and swan
Kitchenette/Break			1	140	140	Enclosed with ducted exhaust. Casework with counter, and upper and lower cabinets along and tall refrigerator along one wall with large sink, microwave, hot and cold water taps. Table for 2-3
Locker Alcove			1	36	36	(34) 12" x 12" x half height lockers
Quiet			1	60	60	
Assignable Area					1,956	
Usable Area	996			140%	2,738	
Training/EOC						
EOC/Training	599		1	1,200	1,200	Overhead projector and screen, acoustic partrion, two entrances, two sets of white board, flat panel display and video conferencing equipment.
EOC Briefing/Conference/Training			1	600	600	For 20. Overhead projector and screen, white boards, flat panel display and video conferencing equipment.
EOC Breakout Planning/Conference	176		1	280	280	For 10. White boards, flat panel display and video conferencing equipment.
Real Time Monitoring			1	120	120	
Kitchenette			1	120	120	Enclosed with ducted exhaust. Casework with counter, and upper and lower cabinets along one wall with large sink, microwave, hot and cold water taps. Tall refrigerator, trash/recycling and counter along opposite wall. Pair of doors for easy access by large group
Tactile Training Storage			1	80	80	
Table & Chair Storage			1	40	40	2'-6" deep shelves. Locate near EOC/Training
EOC Storage			1	120	120	
Assignable Area					2,560	
Usable Area	775			110%	2,816	
Total Usable Area (inside workstations & rooms)						
					29,358	
Total Usable Area (inside suites)						
	17,650				35,502	
Approximate Total Gross Area (inside suites)						
				121%	42,957	
Exterior						
Property Bikes						
Flammable Liquids						
Shopping Carts						
Fleet Parking						

6. Fire Department

Participants

Steve Brassfield
Zach Curren

Background

The current program includes some Fire Administration staff at Fire Station No 1 and some at the Public Safety Building. It also includes apparatus bays and bunk rooms for the current Fire Station No. 1 fleet and staff.

Issues

The Fire Department identified concerns about the split of command staff, and fire station needs.

Recommendations

a. *Fire Command*

- Collocate all command staff.

b. *Fire Station No. 1*

The following recommended program update includes:

- Provide storage for department wide supplies.
- Provide all single bunk bedrooms instead of mix of single and double bunk bedrooms.
- Provide larger gym to accommodate all on duty staff.
- Provide larger training room to accommodate all department training
- Provide growth space (additional apparatus space, bunk rooms and gear lockers) for a future additional paramedic unit
- Provide growth space (deeper apparatus bay) for a possible future longer truck to replace current ladder truck.
- Provide growth space (additional apparatus bay) for a future spare engine

Space		Recommended Program			
		Quantity	Unit Area (sf)	Area (sf)	
Chiefs					
Police and Fire Chiefs	Robert Plummer, Steve Brassfield	2	210	420	Office with meeting table and gear locker
Assignable Area				420	
Usable Area			130%	546	
Command					
2 Captains, Lieutenant, Crime Analyst	Pat, Jennifer, Brian	4	120	480	Office
Police Staff	Layne, Susana, Audry	3	48	144	Workstation
Fire Ops, Admin	Zach, Charlie	2	130	260	Office plus gear locker
Fire Train/EMS	Charlie, Albert	1	140	140	Office with two workstations and two gear lockers
Fire Staff	Donna, Anna	2	48	96	Workstation
Police/Fire Office - Manager	Joy	1	120	120	Office
Police/Fire Workstation - Recruit/Bckgmds	Betsy	1	48	48	Workstation
File Storage		1	120	120	Secure file storage
File/Copy		1	60	60	Copier and lateral files with layout on top
Reception		1	60	60	Seating for 3 or 4
Conference for 10		1	280	280	For 10. Locate near suite entrance. Flat panel display, white board and video conference equipment
Unassigned	Police Admin/Train Sgt	1	120	120	Office
Unassigned		2	48	96	Workstation
Assignable Area				2,024	
Usable Area			130%	2,631	

Space	Quantity	Unit Area (sf)	Area (sf)	
Fire Station No. 1				Program includes requested space for additional paramedic unit, larger tiller truck and spare engine and assumes. It also assumes Fire Station No. 1 is collocated with Public Safety and can share gym and training. If Fire Station No 1 is not collocated add space as noted below for a gym and larger training
Lobby	1	120	120	Sliding reception window, bullet-resistant material below counter, seating
Public Restroom	1	60	60	
Battalion Shift Chief	1	120	120	Office - shared workstation and (3) lateral files
Captain	1	160	160	Shared office with two workstations and two guest chairs
Fire Fighter/Paramedic	6	30	180	Open Counter to accommodate up to 6
Copy/Print/Mail Alcove	1	36	36	
Files	1	45	45	30 LF 4 drawer lateral files
Single Bunk	10	120	1,200	1 Bed, 1 Desk and 3 Wardrobes
Single Restroom & Shower	3	100	300	
Kitchen, Dining, Dayroom	1	800	800	Kitchen with casework including 3 tall cabinets, sink, disposal, stove with hood, 3 refrigerators, dish washer, microwave, coffee.
Interior Cleaning	1	36	36	Washer, Dryer, Mop Sink, Cleaning Supplies
Balcony	1	120	120	Barbecue
Training/Meeting	1	300	300	Increase to 600 SF if Fire Station No 1 is not collocated with Public Safety with training.
Gym	1	-	-	Add 600 SF if Fire Station No 1 is not collocated with Public Safety with shared gym located for easy access to apparatus bays for emergency response.
Utility	1	100	100	Locate near Apparatus Bay Slop Sink, Cleaning Supplies, Ice Machine
Apparatus Bays	4	varies	5,360	(1) 42' Ladder Truck or future 62' Longer Truck, (1) 24' Ambulance in front of (1) 42' Rescue, (1) 19' Command in front of (1) 32' Engine, and (1) 32' Engine = 3 bays at 20' wide x 76' long x 15' clear, 14'x14' door and 1 bay at 20' wide x 40' long x 15' clear, 14'x14' door
Turn-Out & Rescue Bag	1	300	300	(30) with 24"x 28" x full height lockers. Locate adjacent to apparatus bays,
Oil & Flammable Liquids Storage Room	1	50	50	For topping off vehicle fluids. Locate near apparatus bays
Hose Drying/Storage & Turn-Out Gear	1	200	200	Locate adjacent to apparatus bays
Extractor Laundry				
Air Compressor Room	1	60	60	
Shop Alcove	1	100	100	20' long x 5' deep alcove with workbench and compressed air. Locate adjacent to apparatus bays
Medical Supply	1	120	120	40LF of 18" deep shelving. Locate near apparatus bays
Medical Clean Up Alcove	1	50	50	Locate adjacent to apparatus bay near shop alcove with counter and sink with foot pedal
Storage	1	250	250	45 LF of 30" deep heavy duty shelving plus 5 LF open area for equipment and special programs
Assignable Area			10,067	
Usable Area		123%	12,382	
Approximate Gross Area		114%	14,116	
Add if Fire Station No 1 is not collocated with Public Safety				
Gym			600	
Additional Training			300	
Assignable Area			10,967	
Usable Area		123%	13,489	
Approximate Gross Area		114%	15,378	
Fire Station Exterior				
Flammable Storage Cabinet				
Apparatus Bay Apron - 45' from back of sidewalk				
Parking for 3 Fleet Vehicles				2 Command, EMS Trailer
Private Patio				
Public Safety Building				
Parking for 2 Fleet Vehicles				2 Command
Corp Yard				EOC Trailer

7. Storage

Participants

Kimberly Rice
 Tiffany Carranza
 Patricia Baring
 Eric Vandeburgt
 Joy Riesenbergl
 Jocelyn Ramirez
 Sharon Quilon
 Shuree Egloff
 Seth Anderson
 Diana Carranza

Background

The current program includes a variety of storage types including administration shared file, equipment and swag storage, development drawing and submission storage, and public safety file, equipment and evidence storage. There are concerns about the amount of storage, confidentiality/security and ease of access in shared compact shelving and storage rooms.

Issues

- Review current and confirmed purged file demand
- Digital/vs physical file storage
- Scanning support
- Organizational impact/need
- Drawing, development submission, equipment, swag
- Confidentiality, security and ease of access

Recommendations

a. *Recommendation to implement to prepare for new facility*

- Develop and implement digital forms and processes:
- Contracts –use current standard form and electronic signature
- Internal Forms – HR, time-off, deductions, travel, reimbursables, cal card (some in new ERP, Laserfiche)
- Permits – on-line submittal and review
- Develop a consistent file structure/project numbering and adapt to individual department needs and apply to paper and electronic files.
- Following retention policies purge duplicates and old files, inventory and archive historical

records off-site.

- Determine what files, drawings, equipment and swag needs to move to new facility.

Benefits: Operational efficiency/reduction in training time, security/continuity of business

b. Recommendations to implement in new facility

- Individual Storage
- Pedestal
- File storage needs vary with operations
- Team Storage
- Current Development & CIP Projects
- Review on-line
- Permit set in paper
- Shared Storage
- Paper Contracts & Grants
- Some Older & Historic Drawings
- Active files
- Equipment
- Swag
- General Office Supplies – central rather than scattered

c. Long Term Recommendations to integrate as funding available

- Continue to develop and implement digital forms and processes
- Need help to implement

8. Technology

Participants

Scott Nielsen
 Brian Cochran
 Stephanie Gaul
 Heather Maloney
 Seth Anderson
 Tim Wood
 Greg Fortune
 Joy Riesenber
 Doug DeMaster
 Caitlin Saldanha
 MJ Tueros
 Imelda Preciado

Background

The current program includes infrastructure and technology for chambers, training and conference rooms but a number of city processes and operations remain paper based and do not take advantage of technology.

Issues

Develop updated processes/operations and technology enhancements recommendations:

- Reservation Scheduler
- Printing Strategy & Follow Me printing
- Hardware and software (various versions)
- Infrastructure & AV for conference, chambers and EOC
- Comfort/knowledge of technology + training
- Future work styles and mobility
- Development Services
- Financial Transactions

Recommendations

a. *Recommendations to implement to improve operations and prepare for new facility*

- Digital Signature
- Develop and implement digital forms and processes:
- Contracts –use current standard form and electronic signature
- Internal Forms – HR, time-off, deductions, travel, reimbursables, cal card (some in new ERP)

and/or Lazerfiche)

- Permits – on-line submittal and review
- Financial ERP
- Budget, time cards, attendance
- Cashiering
- Utility billing
- Field tablets

b. Recommendations to implement in new facility

- Workstation/Office
- Laptop and 32” Display for office staff and Tablet for field staff: start replacing with these now, so all have at move-in
- Soft phone - blue tooth head set thru computer rather than phone: start replacing with these now, so all have at move-in
- Two factor identification (code and facial that can be used on city device or remote) - Windows Hello from Microsoft
- Printing
- Badge swipe to print for confidentiality: optional now; required at move-in
- Huddle/Informal collaboration spaces
- Networks with wi-fi hot spots & ethernet at 100% speed
- Conference
- Reservation scheduler -outlook reservation with expiration if do not sign-in, and digital signage at the room
- Flat panel display and conferencing

c. Long term recommendations to integrate as funding available

- Continue to develop and implement digital forms and processes

9. Security

Participants

Scott Neilson
Gus Ulloth
Brian Campagna
Magdiel Frayer
Dave Perazzo

Background

The current program and technical documents include

- planning requirements
- card readers & video intercoms
- ballistic protection & duress buttons
- video cameras

Issues

- Staff has expressed concerns about safety and access control
- Review Administration, Housing and Public Safety Building consideration
- Review parking lot and structure considerations

Recommendations

a. *Intrusion Detection System : Add Perimeter IDS to cover:*

- Exterior door status and alarm
- Glass break detection at ground floor and any accessible balconies
- No interior motion sensors

b. *Ballistic Protection: No change to Technical Requirements:*

- Exterior opaque areas to be designed to level III – systems not required to be certified
- No protection at glazing
- Transaction counters and glazing to be ballistic resistant
- Walls at revenue to be ballistic resistant
- Council dais to be ballistic resistant

c. *Security Layering: Minor adjustments:*

- Public Counters typically have glass separation at counter or waiting area
- Locks

- All locks to be card key access – no physical key (except for master override)
- Master keying to be by zone. Separate masters for:
 - Administration
 - Public Safety General
 - Police Evidence
 - Fire Station
 - Doors requiring locks:
 - All transitions from public to staff areas
 - Conference and training rooms open at both sides to have lock on one door (front or rear) only. Location at city option
 - Transitions from 'semi-public' suites to staff areas
 - Housing. Note In addition, Housing has requested push alarms on doors from interview rooms to office side.
 - Police Lobby
 - Police Homeless
 - Police Youth
 - Police Sally port
 - Police Interview rooms
 - Police EOC
 - Transitions from administrative staff areas into police areas
 - Specific Suites:
 - Police Records
 - Crime Lab (Lab, evidence processing, drying, etc.)
 - Police Property (specific evidence controls protocols)
 - Police Locker rooms (2 separate suites)
 - Public Safety Command
 - Investigations
 - Dispatch

10. Emergency Operations

Participants

Scott Nielson
Gus Ulloth
Pat Manzer
Charlie Rhodes
Joy Eldredge

Issues

- Confirm emergency power capacity recommendations.
- Discuss a couple different scenarios – single day event, longer event like fire or earthquake and load shedding
- Confirm conduit routing & tower approach

Recommendations

a. *UPS & Generator*

- Minimum emergency UPS requirement is for 4 hours in to support only dispatch loads and IT/Server loads to allow for secondary dispatch activation and relocation
- Minimum Generator requirement is for 96 hours for Emergency Operations Center, Public Safety and Fire Station for code required loads

b. *Roof Mounted Antenna*

- Project still needs roof mounted antenna as defined by Technical Requirements.
- Delete requirement for microwave waveguide, microwave signals will be translated at the receiver and sent to server room over fiber or copper

c. *Power and Data Outlets*

- Increase number and density of power and data outlets in EOC, including adding multiple floor mounted recessed outlets. Recommend 1 quad box per 100 ASF

11. Parking Operations

Participants

Tony Valadez
Heather Maloney
Brian Campagna
Greg Fortune
John Ferons

Background

There have been concerns about fleet, staff, and visitor parking ease of access and security as well as how a shared parking structure would work. While the Administration and Public Safety site or sites

Issues

The Administration and Public Safety site(s) likely will have a combination of parking lots and/or parking structures. Develop parking operation recommendations for fleet, staff and visitor parking for parking lots or parking structures

Recommendations

a. Parking Operations & Security

- Good lighting
- Good visibility/sight lines – no place to hide, open stairs in structure
- Accommodate some larger fleet and staff vehicles (4x4 long bed pick-up with crew cab)
- Electric charging and infrastructure to expand
- Secure with license plate reader, proxy card or transponder entry and sensor exit
- Camera coverage
- Solar panels

b. Fleet, Staff and Visitor Parking Criteria

	In Lot	In Structure
Police Fleet	First responders must be on-site Prefer all on-site in secure lot	If in shared structure locate on top floor(s) so can secure
Administration Fleet		If in shared structure locate on top floor(s) so can secure
Administration Field Fleet Building Inspection Code Enforcement PW Construction MDF Parking Enforcement Storm Drain	Daytime spaces at building or green curb Amount of in-out will decrease with increased use of field tablets	
Night Staff (Police/Dispatch)	On site or in line of sight	
Staff	Fit larger vehicles in one area 10 Bikes and 10 Motor Cycles	If in shared structure locate in daytime reserved spaces on upper floor(s) Fit larger vehicles in one area
Visitor	Some short term near building	If in shared structure locate on lower floor(s)

B. Staff Growth and Parking Assumptions

Background

When the Public Safety and City Hall Facilities (formerly called the Civic Center) program was developed in 2016 it assumed 352 current and 393 future administration, public safety and fire station staff. It also included 270 spaces for fleet, staff, elected officials, and visitor parking. The program required 2 police command/swat garage spaces, 25 police vehicle and 2 police motor cycle spaces at the public safety building and 9 fire vehicle spaces at fire station but gave the design team flexibility in where to provide the rest of the parking.

Since then the city staff has grown more than anticipated and some have expressed concerns that the program may not include enough staff growth and parking capacity. In addition some have expressed concerns about the quantity, location and security of parking including concerns about safety of staff walking to vehicles, especially those working night shifts, security of police vehicles, efficiency for field staff who come and go frequently, and convenience.

Staff Growth Projections

According to the US Census the city's population was at 76,175 in 2010 and 79,263 in 2018. The Bay Area Governments Projections 2040 estimates that the city's population will about 12% increase over the next 20 years. Taking this into account the Public Safety and City Hall Facilities program assumes:

- 20-year planning horizon.
- 3 staff per year city-wide staff growth, half of which would be for staff located in the public safety and administration facilities, split evenly between Administration and Public Safety.
- 5 additional dispatch staff to cover possibility of adding a jurisdiction.
- Development (Community Development, Public Works, Utilities Departments, and Fire Prevention Division,) will grow more than General Government (City Manager, City Clerk, City Attorney, Finance, Human Resources, Parks & Recreation Services Departments)

Staff Growth Projection	Current FTE	Projected Growth	2039 FTE
General Government	85	5	90
Development	98	10	108
Public Safety (Police & Fire Command)	116	15	131
Dispatch	30	5	35
Fire Station No 1	24	0	24
Total	353	35	388

Fleet

Public Safety Fleet		Administration Fleet	
Police		Building Inspection	4
Command	3	Code Enforcement	3
Crime Lab	2	Fire Prevention	4
Investigations, NSIB	14	CSB Pool Vehicles	3
Crime Prevention	1	PW Construction	4
Parking Enforcement	2	PW Engineering	1
Traffic	7	PW Traffic	1
Patrol	31	PW Electrical	1
SWAT Command	1	City Clerk Mail	1
Subtotal	61	Finance IT	2
Fire Command Training & EMS	2	Utilities - MDF	4
Total Public Safety	63	Utilities - Water Engineering	4
Police Motor Cycles	4	Subtotal	32
		Administration Visiting	
Fire Station No 1 Fleet		Custodial	2
Apparatus Bay		Landscape Maintenance	1
Ladder Truck	1	Corp Yard	3
Rescue	1	Subtotal	6
Engine	1	Total Administration	38
Command	1		
Subtotal	4		
On Site			
Ambulance	1		
Command	2		
EMS Trailer	1		
Subtotal	4		
Total Fire Station	8		

Parking Demand

The following parking demand analysis assumes:

- 308 staff spaces for 95% peak staff (~2.5% vacancy, ~4% do not drive, peak shift overlap)
- 109 fleet spaces plus 4 motor cycle spaces (see table above)
- 46 visitor spaces

	2039 Projected FTE	Peak Staff	Staff Spaces (95% Peak)	Fleet Spaces	Visitor Spaces	Total Spaces
Staff						
Administration	198	198	188			
Public Safety	166	90	86			
Fire Station No. 1	24	20	19			
Fleet						
Administration				38		
Public Safety				63		
Fire Station No. 1				8		
Public						
Administration					40	
Public Safety					4	
Fire Station No. 1					2	
Total	388	308	293	109	46	448

Parking Options

- Police prefer all fleet and staff parking on-site. First responder parking must be on-site, night shift parking should be on-site, and all fleet should be secure.
- Administration prefer field staff fleet and some visiting fleet parking on-site.
- Walking distance is assumed to be one to three blocks.
- Review of fleet utilization could identify opportunities to reduce fleet and/or park more fleet vehicles remotely.
- Incentives to reduce drive-alone commuting could reduce parking demand

	Option 1 More On-Site, No Remote			Option 2 Less On-Site, Remote Swap		
	On-Site	Walk Dist.	Remote	On-Site	Walk Dist.	Remote
Administration						
Staff		188			188	38
Fleet	38					
Visitors	10	30			40	
Public Safety						
Staff (Night Shift)	10	76		10	76	
Fleet	63			63		
Visitors	4				4	
Fire Station No 1						
Staff		19			19	
Fleet	8			8		
Visitors	2				2	
Sub Total	135	313	0	81	329	38
Total			448			448

C. Current and Updated Program Comparison

The table below summarizes current (existing at the time of this report was prepared in 2019) FTE, projected growth, projected 2039 FTE and program seats, and current and program usable and gross building areas.

Current and Program Comparison					USF: Usable area is typically within suites GSF: Gross area is within exterior walls			
Building	Current FTE	Projected Growth	2039 FTE	Program Seats	Current USF	Program USF	Current GSF	Program ~ GSF
Administration	183	15	198	213	45,300	50,200	51,000	60,300
Public Safety (police dept & fire command)	116	15	131	103	17,800	35,600	25,500	42,700
Dispatch	30	5	35	17				
Fire Station No. 1	24		24	10	~ 8,700	12,100	8,700	13,800
Total	353	35	388	343	71,800	97,900	85,200	116,800

The tables below compare current (existing at the time this report was prepared in 2019) and updated program meeting, training and wellness spaces.

Administration Meeting and Training

Space	Current	Program
Offices w/ mtg table	10	9 (department heads)
Huddle	0	4 @ 80 sf for 1-3 people
Small Conference	0	6 @ 120 sf for 4 people
Med Conference	13 (vary for 8-14)	4 @ 300 sf for 12 people
Large Conference	0	3 @ 480 sf for 16 people
Training/Meeting	1@ ~ 800 sf (committee) 1@ ~ 600 sf (HR training)	2 @ 800 sf for 26 people @ tables or 50 in rows
Chambers	1 @ 1940 sf	1 @ 2,300 sf for 140 people in rows or 70 @ tables

Public Safety Meeting and Training / EOC

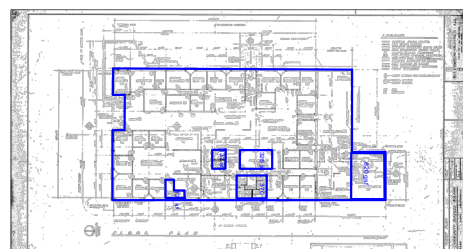
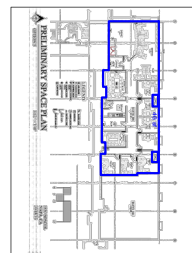
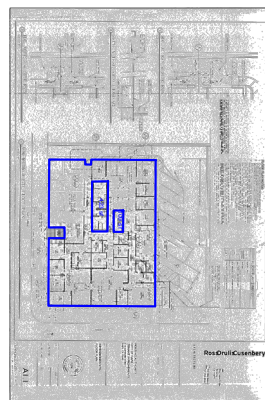
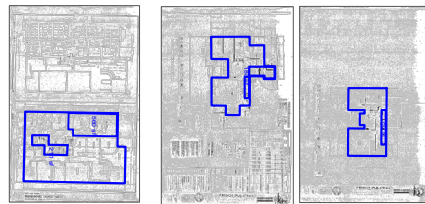
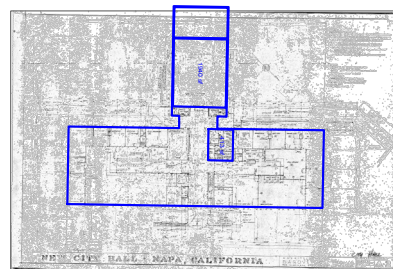
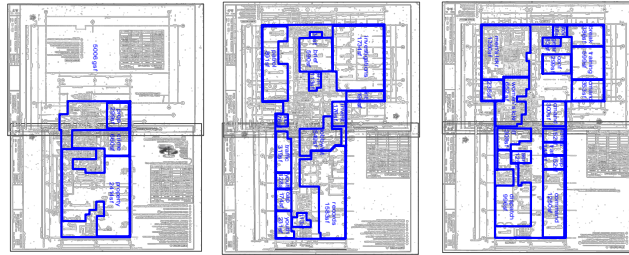
Space	Current	Program
Offices w/ mtg table	6	2 (department heads)
Open Meeting	1 (investigations)	1 (investigations)
Conference Rooms	1 @ 300 sf (library)	1 @ 180 sf (youth) 1 @ 240 sf (main entry) 1 @ 280 sf (command)
Training/EOC dividable	600 sf	1200 sf
Training/EOC briefing		400 sf
Conf/EOC breakout		280 sf
Real Time Monitoring		120 sf
Kitchenette		120 sf

Wellness

Space	Current	Program if separate sites	Program if Public Safety an Fire Station on same site
Administration		600 sf	800 sf
Public Safety		600 sf	1000 sf
Fire Station No. 1	600 sf	600 sf	

Current Facilities

Available current buildings plans are included below. While there have been changes, the plans are useful for reference.

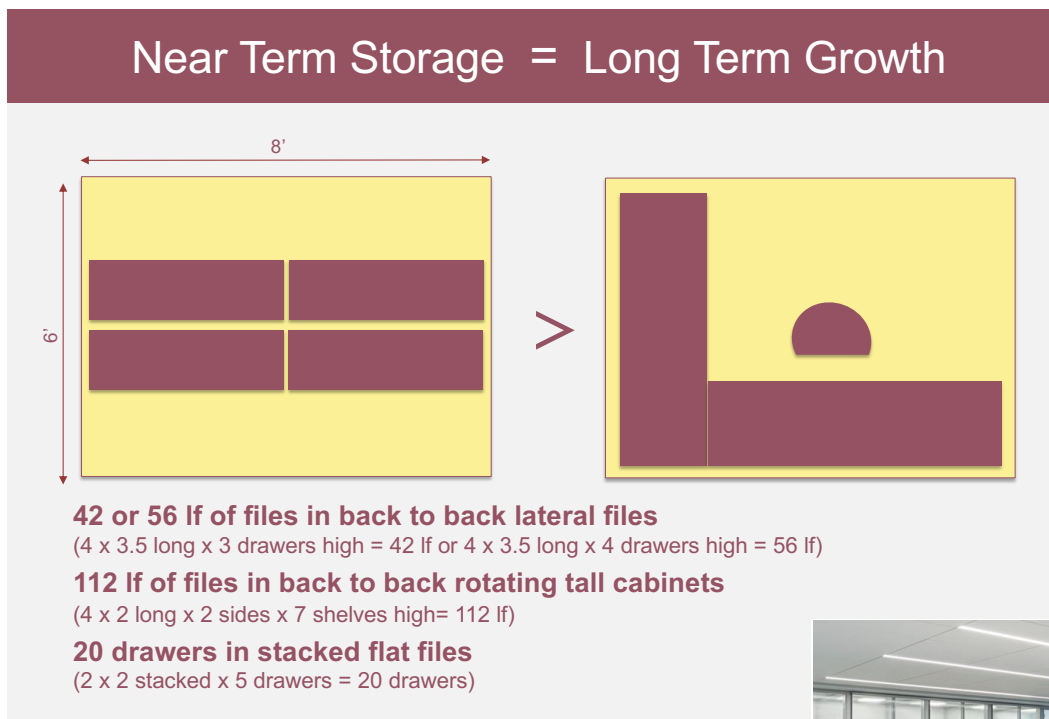


D. Administration File and Drawing Storage Analysis

The city is beginning to transition from paper to electronic operations. The program assumes ongoing investment in archiving and technology so departments move into new building(s) with 30% less file/drawing storage than they currently have and then further reduce storage as more processes and records are electronic.

The diagram and photo below illustrate how back to back lateral or rotating files or stacked flat files could be incorporated into an open office layout in the near term and then the space converted to workstations as the need for paper storage decreases.

The capacity of different types of file storage is shown on the following page. The storage analysis used to develop the recommended updated administration program is on the subsequent page. The administration program assumes replacement of near-term file and drawing storage with workstations to accommodate long term growth.



File Storage Types

Standard Corodata boxes
 $10 \times 12 \times 15 = \text{about } \mathbf{1.5 \text{ linear feet}}$



4 Drawer Lateral
 24 inches deep x 12 inches wide
 $4 \times 24 = 96 \text{ inches} = \mathbf{8 \text{ linear feet}}$



2 Drawer Lateral
 12 inches deep x 36 inches wide
 $2 \times 36 = 72 \text{ inches} = \mathbf{6 \text{ linear feet}}$



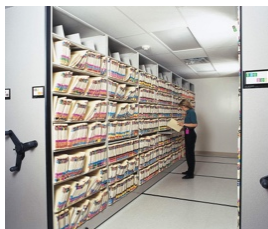
4 Drawer Lateral
 12 inches deep x 42 inches wide
 $4 \times 42 = 168 \text{ inches} = \mathbf{14 \text{ linear feet}}$



5 Drawer Lateral
 12 inches deep x 36 inches wide
 $5 \times 36 = 180 \text{ inches} = \mathbf{15 \text{ linear feet}}$



7 Shelf Rotating
 25 inches deep x 36 inches wide
 $7 \times 24 \times 2 = 336 \text{ inches} = \mathbf{28 \text{ linear feet}}$



Compact Shelving
 Most efficient storage; capacity **varies with configuration**

File and Drawing Storage Analysis

The following storage analysis tallies current linear feet (LF) of files and reference materials, number of flat file drawers and oversized books, and linear feet of drawing roll storage. The program assumes ongoing investment in archiving and technology so departments move into new facilities with 70% of their current capacity.

	LF of FILES	LF of REFERENCE MATERIALS	# of 24 X 36 FF DRAWERS	# of 36 X 48 FF DRAWERS	# of 17" AND 24" BOOKS	LF of 42" TALL DRAWING ROLL SHELVES	LF of 84" TALL DRAWING ROLL SHELVES
GENERAL GOVERNMENT							
CITY MANAGER	43						
CITY CLERK	196						
CITY ATTORNEY	250	50					
FINANCE	477						
HUMAN RESOURCES	235						
CURRENT TOTAL	1201	50					
PROGRAM TOTAL (70%)	841	50					
PARKS & HOUSING							
HOUSING	441						
PARKS & RECREATION	58						
CURRENT TOTAL	499						
PROGRAM TOTAL (70%)	349						
DEVELOPMENT							
COMMUNITY DEVELOPMENT	857	50				20	20
PUBLIC WORKS	645	50	116	20	35		
FIRE PREVENTION	224	45					10
UTILITIES	733		30	10			
CURRENT TOTAL	2459	145	146	30	35	20	30
PROGRAM TOTAL (70%)	1721	45	102	21	35	14	21

Section Three

*Potential Site
Alternatives
Analysis*

Section 3: Potential Site Alternatives Analysis

Napa Public Safety & City Hall Facilities Project

Overview

As summarized in Section 1: Executive Summary, on December 11, 2018, Napa City Council directed staff to reassess alternative sites to locate the Public Safety and City Hall Facilities Project (“Project”). Reflected in Section 2: Updated Program, the Project is conceptually currently contemplated as:

- City Hall (aka “City Administration”) component of approximately 60,000 GSF (gross square feet)
- Public Safety (“Police and Fire Administration”) component of approximately 43,000 GSF
- Fire Station No. 1 component of approximately 14,000 GSF
- Parking for approximately 448 vehicles

which together comprise the “Updated Program”.

Potential Site Alternatives

The City identified twenty-six (26) properties to analyze as potential site locations for the Project. These sites vary in size, ownership and attributes; however, few of these sites are large enough to accommodate the whole of the Updated Program. Therefore, where possible viable sites were grouped together into “Consolidated Campus Areas” due to their proximity to other viable sites. To derive the Consolidated Campus Areas, each of the 26 sites were evaluated according to three key criteria:

- 1) Sites must be located within the geographic boundary specified in the 2017 Project RFP, and reconfirmed by City Council on March 5th, 2019;
- 2) The site must fit within a “Consolidated Campus Area” (i.e., the site is large enough to accommodate the Updated Program or is located proximate to other sites that as a combined area can physically accommodate a consolidated campus); and
- 3) The site is in the Fire Station No. 1 Service Area (not required for the entire Project, but required for collocating with Fire Station No. 1)

In addition to these core criteria, additional evaluation considerations included location in a flood zone, site access and swing space requirements. These sites are listed in the table on the following page.

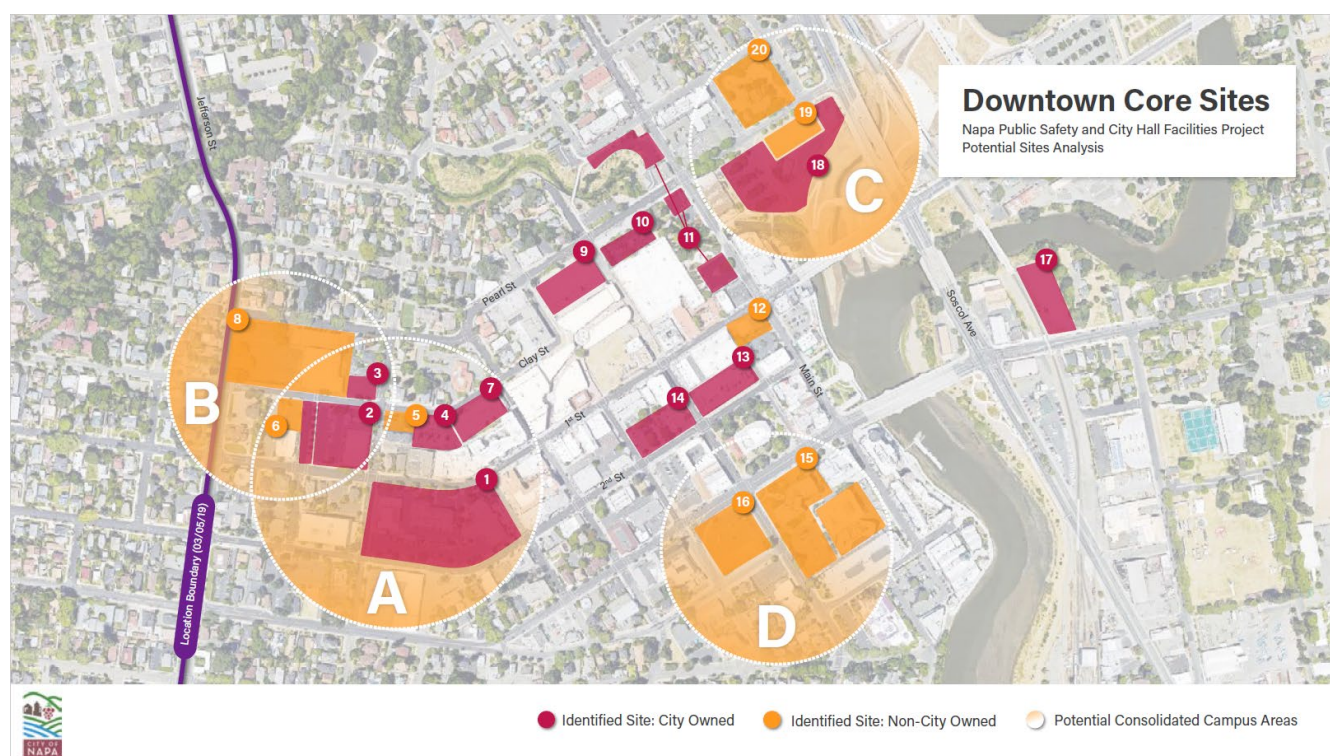
Potential Sites - Key Criteria Matrix

Figure 1: Potential Sites Key Criteria Matrix. Each of the identified 26 sites, with their performance in the Key Criteria. Together with the map of Consolidated Campus Areas, this matrix illustrates how sites for potential inclusion in the next stage of analysis were determined. Each of these sites are detailed in Site Identification Sheets, as well as the Consolidated Campus Area summaries or the List of Potential Sites Eliminated from Further Consideration & Rationale, within this section of the Summary Report

No	Site Common Name	Within Geographic 'Boundary'	Fire Station No.1 Service Area	'Consolidated Campus' Area	Consolidated Campus Area Name
1	Current Site of City Hall, FS No.1, and Public Safety	✓	✓	✓	A
2	Current Site of CSB	✓	✓	✓	A, B
3	Current Site of City Housing Authority	✓	✓	✓	A, B
4	Clay Street Surface Parking Lot	✓	✓	✓	A
5	1042 Seminary Street	✓	✓	✓	A
6	Bank of America Site (portion of surface parking lot)	✓	✓	✓	A, B
7	Clay Street Parking Structure	✓	✓	✓	A
8	Former Safeway Site	✓	✓	✓	B
9	Pearl Street Parking Structure	✓	✓	Ø	D
10	Pearl Street Surface Parking Lots	✓	✓	Ø	
11	Main Street Surface Parking Lots	✓	✓	Ø	
12	Proposed Bounty Hunter Site	✓	✓	Ø	
13	Second Street Parking Structure	✓	✓	Ø	
14	Second and Coombs Surface Parking Lots	✓	✓	Ø	
15	County Facilities at Third Street	✓	✓	✓	
16	Sullivan Site	✓	✓	✓	D
17	Proposed Third Street Surface Parking Lot	✓	Ø	Ø	C
18	Former Parks & Rec Office at Cinedome Focus Area	✓	✓	✓	
19	Former Cinedome Site at Cinedome Focus Area	✓	✓	✓	
20	Former NapaSan Pump Station at Cinedome Focus Area	✓	✓	✓	
21	City Corporation Yard	✓	Ø	Ø	C
22	CalTrans Corporation Yard	Ø	Ø	Ø	
23	Former Health & Human Services (HHS)	Ø	Ø	Ø	
24	NapaSan property on Hartle Court	✓	Ø	Ø	
25	DEY Labs (County Admin Building)	Ø	Ø	Ø	
26	La Tour Court	Ø	Ø	Ø	

After analyzing each site based on these criteria, it was determined that no single site could house the entire City Program but four (4) Consolidated Campus Areas were identified that contain sites, which clustered together, provide sufficient size to build facilities that would accommodate the Updated Program. These consolidated campus areas are illustrated in the map on the following page and sites currently owned by the City are colored in red, whereas sites that are not currently owned by the City are colored in orange.

Figure 2: Consolidated Campus Areas in the Downtown Core. “Consolidated Campus Area A” roughly correlates to existing facilities site, “Area B” to the former Safeway and Community Services Buildings site, “Area C” to the former location of the Cinedome, and “Area D” to the current County of Napa facilities. The other sites analyzed within the core of downtown Napa are not large enough to independently locate the Project or close enough to other sites of significant size to function as part of a consolidated campus.



The following matrix summarizes the pros, cons, and other key considerations related to each Consolidated Campus Area identified in this analysis. This matrix is intended to inform decision-making related to which Consolidated Campus Areas should be utilized for the development of potential Project Alternatives in the next stage of the Alternatives Analysis Phase.

Consolidated Campus Areas – Analysis Summary Matrix

Figure 3: Analysis Summary Matrix of Consolidated Campus Areas.

Potential Consolidated Campus Area	Key Pros	Key Cons	Other Key Considerations	Recommend
Area “A” – Existing Project Area	- Largely City-Owned Parcels - Within Downtown Core - Central location for Police & Fire - Outside of both 1:100 and 1:500 flood zones	- May require disruption to existing offices (“swing space”) during construction - Potential additional costs related to “swing space”	Clay Street garage currently also shared with downtown businesses	City staff recommends proceeding with the development of the Alternatives
Area “B” – Safeway & CSB	- Partially vacant today - No “Swing Space” required - Close to Downtown Core - Central location for Police & Fire - Outside of both 1:100 and 1:500 flood zones - Visible site with easy access off Jefferson	- Acquisition of vacant Safeway parcel required - Environmental cleanup required (dry cleaner)	- Timing and costs related to site acquisition and environmental cleanup unclear - Existing lease on property	City staff does not recommend proceeding with the development of the Alternatives
Area “C” – Cinedome Focus Area	- Partially vacant today - No “Swing Space” required - Close to Downtown Core - Central location for Police & Fire - Visible site with easy access along Pearl/Soscol	- Within 1:100 flood zone and portions within floodway - Some land acquisition likely required and cost to demolish pump station would likely be significant	- Need to incorporate replacement public parking as a part of the Project - Inconsistency with Cinedome Master Plan - Future Flood Project construction to complete floodwall along property	City staff does not recommend proceeding with the development of the Alternatives
Area “D” – County Properties on 3rd	- Within Downtown Core - Central location for Police & Fire - Outside of 1:100 flood zone (not outside 1:500 however)	- Sites currently utilized by County, with no current interest in relocation - Market value purchase from County would be required (if County agreed to transfer)	- Location next to County Jail may limit site access options - Facilities on site are significantly aged - Sullivan parcel has development constraints (view corridor of church)	City staff does not recommend proceeding with the development of the Alternatives

Process & Methodology

The analysis of potential alternatives for the location of the Public Safety & City Hall Facilities Project (“Project”) contemplates the Project to include, conceptually:

- City Hall (aka “City Administration”) component of approximately 60,000 GSF (gross square feet)
- Public Safety (“Police and Fire Administration”) component of approximately 43,000 GSF
- Fire Station No. 1 component of approximately 14,000 GSF
- Parking for approximately 448 vehicles

This project’s program correlates with the Updated Program outlined in Section 2 of this same report. In analyzing potential sites to locate the Project, the analysis does not assume whether the program would be addressed in one, two, or three buildings.

Twenty-six potential sites were identified by the City for consideration as potential development alternatives for the Project. These sites, which vary in size and ownership, were identified by the following process:

- 1) Systematic review of City-owned properties, including parking areas
- 2) Consideration for sites identified by community members as potential alternatives
- 3) Properties considered for inclusion in the Project as of December 2018

Each of these properties was analyzed in detail for their attributes, such as parcel bounds, size, setbacks, zoning, and current use.

The sites were also mapped according to the following geographic attributes:

Key Criteria:

- 1) Within Geographic Boundary 3/5/19.** A project boundary was approved for utilization in the 2017 Project RFP, encompassing a central area within the City of Napa. This boundary, defined in the RFP, is roughly bounded by Lincoln Avenue and Imola Avenue, and Jefferson Street and Soscol Avenue (shown in Figure 4 below). On March 5, 2019, City Council directed City staff to consider this same boundary for the Alternatives Analysis.
- 2) Fire Station No. 1 Service Area.** Similarly, a defined area sitting entirely within the ‘project boundary’ constitutes the service area for Fire Station No. 1. Although other Public Safety & City Hall facilities functions may perform effectively outside this area, Fire Station No. 1 must be located within this service area to adequately serve its purpose. This area was also defined as such in the 2017 Project RFP and is delineated on the following map (Figure 4). On March 5, 2019, City Council directed City staff to consider this same boundary for the Alternatives Analysis.

3) Consolidated Campus Areas. On March 5, 2019, City Council directed City staff to consider the development of Project Alternatives that collocated public safety and city hall administrative functions (either in a single building, or in separate buildings “no farther apart than they are today”). For the purposes of this analysis, this is described as a “Consolidated Campus” concept. Given the size of the Updated Program, including parking demands, a number of potential sites may work in conjunction with one another by virtue of their immediate proximity despite being individually insufficient in size to support a Consolidated Campus. As such, the 26 potential sites were analyzed to identify relationships between potential sites that together may provide sufficient land to develop a ‘Consolidated Campus’ that supports the Project’s program. This analysis resulted in four Consolidated Campus Areas, that appear to have the physical capacity to fit the Updated Program. However, each Consolidated Campus Area contains various positive and negative attributes, which are discussed below.

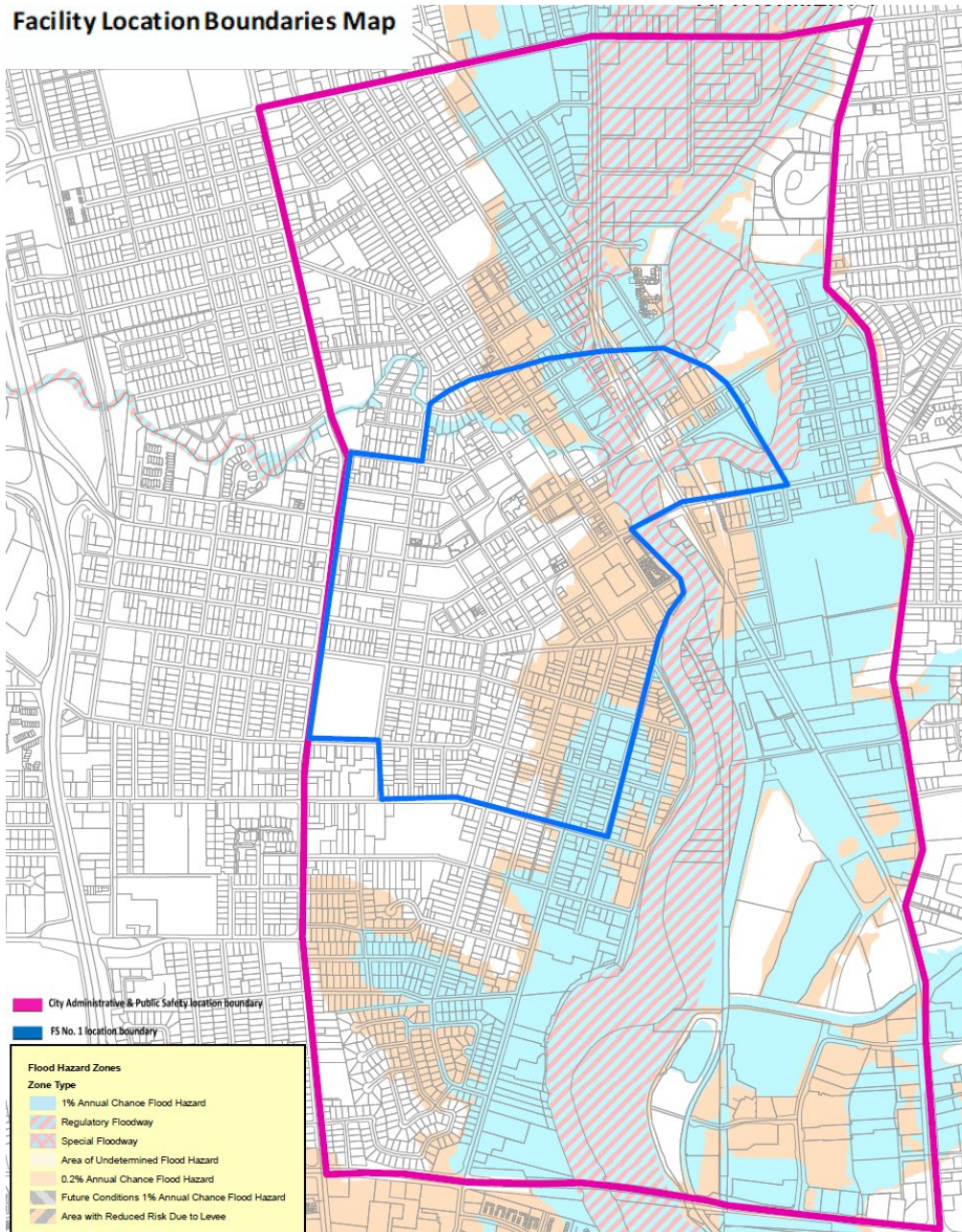


Figure 4: Map of Geographic Constraints: Geographic Boundary for the Project is outlined in red, Fire Station No. 1 Service is outlined in dark blue. For reference, the FEMA 1:100 flood area is shown in light blue, and FEMA 1:500 flood area in beige. The Napa River regulatory floodway is hatched.

Additional Evaluation Considerations:

- 1) FEMA 1:100 Flood Area.** An updated Flood Hazard Zone map was issued by the Federal Emergency Management Agency (FEMA) in 2019. This map details the regulatory floodway within the City of Napa. The regulatory floodway significantly impacts the development potential of property within this zone due to severe building restrictions and significant flooding. Additionally, the map outlines the area determined to have a “1%” or “1:100” chance of

experiencing flooding in any given year. Understanding that one of the underlying intentions of the Project is to bolster community resiliency in emergencies, location of potential sites in relation to the FEMA 1:100 Flood Area is a key consideration. A facility built in this zone may be constructed with floodproofing techniques or elevated above the flood levels to withstand a peak flood event but flooding on the surrounding roads could make the site inaccessible by vehicle (as well as the rest of the city inaccessible to emergency personnel otherwise stationed on the site). This also would add significant cost to the development.

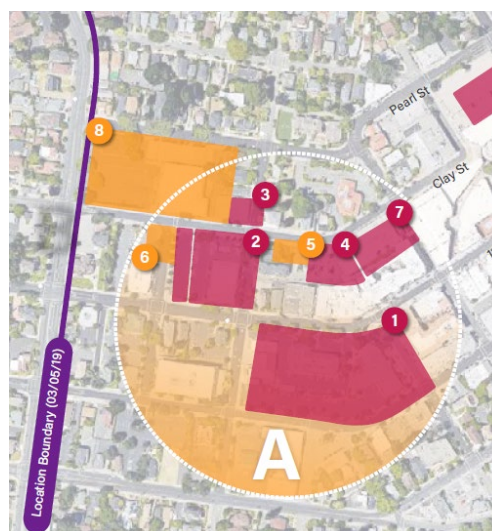
- 2) **FEMA 1:500 Flood Area.** In the same context as the FEMA 1:100 Flood Area, the 2019 FEMA Annual Flood Hazard Map identifies areas in which the flood hazards every year is “0.2%” or 1:500 probability. Understanding that one of the underlying intentions of the Project is to bolster community resiliency in emergencies, location of potential sites in relation to the FEMA 1:500 Flood Area may also be a consideration. The chance of a major flood event in the 1:500 zone is significantly less likely than the FEMA 1:100 Flood Area (reflected by the fact that flood insurance is not required in these zones for private development projects).
- 3) **Site Access.** Sites were analyzed in relationship to vehicular access, as well as public transportation. Because over 90% of City employees and members of the public utilize vehicle transportation to access today’s facilities, which is anticipated to continue into the future, sites with limited or no vehicle access are problematic for this Project.
- 4) **Swing Space.** The utilization of certain sites (e.g., the current city facilities along First Street) may require “swing space”—the utilization of temporary space between vacating current facilities and the completion of new ones. Swing space adds additional project costs and can add potential disturbance to City functions.

Potential Consolidated Campus Area “A”

Potential Consolidated Campus Area Group A	1. Current Site of City Hall, FS No.1, and Public Safety 2. Current Site of CSB (Community Services Building) 3. Current Site of Housing Authority 4. Clay Street Surface Parking Lot 5. 1042 Seminary Street 6. Bank of America Site (portion of surface parking lot) 7. Clay Street Parking Structure
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The current locations and uses for the sites are as follows:

No.	Site description	Site address	Current Use
1	Current Site of City Hall, FS No.1, and Public Safety	955 School Street and 930 Seminary Street	City Hall and Public Safety building (Police and Fire Admin)
2	Current Site of “CSB” (City of Napa Community Services Building) (potentially includes Washington Street between Clay and First)	1600 1st Street	City building – Community Services
3	Current Site of City Housing Authority	1115 Seminary Street	City building – Housing Authority of the City of Napa (“City Housing Authority”)
4	Clay Street Surface Parking Lot	1523, 1511, 1503 and 1501 Clay Street	Surface parking lot
5	1042 Seminary Street	1042 Seminary Street	Residential (privately owned)
6	Bank of America Site (portion of surface parking lot)	1700 1st Street	Surface parking lot (privately owned)
7	Clay Street Parking Structure	1401 Clay Street	Public parking structure



Summary

Group A generally represents the parcels that were considered for the Project as of December 2018. These include the existing large city block currently containing the City Hall structure, Public Safety building, and Fire Station No. 1 (Site 1); as well as the Community Services Building block that has been the proposed location for a consolidated facility (2). Also included are the Clay Street Parking Structure (7) and adjacent surface parking (4), as well as the City Housing Authority site (3). 1042 Seminary Avenue (5) and the parking lot behind the Bank of America building (6) were tentatively considered for the purposes of expanding parking capacity for a potential Project.

The area of Consolidated Campus Area A is bound by Second Street to the south, Franklin Street to the east, Washington Street to the west and Polk Street to the north. All but two of the sites are city-owned (Sites 5 and 6 are privately owned). The Board of the Housing Authority of the City of Napa has authorized the City to evaluate use of Site 3 for potential use for the Project.

Consolidated Campus Area A has the following strengths:

- The City already owns six out of the seven sites, which aids a potential development timeline.
- All of the sites in this Area are outside of the FEMA “0.2 Percent Annual Chance Flood Hazard” zone, which supports the City’s goal of community resiliency in disasters and emergencies.
- The sites are within fire station Number 1 service area, aiding in the inclusion of Fire in the Project.
- The sites are located in the core of downtown Napa and accessible via public transportation.
- Maintaining Public Safety & City Hall functions in the core downtown supports local business traffic downtown.

However, there are several weaknesses:

- Some “swing space” (space used as a temporary location) would likely be required if new building(s) were to be constructed on Sites 1, 2 and 3.

Opportunities at this potential campus location include:

- Because the City owns almost all these sites, there is little to no acquisition cost involved with locating facilities here.
- Because of the existing City structures, this Area may lend itself better to renovation and/or expansion options.
- The sites are all zoned as Downtown Mixed-Use in the Downtown Specific Plan, which allows for a max floor area ratio of 4.0, which could allow for multiple- story buildings and the ability for the City to consolidate more uses under one roof (rather than having several departments in other locations in downtown Napa as today).

The potential obstacles from this location are as follows:

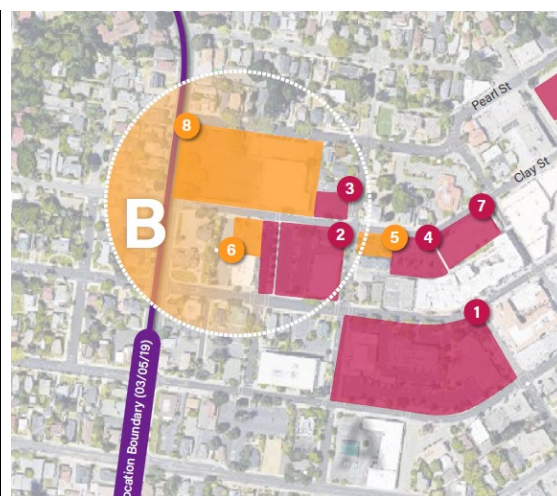
- Because the sites are currently occupied by civic uses, new or renovation plans will most likely result in a need to lease swing space, adding cost to the Project. How much swing space would be required is contingent on the way in which the Project is designed.
- An existing parking license exists between the City and the Andaz Hotel for the Clay Street Parking Structure (7).

Potential Consolidated Campus Area “B”

Potential Consolidated Campus Area Group B	2. Current Site of CSB 3. Current Site of Housing Authority 6. Bank of America Site (portion of surface parking lot) 8. Former Safeway Site
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The current locations and uses for the sites are as follows:

No	Site description	Site address	Current Use
2	Current Site of CSB	1600 1st Street	City building
3	Current Site of City Housing Authority	1115 Seminary Street	City building – Housing Authority of the City of Napa (“City Housing Authority”)
6	Bank of America Site (portion of surface parking lot)	1700 1st Street	Surface parking lot (privately owned)
8	Former Safeway Site	1620 Clay Street	Surface parking lot and vacant commercial building (privately owned)



Summary

Consolidated Campus Area B generally reflects the possible opportunity to reutilize the former Safeway site (8) for the potential Project. This site is currently vacant and presents a large parcel at the downtown core. Several adjacent sites are grouped into this Consolidated Campus Area due their practical proximity (2, 3, & 6).

The area of Consolidated Campus Area B is bound by First Street to the south, Seminary Street to the east, Jefferson Street to the west and Pearl Street to the north. Two of the sites are city-owned – Sites 2 and 3 – and Sites 6 and 8 are privately owned. Site 8 is by far the largest of the sites but is privately owned and would likely need to be acquired in order to make this Consolidated Campus Area viable in accommodating the Updated Program and related parking. The Board of the Housing Authority of the City of Napa has authorized the City to evaluate use of Site 3 for potential use for the Project.

Consolidated Campus Area “B” has the following strengths:

- The City owns two out of the four sites, which could aid the potential development timeline and project phasing opportunities.
- The vacancy of the former Safeway site (8) would allow for the avoidance of costly “swing space.”
- All of the sites in this Area are outside of the FEMA “0.2 Percent Annual Chance Flood Hazard” zone, which supports the City’s goal of community resiliency in disasters and emergencies.
- The sites are within Fire Station Number 1 service area, aiding in the inclusion of Fire in the Project.

- The sites are located in the core of downtown Napa and relatively accessible via public transportation.
- Maintaining Public Safety & City Hall functions in the core downtown supports local business traffic downtown.

However, there are several weaknesses:

- This Consolidated Campus Area is only viable if the City acquires Site 8, which is currently privately owned and under lease.
- If the City were to pursue certain phasing strategies utilizing Site 2 first, swing space may be required.
- Environmental issues related to a former dry-cleaning facility on Site 8 require additional remediation. Impact to potential development timeline is unknown at this time.

Opportunities at this potential campus location include:

- Site 8 is large enough to accommodate most or all of the built program and significant parking.
- The visibility of this location aids in civic engagement.
- The sites are all zoned as Downtown Mixed-Use in the Downtown Specific Plan, which allows for a max floor area ratio of 4.0, which could allow for multiple-story buildings and the ability for the City to consolidate more uses under one roof (rather than having several departments in other locations in downtown Napa as today).
- City Housing Authority parcel (3) and the surface parking behind the Bank of America building (6) may add additional flexibility with development alternatives.

The potential obstacles from this location are as follows:

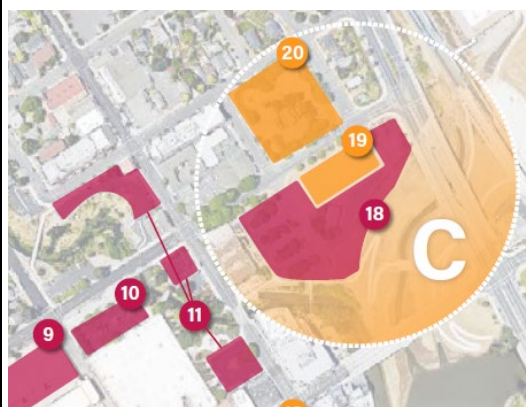
- Acquisition of the former Safeway parcel presents a number of unknowns relative to project timing and process.
- Environmental issues related to a former dry-cleaning facility require additional investigation and analysis, potentially affecting the development timeline.

Potential Consolidated Campus Area “C”

Potential Consolidated Campus Area Group C	18. Former Park and Recs office at Cinedome Focus Area 19. Former Cinedome Site at Cinedome Focus Area 20. Former NapaSan Pump Station at Cinedome Focus Area
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The current locations and uses for the sites are as follows:

No	Site description	Site address	Current Use
18	Former Park and Recs office at Cinedome Focus Area	1100 West Street & 5 other parcels	Surface parking lots
19	Former Cinedome Site at Cinedome Focus Area	825 Pearl Street	Paved lot (privately owned)
20	Former NapaSan Pump Station at Cinedome Focus Area	1210 West Street	Former skateboard park and playground (former pump station) (Napa Sanitation District owned)



Summary

Consolidated Campus Area “C” generally represents the reuse of the former Cinedome site for the location of this Project. Across Pearl Street from the former Cinedome site (18, 19) is a former pump station currently owned by NapaSan (20).

The area of Consolidated Campus Area “C” is bound by Napa Creek and Napa River to the south, Soscol Avenue to the east, Main Street to the west and Clinton Street to the north. The City of Napa owns Site 18 and the Napa Sanitation Department owns site 20, and a private owner (SyWest Development) owns Site 19. Site 18 is comprised of 6 parcels, one of which is a former City of Napa Parks and Recreation office and currently used for parking. The Cinedome Master Plan studied the publicly-owned parcels and street rights-of-way as comprising the area between Pearl Street and the Oxbow Commons Flood Bypass Channel (South of Pearl Aggregated Parcels). Site 19 is under a license agreement from the property owner to the City.

Consolidated Campus Area “C” has the following strengths:

- The City owns Site 18 site, the largest of the sites. Site 19 is a paved lot without a major vertical improvement, adjacent to since 18 and across the street from site 20.
- The location is adjacent to Soscol Avenue, which is a main thoroughfare for the City of Napa – providing good access and visibility.
- The location is close to the Napa River and related green space, connecting it to civic amenities.
- The sites are within Fire Station No. 1 Service Area, aiding in the inclusion of Fire in the Project.
- Area “C” is next to the core of downtown Napa and relatively accessible via transportation.
- Maintaining Public Safety & City Hall functions near the core downtown supports local business traffic downtown.

However, there are several weaknesses:

- The sites are all impacted by the FEMA flood zones: Sites 19 and 20 are impacted by the 1% annual chance flood hazard, while Site 18 is impacted in part by the regulatory floodway. These factors may have significant impact on public safety operations in the event of a flood. Though the critical portions of a building could be raised above hypothetical flood levels, street access would be impacted.
- The Former NapaSan Pumping Station (20) would need to be acquired from Napa Sanitation District. The cost to demolish the abandoned pump station and associated infrastructure could be significant.
- Site 19 is privately owned and would likely need to be acquired in order to create a physically feasible and practical Project at this location.
- Additional construction of a floodwall along this property at the top of bank of the bypass near Soscol Avenue is planned.

Opportunities at this potential campus location include:

- Locating the Project at this location may not require “swing space.”
- Given the visibility of this location, the civic improvement could serve as a gateway into the center of Downtown Napa and connect with open space at Oxbow Commons.
- The sites are all zoned as Downtown Mixed-Use in the Downtown Specific Plan, which allows for a max floor area ratio of 4.0, which could allow for multiple-story buildings and the ability for the City to consolidate more uses under one roof (rather than having several departments in other locations in downtown Napa as today).

The potential obstacles from this configuration are as follows:

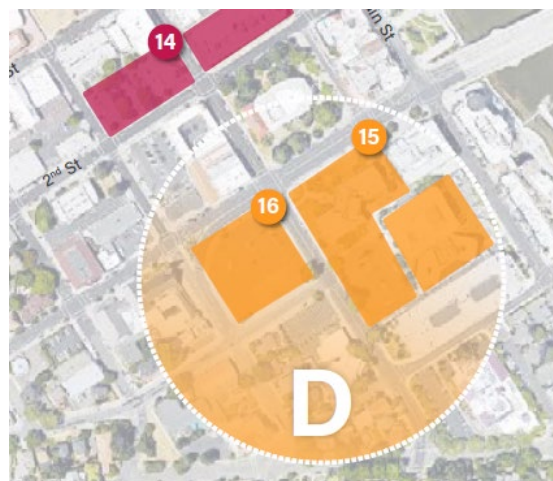
- The City has already developed a masterplan for the Cinedome focus area, where they have identified certain uses for the sites, a parking structure being one of them.
- The flood zone poses a development challenge, particularly for public safety functions.
- The Project would need to replace any displaced parking currently used at this location. The current Cinedome Master Plan identifies this location as the site of a future parking structure—the need for which would need to be otherwise accommodated.

Potential Consolidated Campus Area “D”

Potential Consolidated Campus Area Group D	15. County facilities at Third Street 16. Sullivan Site
---	--

The current locations and uses for the sites are as follows:

No.	Site description	Site address	Current Use
15	County facilities at Third Street	1195 Third Street, 1100 Fifth Street, 1125 Third Street	Napa County administration buildings and surface parking (County of Napa owned); County Jail
16	Sullivan Site	725 Coombs Street, 720 and 730 Randolph Streets	Surface parking lots (County of Napa owned)



Summary

Consolidated Campus Area “D” represents two groups of Napa County-owned properties at the intersection of Third and Coombs. The Sullivan Site (16) is a County-owned surface parking lot serving the public and the County facilities across Coombs Street. The County administrative building, the County jail, and adjoining surface parking lot form Site 15, which is a portion of the larger County-owned parcel also containing a parking structure along Fifth Street. The site also contains is shared with the Napa County Superior Court – Criminal Courthouse.

The area of Consolidated Campus Area “D” is bound by Fifth Street to the south, Main Street to the east, Randolph Street to the west and Third Street to the north. Site 16 is comprised of 3 lots, the largest site covering most of the block. The two smaller lots face Randolph Street. Site 15 is a portion of a lot along Coombs Street.

Consolidated Campus Area “D” has the following strengths:

- The sites are within fire station Number 1 service area, aiding in the inclusion of Fire in the Project.
- The sites are located in the core of downtown Napa and relatively accessible via public transportation.
- Maintaining Public Safety & City Hall functions in the core downtown supports local business traffic downtown.
- The Downtown Public land use designation and zoning district already provides for public and quasi-public uses in this location.

However, there are several weaknesses:

- The both sites are within the FEMA 1:500 flood zone, which in particular circumstances may affect emergency response. Site 15 lays 100% within the 1:500 flood zone, and Site 16 is partially within it (approximately 60% of the site is inside the FEMA 1:500 flood zone).
- Site 15 is currently utilized by County functions (such as the Napa County Executive Officer and the Napa County Public Works Department). The County has not given an indication it is seeking to relocate these functions away

from its campus or locate them elsewhere nearby. The County is seeking to relocate the Napa County Jail, although the timeline for this project is not certain.

- Development of the Sullivan Block (16) is expected to require a 48' setback from Third Street to preserve the view corridor to the First Presbyterian Church.

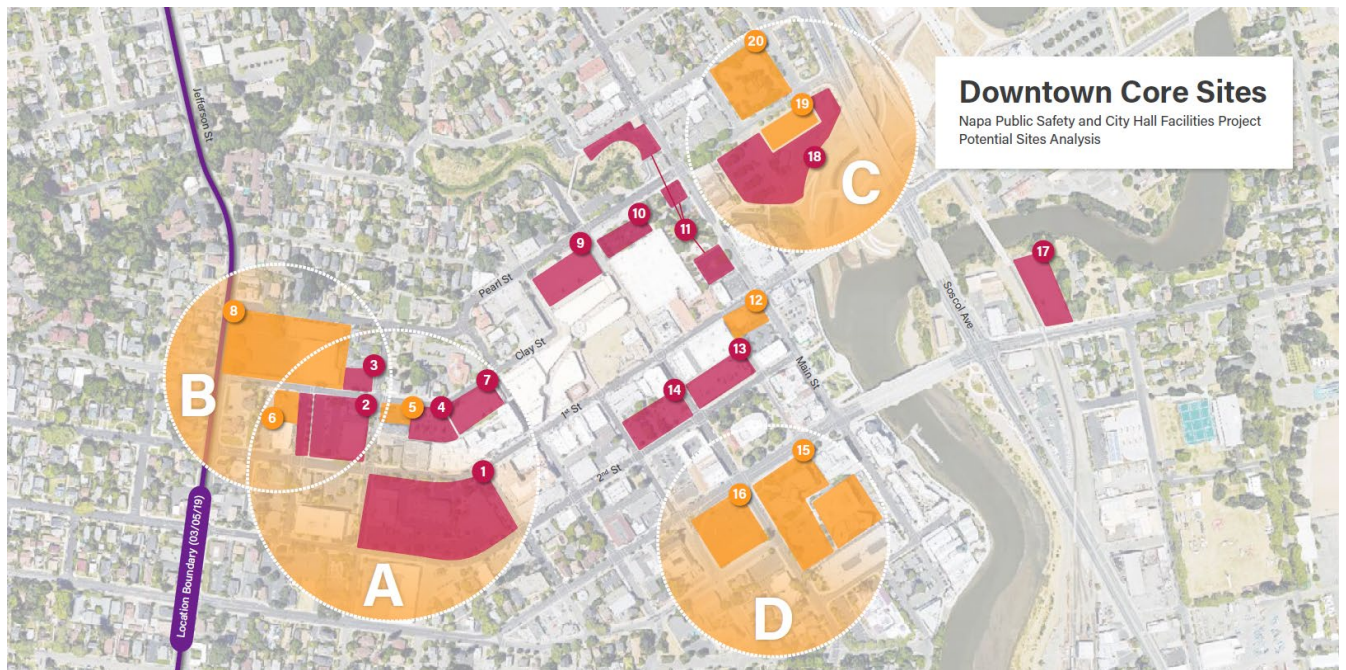
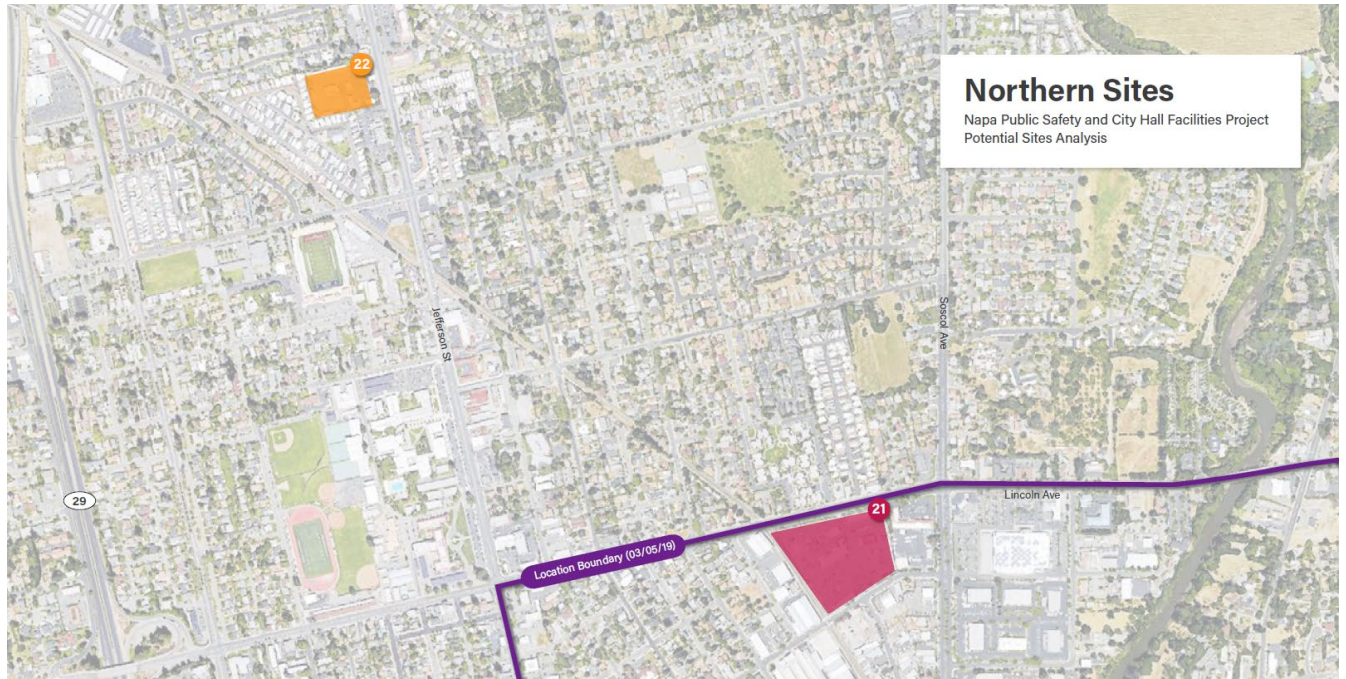
Opportunities at this potential campus location include:

- The location along Third Street provides strong visibility for the project.
- Although there is minimal overlap in building program, there may be a long-term opportunity to locate City and County offices together.

The potential obstacles at this location include:

- Utilization of Site 16 will impact the sufficiency of parking for any County facilities remaining on Site 15—replacement parking would need to be accommodated within a potential Project.
- Since the City does not own these sites, acquisition by the City would be required at market value.
- The County would either need to 1) relocate elsewhere, or 2) pay to swing for a number of years until a combined facility were complete. In either case, significant time impact on the City's Project would occur.

List of Sites Eliminated from Further Consideration & Rationale



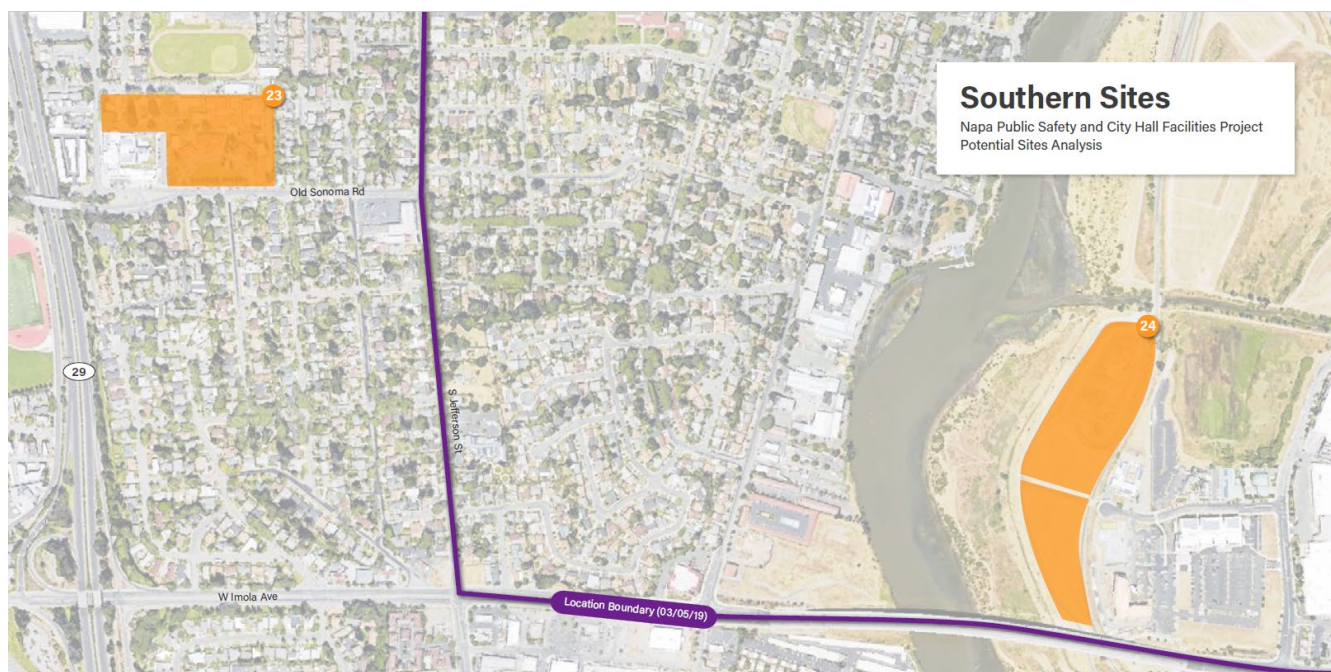


Figure 5: Location Maps of Potential Sites. Sites located significantly outside of the Geographic Boundary (03/05/19) are not included.

The following sites were identified for analysis but are not included in the Consolidated Campus Areas “A”, “B”, “C”, or “D.” Listed by site number, these sites were not included for the following reasons:

Site 9. Pearl Street parking structure

In addition to its small size, the Pearl Street Parking Structure is not considered as a location for further consideration because of its location not being within proximity to other compatible sites in order to create a potential campus location. Further, the site is currently in use for public parking (which would need to be replaced or otherwise resolved by a project alternative if this site were to be incorporated in further analysis).

Site 10. Pearl Street Parking Lot

The Pearl Street Parking Lot is not identified for further consideration because site is too small to accommodate the Project program on its own and is not located within close proximity to other sites large enough to together accommodate the program. Further, the site is also under a long-term agreement with the Kohl’s Department Store to use the site for parking (which would need to be replaced or otherwise resolved by a project alternative if this site were to be incorporated in further analysis). The site falls in the 0.2% annual chance flood hazard zone, which would warrant an analysis of the site conditions during an extreme flood event to ensure emergency services are not impacted and safe site access would be maintained.

Site 11. Main Street Surface Parking Lots

The site consists of three (3) individual parking lots – all of which are owned by the City. The Main Street Surface Parking Lots were not identified for further consideration because the sites are too small to

accommodate the Project program on their own and are not located within close proximity to other sites large enough to together accommodate the program. Further, the sites are currently in use for public parking (which would need to be replaced or otherwise resolved by a project alternative if this site were to be incorporated in further analysis). Additionally, the site falls in the 0.2% annual chance flood hazard zone, which would warrant an analysis of the site conditions during an extreme flood event to ensure emergency services are not impacted and safe site access would be maintained.

Site 12. Proposed Bounty Hunter Site

The Proposed Bounty Hunter Site is not identified for further consideration because the site is too small to accommodate the Project program on its own and is not located within close proximity to other sites large enough to together accommodate the program. The site falls in the 0.2% annual chance flood hazard zone, which would warrant an analysis of the site conditions during an extreme flood event to ensure emergency services are not impacted and safe site access would be maintained. The site is currently not city-owned, which would require additional resources and time to acquire.

Site 13. Second Street Parking Structure

The Second Street Parking Structure is not identified for further consideration because the site is too small to accommodate the Project program on its own and is not located within close proximity to other sites large enough to together accommodate the program. Further, the site is currently in use for public parking (which would need to be replaced or otherwise resolved by a project alternative if this site were to be incorporated in further analysis). The site falls in the 0.2% annual chance flood hazard zone, which would warrant an analysis of the site conditions during an extreme flood event to ensure emergency services are not impacted and safe site access would be maintained.

Site 14. Second and Coombs Surface Parking Lots

The Second and Coombs surface parking lots are not identified for further consideration because the site is too small to accommodate the Project program on its own and is not located within close proximity to other sites large enough to together accommodate the program. Further, the site is currently in use for public parking (which would need to be replaced or otherwise resolved by a project alternative if this site were to be incorporated in further analysis). The site falls in the 0.2% annual chance flood hazard zone, which would warrant an analysis of the site conditions during an extreme flood event to ensure emergency services are not impacted and safe site access would be maintained.

Site 17. Proposed Third Street Surface Parking Lot

The Proposed Third street Surface Parking Lot is not identified for further consideration because the site is too small to accommodate the Project program on its own and is not located within proximity to other sites large enough to together accommodate the program. The site falls in the 0.2% annual chance flood hazard zone, which would warrant an analysis of the site conditions during an extreme flood event to ensure emergency services are not impacted and safe site access would be maintained.

Site 21. City Corporation Yard

The City Corporation Yards has the physical capacity to accommodate a new civic center and falls within the geographic boundary as identified by City Council, and already serves city functions, avoiding direct displacement of other users. Near Soscol and Lincoln Avenues, the site is relatively accessible by vehicle. However, the current use of the site presents several obstacles with make the site difficult to use—namely the City Corporation Yard would need to be relocated and would require the purchase of new City property, which would need to be identified, acquired, and built ahead of utilization of this site. Further, an existing agreement with NVTa for use of this site for their operations would need to be terminated or reconsidered.

Additionally, the site is within the FEMA 1:100 flood zone, which may have significant impact on public safety operations in the event of a flood. Though the critical portions of a building could be raised above the projected flood levels, street access to and from such a facility would be impacted. The site is not within the Fire Station No. 1 Service Area, impacting Fire Department inclusion in the Project.

The site is not located in the core of downtown Napa, which impacts the relationship between employees and local businesses.

Site 22. CalTrans Corp Yard

The CalTrans Corporation Yard is not identified for further consideration because it is outside the location boundary as identified by City Council on 3/5/19. The site is also not City-owned, which would require additional resources from the City.

Site 23. Former Health and Human Services

The Former Health and Human Services site is not identified for further consideration because it is outside the location boundary as identified by City Council on 3/5/19. The site is also not City-owned, which would require additional resources from the City.

Site 24. NapaSan Property on Hartle Court

The NapaSan property is not identified for further consideration because of a combination of lack of site access with no current public street access, high impact for access in a flood event, and distance from the downtown core. Due to its location between the Wine Train right-of-way and the Napa River, the site has no current vehicular access—a minimum of two access points would need to be constructed at prohibitive cost, and likely time, to the Project. The site is not within Fire Station Number 1 Service Area which eliminates the possibility of including Fire in a potential project.

Site 25. DEY labs

The DEY Labs site is not identified for further consideration because it is outside the location boundary as identified by City Council on 3/5/19. The site is also not City-owned, which would require additional resources from the City.

Site 26. La Tour Court

The La Tour Court site was not considered as a location for consideration because it is outside the location boundary as identified by City Council for the preferred location. The site is also not city-owned, which would require additional resources from the City.

Potential Sites – Site Identification Sheets

Sites Identified and included in this report are as follows (listed by number used in this report and the site common name):

- 1)** Current Site of City Hall, FS No.1, and Public Safety
- 2)** Current Site of CSB
- 3)** Current Site of City Housing Authority
- 4)** Clay Street Surface Parking Lot
- 5)** 1042 Seminary Street
- 6)** Bank of America Site (portion of surface parking lot)
- 7)** Clay Street Parking Structure
- 8)** Former Safeway Site
- 9)** Pearl Street Parking Structure
- 10)** Pearl Street Surface Parking Lots
- 11)** Main Street Surface Parking Lots
- 12)** Proposed Bounty Hunter Site
- 13)** Second Street Parking Structure
- 14)** Second and Coombs Surface Parking Lots
- 15)** County Facilities at Third Street
- 16)** Sullivan Site
- 17)** Proposed Third Street Surface Parking Lot
- 18)** Former Parks & Rec Office at Cinedome Focus Area
- 19)** Former Cinedome Site at Cinedome Focus Area
- 20)** Former NapaSan Pump Station at Cinedome Focus Area
- 21)** City Corporation Yard
- 22)** CalTrans Corporation Yard
- 23)** Former Health & Human Services (HHS)
- 24)** NapaSan property on Hartle Court
- 25)** DEY Labs (County Admin Building)
- 26)** La Tour Court

The following subsection outlines each of these sites in detail. Additionally, information on the City's existing facilities, and spaces it leases, are included for reference.

City of Napa Civic Center Site Analysis

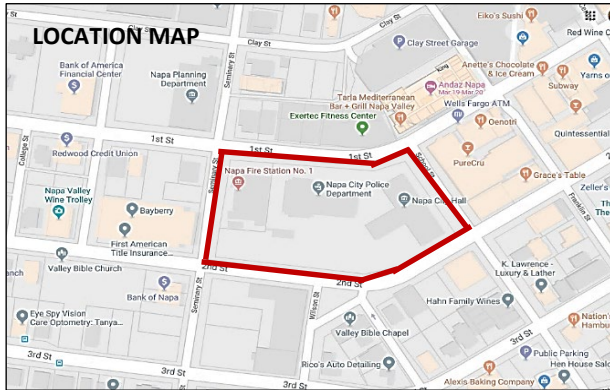
Site Identification

Site Number: 1

Current Site of City Hall, FS No.1, and Public Safety

955 School Street and 930 Seminary Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

Between 1st and 2nd Streets, School and Seminary Streets

Current Use

City Hall, Fire Station No.1, and Joint Public Safety Building

APN

003-199-014; 003-199-013

2 parcels on site (city hall + PD, FS1)

Land Size (acres)

3.45

2.97 acres; 0.48 acres

Area (SF) and Description of Existing Structures

49758

City Hall: 14,470
Public Safety: 26,082
FS No. 1: 9,206

Current Zoning

Downtown Public
(Downtown Specific Plan)

Building Form Zone: Downtown II zone - up to 4.0 FAR.

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Current Uses

Commercial

Other Notes:

Downtown II Zone: allows 20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50.

City of Napa Civic Center Site Analysis

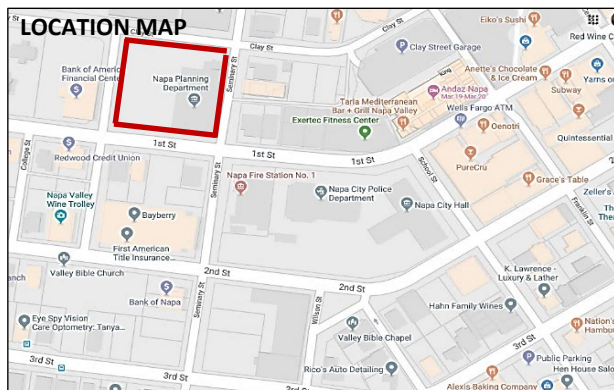
Site Identification

Site Number: 2

Current Site of CSB

1600 1st Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

On the corner of 1st and Seminary St; diagonal from the Napa Fire Station 1

Current Use

Community Services Building

APN

3195001000

parcel includes on building and surface parking

Land Size (acres)

1.32

2.97 acres; 0.48 acres

Area (SF) and Description of Existing Structures

17796

single story

Current Zoning

Downtown Mixed-Use
(Downtown Specific Plan)

Building Form Zone: Downtown II zone - up to 4.0 FAR.

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Current Uses

Commercial

Other Notes:

Downtown II Zone: allows 20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50.

City of Napa Civic Center Site Analysis

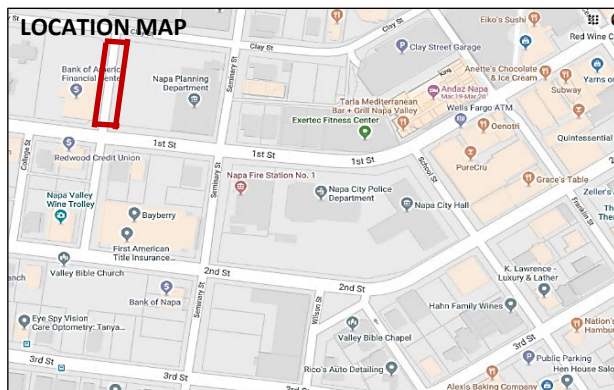
Site Identification

Site Number: 2

Washington Street ROW between First and Clay (at CSB)

1600 1st Street

Current Owner: City of Napa and private parties



Site Description & Characteristics:

Notes

Site Description

Street Right of Way (ROW): Washington Street between First and Clay Streets

Current Use

Street

APN

None

Land Size (acres)

0.33

Estimated 62.5' x 230' area

Area (SF) and Description of Existing Structures

14375

No structures

Current Zoning

Street Right of Way

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Current Uses

Commercial / Civic

Other Notes:

the City would need to acquire the underlying fee simple interest to the westerly half of the street. City has identified this portion of Washington Street as potential abandonment in the event such abandonment would meaningfully improve the viability/functionality of the adjacent Current CSB block. This section of ROW was previously included in the last design submitted by PPN.

City of Napa Civic Center Site Analysis

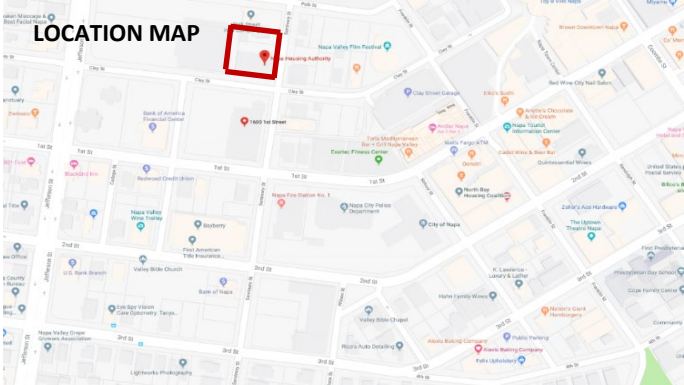
Site Identification

Site Number: 3

Current Site of Housing Authority

1115 Seminary Street

Current Owner: Housing Authority City of Napa



Site Description & Characteristics:

Notes

Site Description

Seminary Street, between Polk and Clay Streets.

Current Use

Housing Authority department and surface parking

APN

003-191-004

Land Size (acres)

0.33

Area (SF) and Description of Existing Structures

9,760

Current Zoning

Downtown Mixed-Use
(Downtown Specific Plan)

Building Form Zone: Downtown II: allows up to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed-Use

Current Uses

Government

Other Notes:

20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east

City of Napa Civic Center Site Analysis

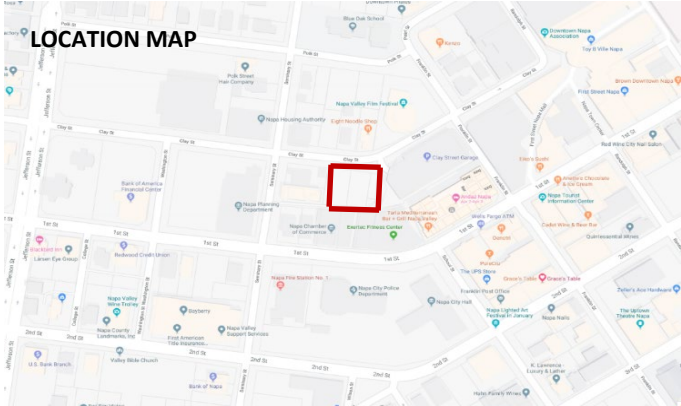
Site Identification

Site Number: 4

Clay Street Surface Parking Lot

1523, 1511, 1503 and 1501 Clay Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

south side of Clay Street between Seminary and Franklin Streets

Current Use

Surface parking lot

APN

003-198-002-000, 003-198-003-000, 003-198-004-000,
003-198-021-000

Land Size (acres)

0.35

0.14, 0.12, 0.08, & 0.01

Area (SF) and Description of Existing Structures

15,354

Surface lot

Current Zoning

Downtown Mixed-Use
(Downtown Specific Plan)Building Form Zone: Downtown II: allows up
to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined
3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed-Use

Current Uses

Government

Other Notes:

20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east

City of Napa Civic Center Site Analysis

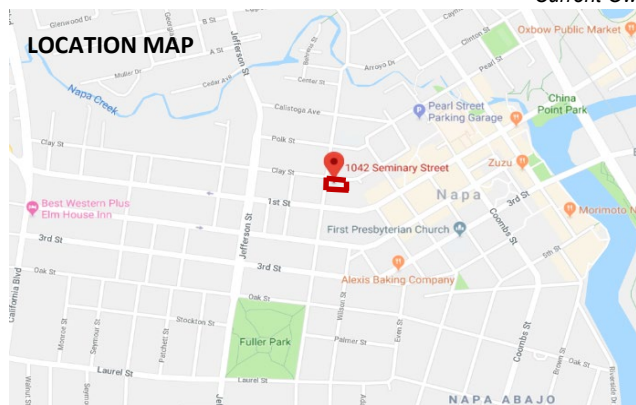
Site Identification

Site Number: 5

1042 Seminary Street

1042 Seminary Street

Current Owner: Privately Owned



Site Description & Characteristics:

Notes

Site Description

southeast corner of Seminary and Clay Streets

Current Use

Single family residence

APN

003-198-001-000

Land Size (acres)

0.16

Area (SF) and Description of Existing Structures

2,753

Current Zoning

Downtown Mixed Use

Building Form Zone: Downtown II; 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed Use

Current Uses

commercial, government, parking

Other Notes:

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone

Density: 20 to 40 dwelling units/acre

Maximum front setback (15 feet), but no requirements for side or rear.

The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.

Building max height: 60 feet

Lot development standards:

Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol

Lot Width (feet) at front setback line: 50

Lot Frontage (feet) at front property line: 50

City of Napa Civic Center Site Analysis

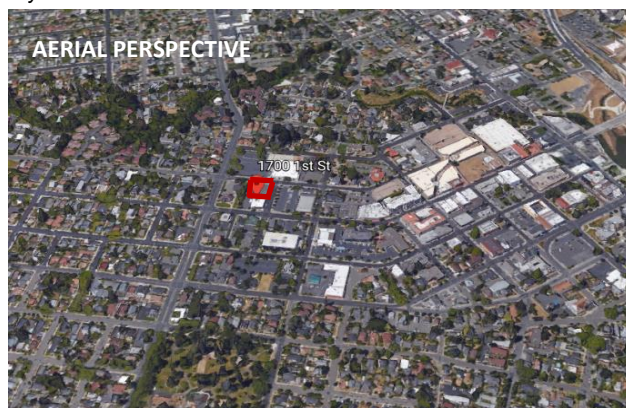
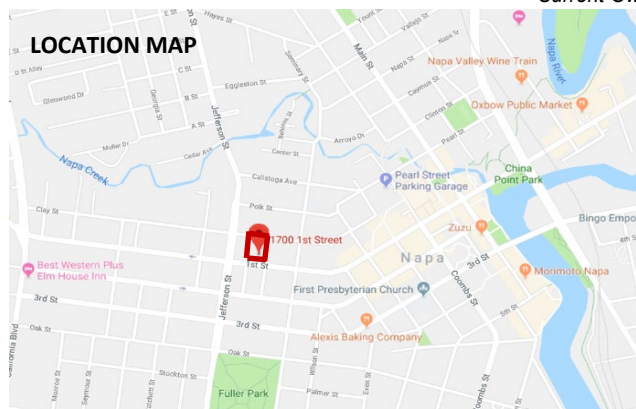
Site Identification

Site Number: 6

Bank of America Site (northeast corner of the parcel)

1700 1st Street

Current Owner: Privately Owned



Site Description & Characteristics:

Notes

Site Description

southwest corner of Clay and Washington Streets

Current Use

Private parking lot

APN

003-192-002-000

parcel includes parking and bank

Land Size (acres)

0.82

for entire parcel incl bank

Area (SF) and Description of Existing Structures

7,040

bank branch

Current Zoning

Downtown Mixed Use

Building Form Zone: Downtown II; 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed Use & Downtown Neighborhood

Current Uses

commercial, parking

Other Notes:

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone
 Density: 20 to 40 dwelling units/acre
 Maximum front setback (15 feet), but no requirements for side or rear.
 The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.
 Building max height: 60 feet
 Lot development standards:
 Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol
 Lot Width (feet) at front setback line: 50
 Lot Frontage (feet) at front property line: 50

City of Napa Civic Center Site Analysis

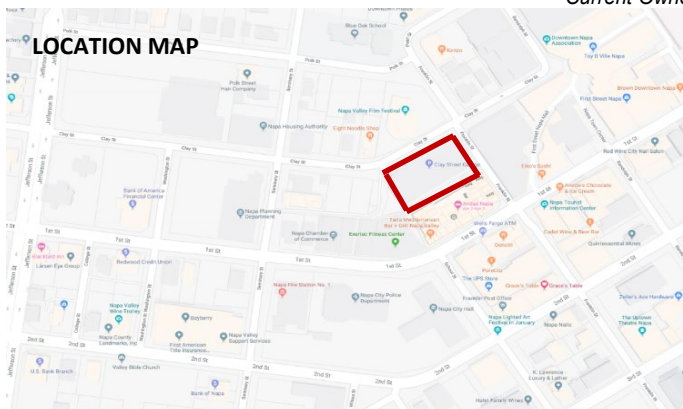
Site Identification

Site Number: 7

Clay Street Parking Structure

1401 Clay Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

Corner of Clay and Franklin Streets

Current Use

Parking structure - 4 stories

Long-term license agreement with Andaz Hotel

APN

003-198-022-000

Land Size (acres)

0.70

Area (SF) and Description of Existing Structures

30,670

Structure size unknown

Current Zoning

Downtown Mixed-Use
(Downtown Specific Plan)

Building Form Zone: Downtown II: allows up to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed-Use

Current Uses

Government

Other Notes:

20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east

City of Napa Civic Center Site Analysis

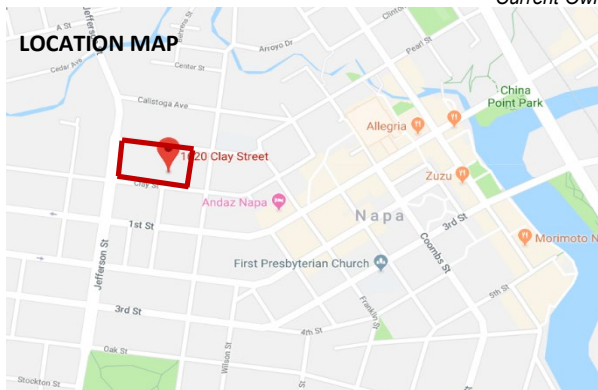
Site Identification

Site Number: 8

Former Safeway Site

1620 Clay Street

Current Owner: Hagstrom Properties



Site Description & Characteristics:

Notes

Site Description

The west portion of the block bounded by Jefferson St, Clay St, Seminary St and Polk St

2 parcels

Current Use

Surface parking lot & vacant commercial building (formerly a Safeway); currently under lease

APN

003-191-008-000, 003-191-007-000

Land Size (acres)

2.59

1.72 & 0.87

Area (SF) and Description of Existing Structures

26,456

vacant former retail building

Current Zoning

Downtown Mixed Use (south portion),
Downtown Neighborhood (north portion)Building Form Zone: Downtown II (S) 4.0
FAR & Transition (N) 3.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed Use & Downtown
Neighborhood

Current Uses

Government, residential, commercial

Other Notes:

Special Note:

Significant ground contamination documented on this site related to former dry cleaning facility. Cleanup of contamination is planned, however is currently projected to take several years; full extent of needed clean up not yet documented.

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone
Density: 20 to 40 dwelling units/acre
Maximum front setback (15 feet), but no requirements for side or rear.
The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.
Building max height: 60 feet
Lot development standards:
Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol
Lot Width (feet) at front setback line: 50
Lot Frontage (feet) at front property line: 50

Transition: encompasses blocks or halfblocks between the center of Downtown and the sensitive, lower-scale residential neighborhoods surrounding Downtown
Density: 10 to 25 dwelling units/acre
Min 10' front & side setbacks and 15' rear setback for residential; no front & side setbacks for commercial, 10' rear setback.
Front and side (street facing) setbacks of 5' minimum at third story and above.
Building max height: 35 feet
Lot development standards:
Minimum lot areas: 5,000 sf
Lot Width (feet) at front setback line: 50
Lot Frontage (feet) at front property line: 50

City of Napa Civic Center Site Analysis

Site Identification

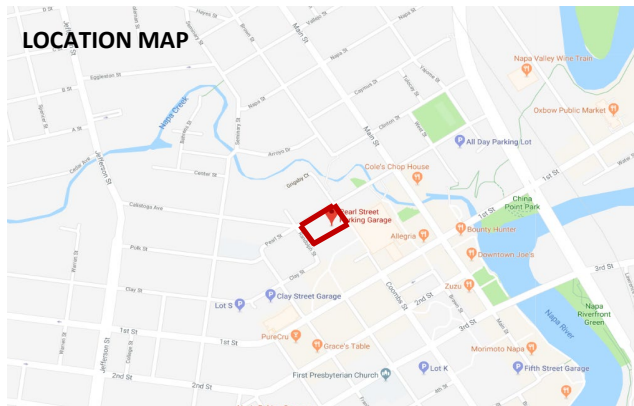
Site Number: 9

Pearl Street Parking Structure

1100, 1142, 1151 Pearl Street

Current Owner: City of Napa

LOCATION MAP



AERIAL PERSPECTIVE



Site Description & Characteristics:

Notes

Site Description

Bound by Coombs, Pearl and Randolph Street

Current Use

Parking garage

Long-term licens agreement with Archer Hotel

APN

003-164-017-000

Land Size (acres)

1.2

Area (SF) and Description of Existing Structures

parking garage

Current Zoning

Downtown Mixed Use

Building Form Zone: Downtown II; 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed Use & Downtown Core Commercial

Current Uses

commercial, retail

Other Notes:

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone

Density: 20 to 40 dwelling units/acre

Maximum front setback (15 feet), but no requirements for side or rear.

The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.

Building max height: 60 feet

Lot development standards:

Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol

Lot Width (feet) at front setback line: 50

Lot Frontage (feet) at front property line: 50

City of Napa Civic Center Site Analysis

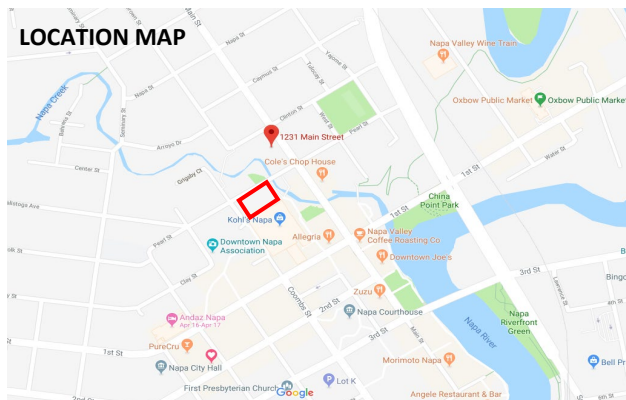
Site Identification

Site Number: 10

Pearl Street Parking Lot

1142 Coombs Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

North of Kohl's on the corner of Pearl St and Coombs St

2 lots

Current Use

Surface parking lots

Long-term license agreement with Kohl's Building

APN

003-166-008-000, 003-166-011-000

Land Size (acres)

0.74

0.7 & 0.04

Area (SF) and Description of Existing Structures

31,857

1,568 & 30,289

Current Zoning

Downtown Core Commercial and Downtown Mixed Use (Downtown Specific Plan)

Part of 1231 Main Street St falls in Downtown Mixed Use. Building Form Zone: Downtown II zone - up to 4.0 FAR.

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Specific plan town center and cinedome focus areas are adjacent.

Current Uses

Commercial

Other Notes:

Downtown II Zone: allows 20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50.

City of Napa Civic Center Site Analysis

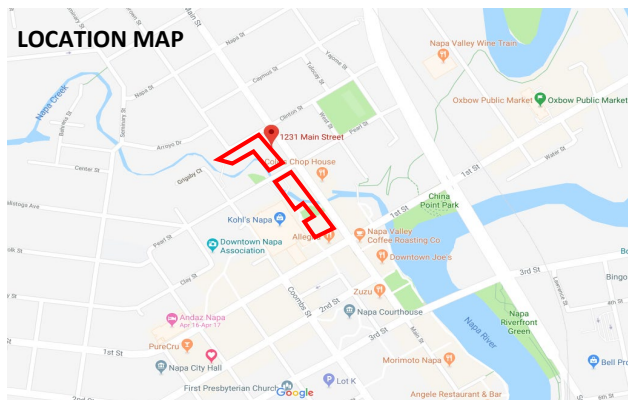
Site Identification

Site Number: 11

Main Street Surface Parking Lots

1231 Main Street, 1153-1199 Main Street Parking

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

The two sites face Main Street, and are on opposite sides of Pearl Street

1231 Main Street fronts both Main and Clinton Streets, and 1153-1199 Main Street is south of Pearl Street and has the Napa Creek running through it

Current Use

Surface parking lots

Long-term license agreement with Kohl's building

APN

003-137-008-000; 003-167-020-000

Land Size (acres)

1.7

1.17; 0.53

Area (SF) and Description of Existing Structures

74,239

23,079; 51,160

Current Zoning

Downtown Core Commercial
(Downtown Specific Plan)

Building Form Zone: Downtown II zone - up to 4.0 FAR.

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Specific plan town center and cinedome focus areas are adjacent.

Current Uses

Commercial

9/11 Memorial Garden located adjacent

Other Notes:

Downtown II Zone: allows 20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50.

City of Napa Civic Center Site Analysis

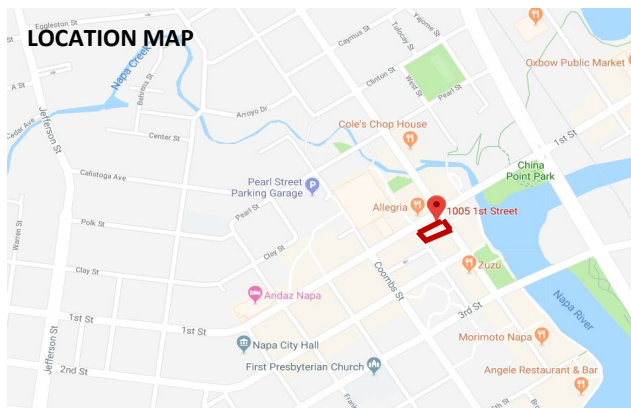
Site Identification

Site Number: 12

Proposed Bounty Hunter Site

1005 1st Street

Current Owner: Privately Owned



Site Description & Characteristics:

Notes

Site Description

The north portion of the block bounded by 1st Street and Main Street

Current Use

Commercial building

APN

003-221-014-000

Land Size (acres)

0.16

Area (SF) and Description of Existing Structures

unknown

Current Zoning

Downtown Core Commercial

Building Form Zone: Downtown II; 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Core Commercial

Current Uses

vacant lot

Other Notes:

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone

Density: 20 to 40 dwelling units/acre

Maximum front setback (15 feet), but no requirements for side or rear.

The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.

Building max height: 60 feet

Lot development standards:

Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol

Lot Width (feet) at front setback line: 50

Lot Frontage (feet) at front property line: 50

967 1st - previously owned by Shantys, currently for sale by Riverside Service LLC

942-948 Main St - owned by Winship LLC

City of Napa Civic Center Site Analysis

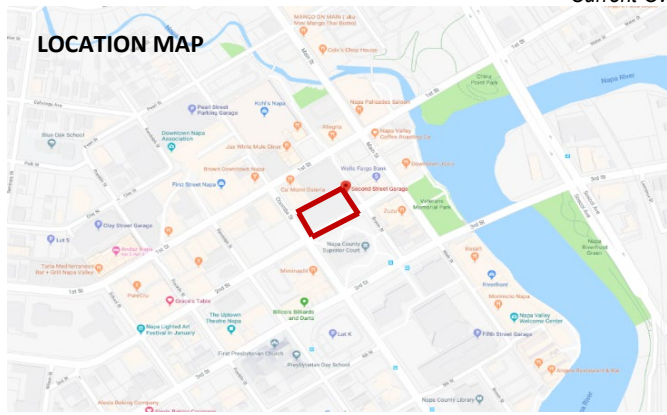
Site Identification

Site Number: 13

Second Street Parking Structure

1100 2nd Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

2nd Street, from Coombs to Brown Street

Across the street from Napa Courthouse

Current Use

2-story parking garage

APN

003-214-013-000

Land Size (acres)

0.58

Area (SF) and Description of Existing Structures

25,127

Current Zoning

Downtown Mixed-Use
(Downtown Specific Plan)

Building Form Zone: Downtown II: allows up to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed-Use

Current Uses

Government

Other Notes:

20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east

City of Napa Civic Center Site Analysis

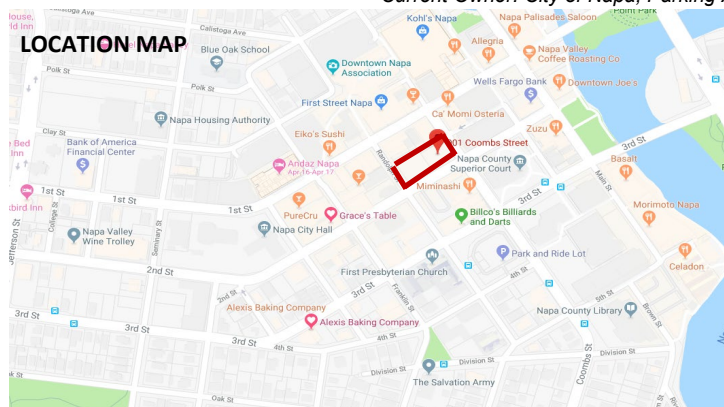
Site Identification

Site Number: 14

Second and Coombs Surface Parking Lots

APN: 003-211-006-000, 901 Coombs St (003-211-010-000)

Current Owner: City of Napa, Parking Authority of the City of Napa



Site Description & Characteristics:

Notes

Site Description

2nd Street, between Coombs and Randolph Streets

Current Use

surface parking lots

APN

003-211-006-000, 003-211-010-000

Land Size (acres)

0.71

0.41 & 0.3

Area (SF) and Description of Existing Structures

N/a

Current Zoning

Downtown Mixed-Use
(Downtown Specific Plan)

Building Form Zone: Downtown II: allows up to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed-Use

Current Uses

Commercial

Other Notes:

20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east

City of Napa Civic Center Site Analysis

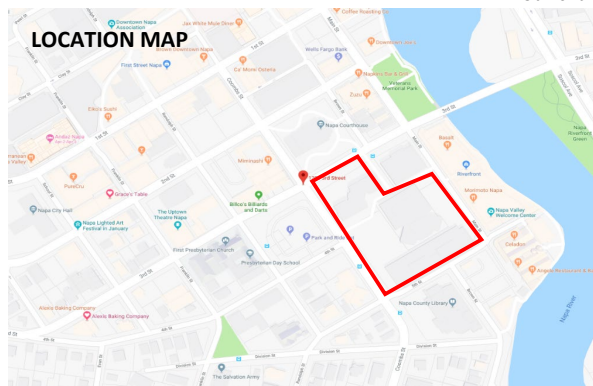
Site Identification

Site Number: 15

County Facilities at Third Street

1195 3rd Street, 1125 3rd Street and 1100 5th Street

Current Owner: County of Napa



Site Description & Characteristics:

Notes

Site Description

Bounded by 3rd Street, Cooms St, Fifth Street (but not beyond the parking lot), and Main Street

County building on the corner of 3rd and Cooms in addition to the surface parking lot directly south of it and the County Jail in the center of the block

Current Use

County Administration building, County Jail and surface parking

the surface lot is part of the same lot which also includes the Fifth Street parking structure, which would be unattainable due to long-term leases to multiple parties.

APN

003-216-010-000; 003-272-013-000; 003-272-014-000

Land Size (acres)

2.91

1.13 for building, approx. 0.75 acres for surface lot; and 1.03 for the jail

Area (SF) and Description of Existing Structures

127088

49,222 for building; surface parking approximately 33K SF (based on dimensions); 44,866 for the jail

Current Zoning

Downtown Public
(Downtown Specific Plan)

Building Form Zone: Downtown II: allows up to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Public

Current Uses

County Administration and Parking

Other Notes:

Downtown II: Allows 20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50.

The Downtown Public land use designation and zoning district provides for public and quasi-public uses dedicated to community-serving purposes such as government offices and related community service facilities. County uses such as the Napa County administrative and courthouse complex and adjoining jail are included in the Downtown Public district, as are uses that support Downtown commerce and living such as the public library, public parking facilities and Napa City Hall. The Downtown Public land use designation and zoning district also provides for appropriately located public lands devoted to public open spaces and trails. The Downtown Public land use designation and zoning do not apply to County facilities which are not regulated by the City.

City of Napa Civic Center Site Analysis

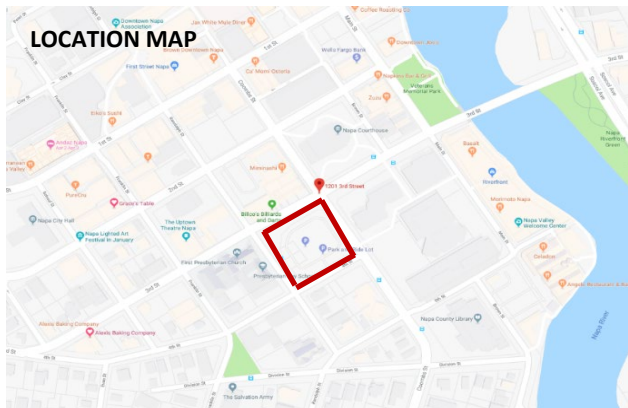
Site Identification

Site Number: 16

Sullivan Site

725 Coombs Street, 720 and 730 Randolph Streets

Current Owner: County of Napa



Site Description & Characteristics:

Notes

Site Description

Entire block bounded by 3rd Street, Coombs St, 4th Street, and Randolph Street

3 parcels

Current Use

Surface parking lot, used as Park-and-ride

APN

003-213-008, 003-213-009, and 003-213-010

Land Size (acres)

1.1

0.95, 0.08 & 0.07

Area (SF) and Description of Existing Structures

47,753

41,436, 3,052 & 3,265

Current Zoning

Downtown Public
(Downtown Specific Plan)

Building Form Zone: Downtown II: allows up to 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Public

Current Uses

Surface parking lot

Other Notes:

Downtown II: Allows 20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50.

The Downtown Public land use designation and zoning district provides for public and quasi-public uses dedicated to community-serving purposes such as government offices and related community service facilities. County uses such as the Napa County administrative and courthouse complex and adjoining jail are included in the Downtown Public district, as are uses that support Downtown commerce and living such as the public library, public parking facilities and Napa City Hall. The Downtown Public land use designation and zoning district also provides for appropriately located public lands devoted to public open spaces and trails. The Downtown Public land use designation and zoning do not apply to County facilities which are not regulated by the City.

City of Napa Civic Center Site Analysis

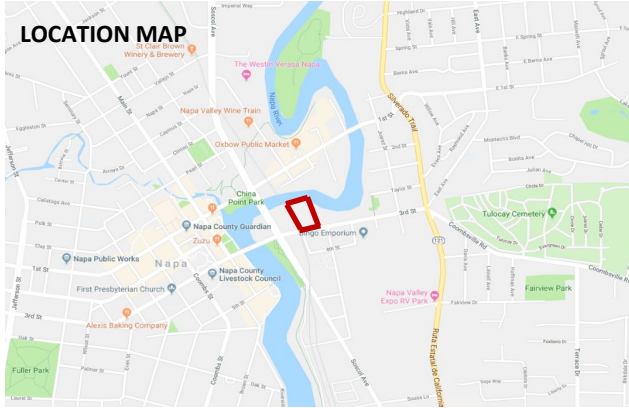
Site Identification

Site Number: 17

Proposed Third Street Surface Parking Lot

750 3rd St

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

North of 3rd St, south of Napa River, east of Soscol Ave, East of NVWT train tracks

3 parcels

Current Use

vacant lot

APN

006-132-006-000, 006-132-001-000, 006-132-002-000

Land Size (acres)

1.63

1.22, 0.31, 0.10

Area (SF) and Description of Existing Structures

N/A

Current Zoning

Traditional Residential Infill (RT5)

Traditional Residential (TRI) dwelling units/ac: min 3, max 7

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

No

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Residential Infill & Mixed Use

residential & mixed use

Current Uses

residential & commercial

Other Notes:

Traditional Residential Infill (RT5): This district implements the traditional residential infill category of the General Plan and applies to the historic neighborhoods of Napa that have developed with a variety of residential building types and densities. Review of historic properties and most new development is to ensure that that new development will complement the existing neighborhood and its design characteristics. Flexibility in street setbacks and yards is permitted to provide compatible design. This district provides for low density detached and attached single-family homes, accessory dwelling units, clustered and planned developments, duplexes, triplexes, manufactured housing, group residential, live-work housing and similar compatible uses such as day care and larger residential care facilities. Bed and breakfast inns, and public and quasi-public uses may also be allowed in appropriate locations at the discretion of the city.

Building max height: 2.5 stories or 30 feet

Front setback: 20 feet

Side setbacks: 15 feet

Minimum lot areas: 5,000 SF

Side yard: 5 feet / 10 feet

Rear yard: 20 feet

45% lot coverage

City of Napa Civic Center Site Analysis

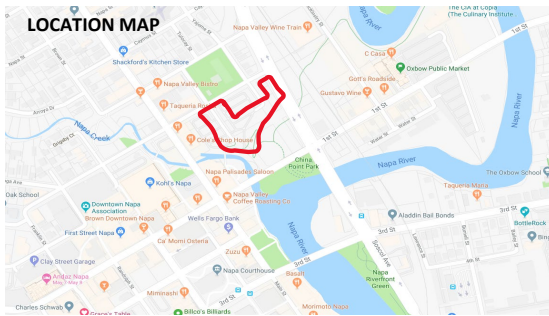
Site Identification

Site Number: 18

Former Parks & Rec Office at Cinedome Focus Area

1100 West Street & 5 other parcels

Current Owner: City of Napa



Site Description & Characteristics:		Notes
Site Description	comprised of 6 lots, one of which is the former Parks and Rec office	
Current Use	Surface parking lots	
APN	003-173-009-000, 003-175-001-000, 003-175-003-000, 003-175-004-000, 003-174-001-000, 003-172-009-000	
Land Size (acres)	3.24	6 parcels
Area (SF) and Description of Existing Structures	141661	
Current Zoning	Downtown Mixed-Use (Downtown Specific Plan)	Building Form Zone: Downtown II: allows up to 4.0 FAR
Within Downtown Napa (as defined 3/4/19)	Yes	
Within Fire Station No.1 Site Area (as defined 3/4/19)	Yes	

Neighboring Site Uses:		Notes
Current General Plan / Zoning	Commercial / Downtown Overlay	Downtown Mixed-Use
Current Uses	Commercial	

Other Notes:		20 to 40 dwelling units/acre; maximum front setback (15 feet), but no requirements for side or rear. The side of a building facing adjacent residential structures in the downtown II areas must step back the third story and above a minimum of 5 feet. building max height: 60 feet. lot development standards: minimum lot areas: 5,000 west of soscol, 10,000 east of soscol; lot width (feet) at front setback line: 50; lot frontage (feet) at front property line: 50. Cinedome Area Master Plan has identified this site as An aggregation of publicly-owned parcels and street rights-of-way comprising the balance of the study area land to the south of Pearl Street, and north of the Oxbow Commons Flood Bypass Channel.(South of Pearl Aggregated Parcels)
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City of Napa Civic Center Site Analysis

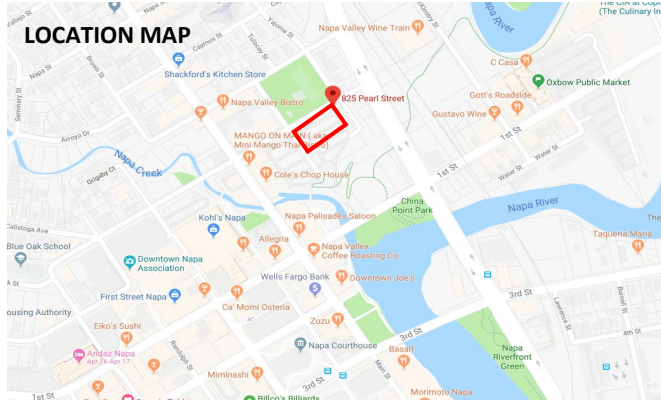
Site Identification

Site Number: 19

Former Cinedome Site at Cinedome Focus Area

825 Pearl Street

Current Owner: Privately owned



Site Description & Characteristics:

Notes

Site Description

The north portion of the block bounded by Pearl Street, West Street, and Yajome Street

Current Use

Paved lot

Under a license from the property owner to the City

APN

003-173-012-000

Land Size (acres)

0.70

Area (SF) and Description of Existing Structures

none

Current Zoning

Downtown Mixed Use
(Downtown Specific Plan)

Building Form Zone: Downtown II; 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed Use & Downtown Core Commercial

Current Uses

Paved lot

Other Notes:

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone
 Density: 20 to 40 dwelling units/acre
 Maximum front setback (15 feet), but no requirements for side or rear.
 The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.
 Building max height: 60 feet
 Lot development standards:
 Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol
 Lot Width (feet) at front setback line: 50
 Lot Frontage (feet) at front property line: 50

City of Napa Civic Center Site Analysis

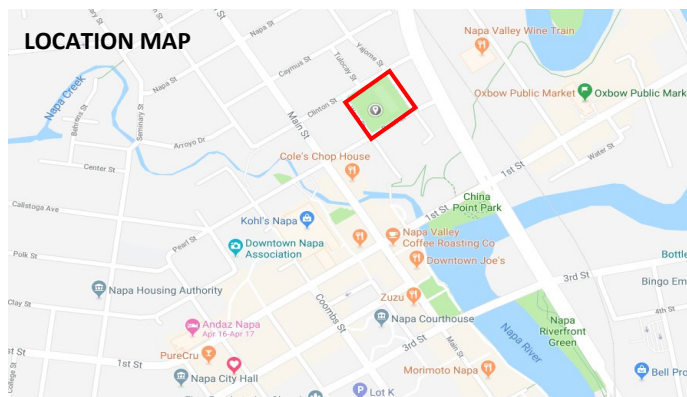
Site Identification

Site Number: 20

Former NapaSan Pump Station at Cinedome Focus Area

1210 West Street

Current Owner: NapaSan



Site Description & Characteristics:

Notes

Site Description

block bounded by Clinton, Yajome, Pearl, and West

Current Use

skateboard park and playground, as well as the former NSD Pump Station

APN

003-144-009-000

Land Size (acres)

0.91

Assessor's Map shows 1.23 acres

Area (SF) and Description of Existing Structures

3,699

Current Zoning

Downtown Mixed Use
(Downtown Specific Plan)

Building Form Zone: Downtown II; 4.0 FAR

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Commercial / Downtown Overlay

Downtown Mixed Use & Downtown Core
Commercial

Current Uses

Commercial, vacant land (Site 16)

Other Notes:

Downtown II: Allows medium- to high-density development designed to be complementary to the uses located in the Downtown I zone
 Density: 20 to 40 dwelling units/acre
 Maximum front setback (15 feet), but no requirements for side or rear.
 The side of a building facing adjacent residential structures in the Downtown II areas must step back the third story and above a minimum of 5 feet.
 Building max height: 60 feet
 Lot development standards:
 Minimum lot areas: 5,000 west of Soscol, 10,000 east of Soscol
 Lot Width (feet) at front setback line: 50
 Lot Frontage (feet) at front property line: 50

City of Napa Civic Center Site Analysis

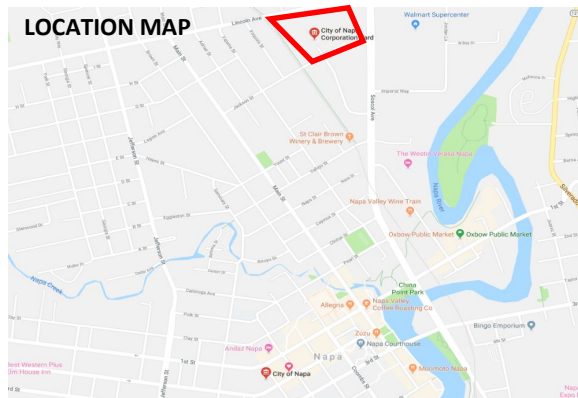
Site Identification

Site Number: 21

City Corporation Yard

770 Jackson Street

Current Owner: City of Napa



Site Description & Characteristics:

Notes

Site Description

Lincoln Street on north end, Jackson Street on south end, Napa Valley Wine Trail on the west.

Current Use

City functions and parking

Lease of a portion of the site to AT&T

APN

003-030-015-000; 003-030-001

Both parcel numbers will change in the future when the Assessor draws a new map following the lot line adjustment there.

Land Size (acres)

8.64

Area (SF) and Description of Existing Structures

N/A

Multiple sites, no information for the specific sites

Current Zoning

PQ-P

Public/ Quasi Public District

Within Downtown Napa (as defined 3/4/19)

Yes

Within Fire Station No.1 Site Area (as defined 3/4/19)

Yes

Unclear

Neighboring Site Uses:

Notes

Current General Plan / Zoning

City of Napa Zoning

Current Uses

Residential, Light Industrial, Community Commercial

Other Notes:

City of Napa Civic Center Site Analysis

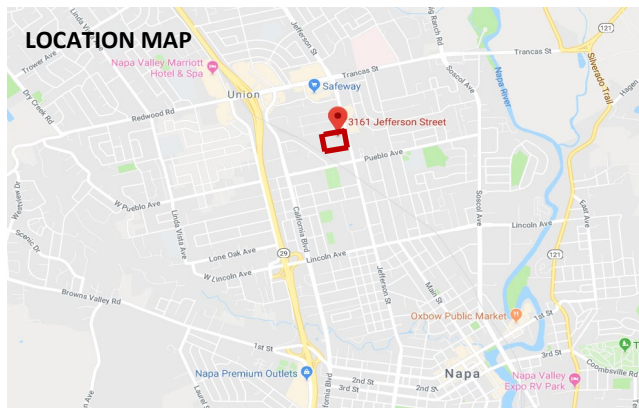
Site Identification

Site Number: 22

CalTrans Corporation Yard

3161 Jefferson Street

Current Owner: CalTrans



Site Description & Characteristics:

Notes

Site Description

Property to the west along Jefferson Street, south of Sheridan Drive, north of Pueblo Avenue

2 lots

Current Use

parking & government services

APN

001-410-007-000; 001-410-005

Land Size (acres)

3.58

1.63 & 1.95

Area (SF) and Description of Existing Structures

unknown

Current Zoning

Local Commercial (CL)

Business Park (BP) FAR = 0.3

Within Downtown Napa (as defined 3/4/19)

No

Within Fire Station No.1 Site Area (as defined 3/4/19)

No

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Local Commercial (CL) & Single Family Infill (SFI)

Single Family, Local Commercial

Current Uses

mobile home, retail

Other Notes:

Local Commercial (CL): primarily for a range of commercial uses serving daily needs of nearby residential neighborhoods, including retail and service uses, restaurants and banks. Office uses may be allowed in a small portion of the overall district, and residential and mixed use projects may also be permitted. These developments are smaller in size and architectural scale than other commercial districts, and provisions are included to reduce potential conflicts with adjacent residential districts. Neighborhood centers are to contain a mix of uses.

Building max height: 30 feet

Front and side setbacks: 30 feet arterial or collector, 15 feet local street

Minimum lot areas: 5,000 SF

City of Napa Civic Center Site Analysis

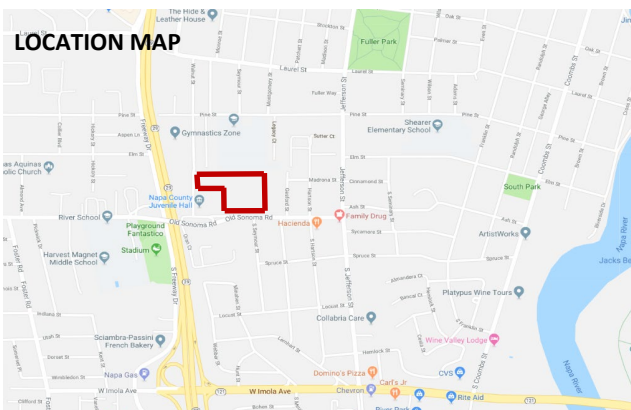
Site Identification

Site Number: 23

Former Health & Human Services (HHS)

2253-2341 Elm St

Current Owner: County of Napa



Site Description & Characteristics:

Notes

Site Description

Property to the east of Walnut St, north of Old Sonoma Rd, and south of Elm St

Three buildings on lot are considered historic

Current Use

Former Health & Human Services buildings

APN

004-291-015

Land Size (acres)

8.59

Area (SF) and Description of Existing Structures

multiple buildings; unknown sizes

Current Zoning

Public, Quasi-Public Schools and Health Facilities District (PQ)

Public Serving (PS) FAR = 0.4

Within Downtown Napa (as defined 3/4/19)

No

Within Fire Station No.1 Site Area (as defined 3/4/19)

No

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Single Family, Mixed Use

Current Uses

residential, self storage

Other Notes:

Public, Quasi-Public Schools and Health Facilities District (PQ): provides for public and quasi-public properties dedicated to community serving purposes, such as public schools of all levels, private schools with a significant enrollment, major community health facilities and related community service facilities. Public and quasi-public uses may be located in any zoning district in the city as a conditional use. This PQ district is intended for public and quasi-public uses which because of their size, location and significance are designated "Public Serving" in the General Plan.

The city's authority to regulate land use activities of other government entities is limited by state and federal law, thus applicability of local PQ zoning may only be established on a case-by-case basis. Because of the wide variety of possible public and quasi-public uses, all public and quasi-public uses shall require a use permit, to the extent that such uses and/or entities are subject to the zoning authority of the city.

Setbacks, yard areas, etc determined by use permit

City of Napa Civic Center Site Analysis

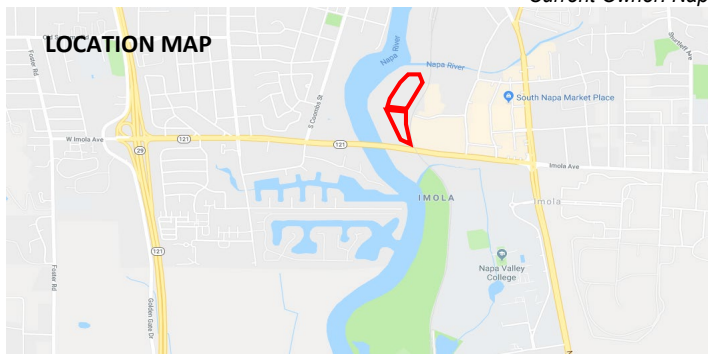
Site Identification

Site Number: 24

NapaSan property on Hartle Court

No assigned address

Current Owner: Napa Sanitation District



Site Description & Characteristics:		Notes
Site Description	East of the Napa River, North of Imola Ave and perpendicular to Hartle Court	2 parcels
Current Use	Vacant Land	
APN	005-180-018-000 & 005-180-016-000	
Land Size (acres)	8.72	6.03 & 2.69
Area (SF) and Description of Existing Structures	379,842	117,176 & 262,666
Current Zoning	PQ-P	Public/ Quasi Public District
Within Downtown Napa (as defined 3/4/19)	Yes	
Within Fire Station No.1 Site Area (as defined 3/4/19)	No	Unsure

Neighboring Site Uses:		Notes
Current General Plan / Zoning	City of Napa Zoning	
Current Uses	PQ, CC, PQ-P	

Other Notes:	
Additional approvals needed from rail roads to create vehicular access	

City of Napa Civic Center Site Analysis

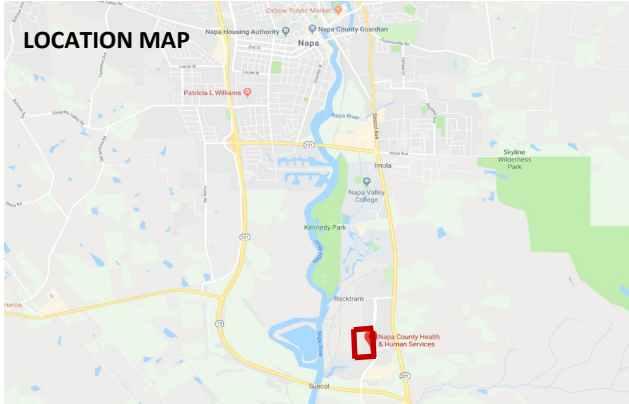
Site Identification

Site Number: 25

DEY Labs (County Admin Building)

2751 Napa Valley Corporate Drive

Current Owner: County of Napa



Site Description & Characteristics:

Notes

Site Description

Property to the west along Napa Valley Corporate Drive at the intersection with Napa Valley Corporate Way

Current Use

government/office/flex

APN

046-610-021-000

Land Size (acres)

25.32

Area (SF) and Description of Existing Structures

325,362

4 buildings (84,832; 50,081 DEY; 62,881; 127,568)

Current Zoning

Industrial Park C (IP-C)

Corporate Park (CP) FAR = 0.4

Within Downtown Napa (as defined 3/4/19)

No

Within Fire Station No.1 Site Area (as defined 3/4/19)

No

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Industrial Park

Corporate Park

Current Uses

office, flex, government

Other Notes:

Industrial Park C (IP-C): provides for a broad array of industrial manufacturing, assembly, processing, refining and/or packaging uses, research and development activities; industrial service uses such as machine shops and equipment repair, as well as office and outdoor storage uses typically associated with the above. Limited retail and service uses primarily for area workers or business visitors may also be allowed.

Building max height: 30 feet

Front and side setbacks: 35 feet arterial or collector, 20 feet local street

Minimum lot areas: 1 acre

Side and rear yard: 10 feet

City of Napa Civic Center Site Analysis

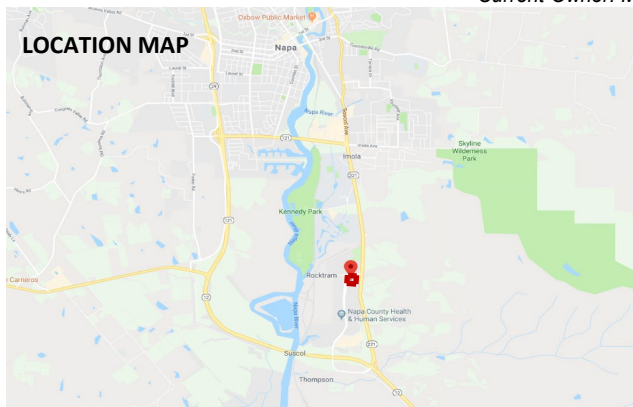
Site Identification

Site Number: 26

La Tour Court

860 Latour Court

Current Owner: Michael Joseph Carini Trust



Site Description & Characteristics:

Notes

Site Description

Property bounded by Napa Valley Corporate Drive, Kaiser Road, and Latour Court

Current Use

Warehouse and flex space.

2/3 of the property is built as office/flex space

APN

046-600-024-000

Land Size (acres)

2.2

Area (SF) and Description of Existing Structures

34,944

Warehouse; for sale

Current Zoning

Industrial Park (IP)

Corporate Park (CP) FAR = 0.4

Within Downtown Napa (as defined 3/4/19)

No

Within Fire Station No.1 Site Area (as defined 3/4/19)

No

Neighboring Site Uses:

Notes

Current General Plan / Zoning

Industrial Park

Corporate Park

Current Uses

flex, industrial

Other Notes:

Industrial Park C (IP-C): provides for a broad array of industrial manufacturing, assembly, processing, refining and/or packaging uses, research and development activities; industrial service uses such as machine shops and equipment repair, as well as office and outdoor storage uses typically associated with the above. Limited retail and service uses primarily for area workers or business visitors may also be allowed.

Building max height: 30 feet

Front and side setbacks: 35 feet arterial or collector, 20 feet local street

Minimum lot areas: 1 acre

Side and rear yard: 10 feet

Section Four

*Financial
Framework*

Section 4: Financial Framework

Napa Public Safety & City Hall Facilities Project

Overview

This Section is intended to develop a baseline understanding of the City's financial condition and projections of future revenues to inform the analysis of subsequent Project Alternatives developed. The Section outlines the assumptions around the City's current projected surplus, and other potential sources of funding to finance various development options which will be developed in the next Project Alternatives stage. The Project costs will vary by Project Alternative and once developed will be weighed in comparison with one another for their financial, functional and citizen service pro's and con's.

As is with most City development projects, the City currently does not have sufficient reserves to finance all new construction required to accommodate the Updated Program. However, the cost of new development would be partially offset by savings resulting from the City moving out of leased space; through the elimination of expenditures on the operations, maintenance and capital renewal of existing facilities; and, potentially, the revenue derived from disposing excess properties. Taken together with potential future reprioritization of current expenditures, a variety of financial options will be available depending on the Project Alternative. These will be more fully explored in the next phase of the project as specific development options are created and their associated costs are quantified.

Development Spectrum and Financial Implications

The Project Alternatives analyzed in the next phase will include a spectrum of development options and their associated costs. These options will range from a "status quo" scenario (i.e., in lieu of new facilities, the City spends money to maintain and repair current facilities, continues to expend its lease footprint to accommodate staff growth over time) to scenarios that include the construction of completely new facilities fully based on the Updated Program. Also, Information from a third-party "Facilities Condition Assessment" (FCA) study that will be completed August 2019 will be incorporated in financial projections for scenarios that include the utilization of existing facilities, including the "status quo" scenario.

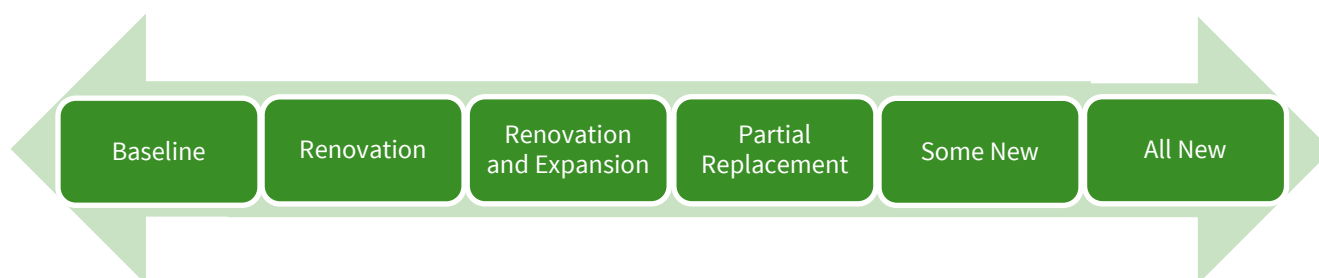


Figure 1: Development Spectrum as currently applicable to the Project in the Alternatives Analysis Phase.

Any option in the development that include new or renovated space will assume the incorporation of the Updated Program into the design and cost estimates. Within the framework of the project budget and/or the limitations posed by existing building configurations, designers will be tasked to accommodate the Updated Program as closely as is practically feasible.

Base Case: The baseline alternative, referred to herein as the “Status Quo”, assumes the City continues operations in the current facilities. This will estimate the costs of ongoing operations & maintenance expenditures, long-range capital investment to keep the facilities functioning, and additional space leased to accommodate staff growth. These projected facilities expenditures will be informed by the August 2019 Facilities Condition Assessment. This baseline projection assumes no construction will be undertaken to accommodate the Updated Program.

Renovation: Informed by the Facilities Condition Assessment, this Alternative estimates the cost to renovate existing facilities to align more closely with the Updated Program. Due to the size of the existing facilities, this would likely require the City to maintain and potentially increase its leased spaces to accommodate existing City staff and projected growth needs. This scenario requires a level of cost generalization ahead of any specific renovation design; as the nature of the renovation could have wide cost variability. It is assumed that the Updated Program would form the framework from which a renovation design scenario and projected costs would be derived.

Renovation and Expansion: This would involve renovating existing facilities and seek to add new facilities and/or expand existing facilities onsite to accommodate all City employees and future growth in City-owned facilities. It is assumed that the Updated Program would form the framework from which a design scenario and projected costs for renovation and facilities expansion would be derived.

Partial Replacement: Some existing facilities could be removed and replaced with facilities that better maximize use of land. For example, a potential replacement the existing single-story City Hall building with a three- or four-story building that would house more of the City employees and civic functions. This scenario would likely also include some swing space and related costs. Some continued leasing of external space may or may not be required. Similarly, the Updated Program would form the framework from any replacement facility design would be derived.

Some New / All New: The Project Alternatives analysis process will result in several options that can be analyzed to include partially new or completely new Public Safety & City Hall facilities. The Updated Program would guide the design of the new facilities.

While the Project Alternatives will not explore every conceivable project development option, representative scenarios along this Development Spectrum will be assessed in addition to “all new” Project Alternatives. Each of the representative scenarios will be accompanied with related cost and financial projections.

Next Steps

The next and third stage of the Alternatives Analysis Phase, the spectrum of development options described above will be applied to the site (s) selected by City Council for further investigation, as the basis for development of conceptual “Project Alternatives.” Using the updated Program, these Project Alternatives will test how each Alternative fits on the site, supports adjacencies and provides access and egress for vehicles and pedestrian. It will also include conceptual costs, development timeline, swing space requirements and other considerations. This stage will conclude with a presentation of the Project Alternatives and analyses to City Council in early Fall 2019, which will be followed by a public engagement period, to receive residents’ feedback on these alternatives.

Section Five

Communications Summary



Section 5: Communications Summary

Napa Public Safety & City Hall Facilities Project

Overview

The overall objective of the Napa Public Safety and City Hall Facilities Project Communications plan is to give Napa staff members and community members information about the planning process, including timelines, goals and costs, and to provide opportunities for timely input on the major decisions that will be made by City Council. The communications plan for internal and external audiences includes multiple strategies and communication mechanisms such as traditional and social media, internal and public city websites, feedback and surveys, in-person forums, and outreach to stakeholder groups.

To date, the team has met with the Editorial Board of the Napa Valley Register, updated the City project website, implemented an electronic community survey and held a community forum on the Council's project goals. Immediate next steps are focused on reaching out to community stakeholder groups and providing opportunities for the community to give input on the information and project reports presented at the July 23rd City Council meeting.

Summary of Outreach & Communications to Date

Napa Valley Register Editorial Board Meeting

The goals were to inform the Editorial Board of the new schedule and process for Napa's Public Safety and City Hall Project, to introduce the City Council goals for the process and to promote the May 30 Community Forum event. The Register was helpful in promoting and covering the Community Forum.

Community Meeting

The objective of our first Community Open House was to give community members an opportunity to provide input on how to measure success for the project goals that the City Council identified. The team designed an open house format where community members were able to provide their ideas on criteria to measure the success of the project goals, ask questions and talk directly to project staff about their ideas and concerns. The Open House was held on May 30 at the Napa Women's Club. The project team collected valuable feedback on questions relating to the project goals from the approximately 40 community residents who attended. Summary of Input:

- Community residents count on and highly value information and response from Fire and Police during natural disasters
- Co-location of City services is important
- Sound quality, access for people of all abilities is important at Council meetings

- People agree that current City facilities are outdated, too spread out, inefficient and not easy to access
- Environmental values in design were very important to most attendees
- People want to communicate directly at community meetings and have good information on the web

The City is planning a community meeting to get input on the project after each major Council briefing:

- August/September: Feedback on July 23rd Program and Site Analysis Report
- Early and Late Fall: Feedback on the Project Alternatives Report

Web Page Updates

The City of Napa website public page for the Public Safety & City Hall Facilities Project was redesigned and updated. A section was added explaining why the City is evaluating the public safety and City hall facilities and what the City is doing to address the facilities' needs. A new section was added explaining what was next and how to get involved. A link to the community survey was provided in both English and Spanish.

Community Survey

The City sent out a brief survey asking people how they use current City facilities and what qualities and physical features they would like to see in new City facilities. The survey was released May 28, both in English and in Spanish and ran through June 26, 2019. It was shared via the Napa Valley Register, social media, and the City website. , The key findings from the 295 responses were:

Key Findings

- 78% visit City hall five or less times a year, primarily to attend a Council meeting or pay a utility bill.
- Respondents support offering online applications as an option with the caveat that phone, email and in person access also be easily available.
- Values: *Energy efficient and demonstrate sustainable environmental practices* was the quality with the highest support, but respondents also valued *Welcoming and easy to navigate; Generates pride in the community; Attractive building design;* and, *Considered modern or cutting-edge use of technology.*
- Physical Features: *Functional during and after an emergency* was the most important physical feature, but respondents also valued *Parking is accessible and convenient; Provides the ability to have both in person and electronic services; Provide public meeting and community gathering spaces; Location is located near public transit* and *Key City services are located in close proximity to each other.*

Outreach to Stakeholder Groups

The team is developing a list of community stakeholders who might be interested in receiving more information on the project either through a meeting or presentation. In July the Project team will be sending invitations to stakeholder groups to schedule a meeting or a speaking opportunity.

Summary of Internal Communications

Internal Communications Activities

Department Head engagement in this project processes has been increased whereby they have been informed of project information and responsible for sharing with their specific department members.

In addition to The Advisory Group (TAG) being responsible for helping share and shape ideas to help inform the program, this group of Department representatives was also responsible for sharing project information to their colleagues and bringing questions to the project team.

The communication plan also included a Staff Survey that received 255 responses (72% response rate). Questions related to awareness of project goals and information sharing techniques.

Key Themes of Community and Staff input thus far:

- People agree that current City facilities are outdated, too spread out, inefficient and not easy to access
- Environmental values in design were very important to most attendees
- Future need to update processes, tools and technology in order to achieve goals for a modern work environment and providing public services in a convenient fashion (i.e. accessibility in public facilities and online services)

Internal Communications developed in this stage that will continue in the following stages:

- Updating the City website with the new information from the July 23rd Council meeting
- Staff forums for Q&A before and after July 23rd City Council meeting
- Ongoing communications via The Advisory Group and Department leaders

Next Steps

The Communications Strategy immediate next steps include:

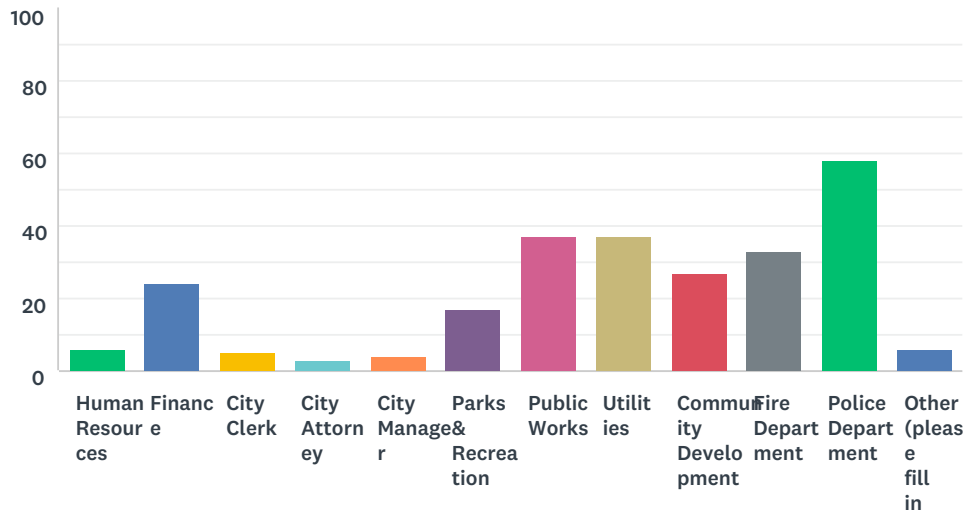
- Analyzing the results of the community survey
- Contacting community stakeholder groups to set up meetings and presentations for late summer and fall
- Organizing a Community Forum to get input the July 23rd Council presentation of the Summary Report on updated facilities program, potential sites and finances
- Updating the City website
- Setting up information tables at farmer's markets
- Developing a plan for media before and after the July 23rd City Council meeting.

Section Six

Appendix

Q1 Please indicate which Department you work for?

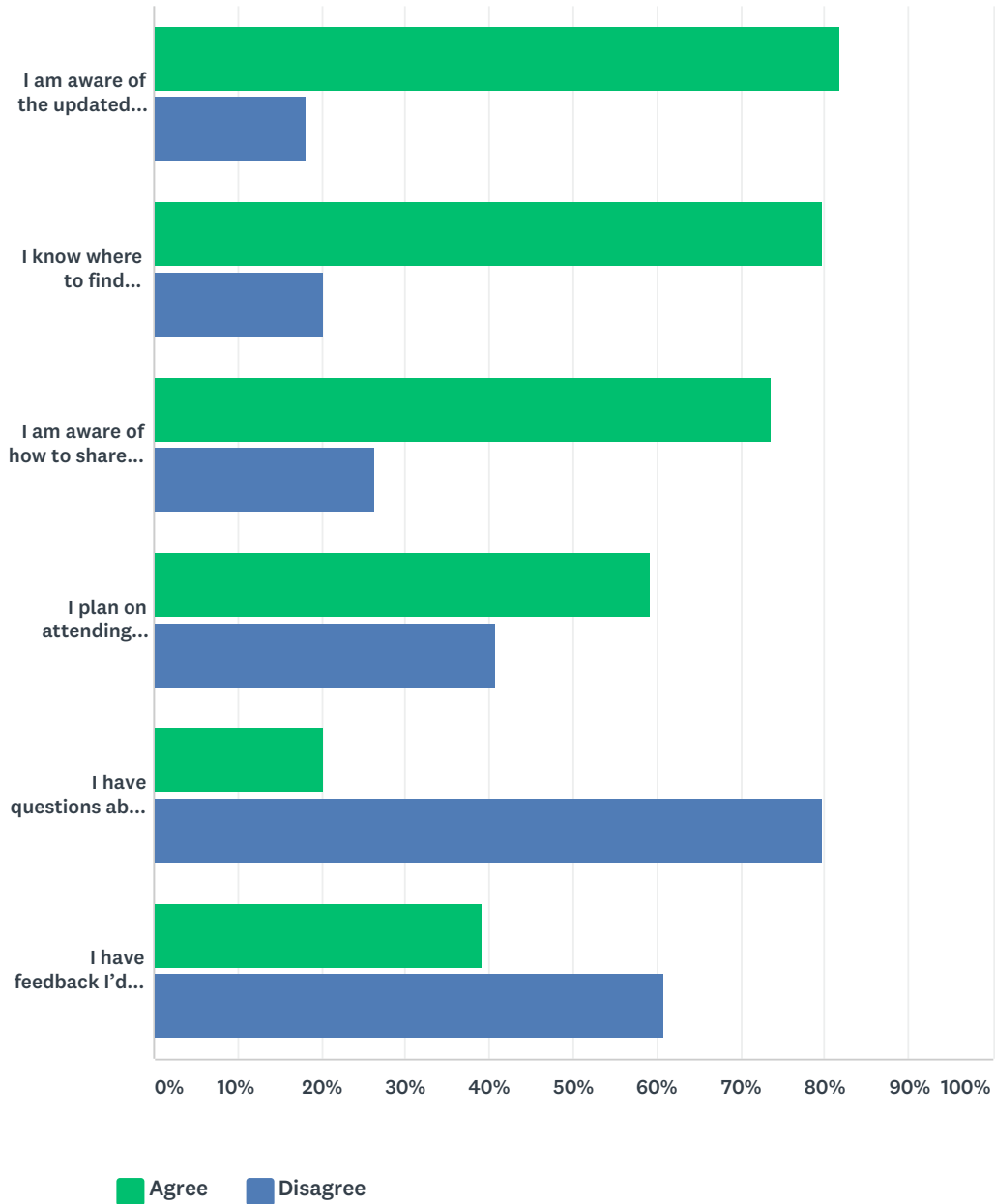
Answered: 255 Skipped: 0



ANSWER CHOICES	RESPONSES	
Human Resources	2.35%	6
Finance	9.41%	24
City Clerk	1.96%	5
City Attorney	1.18%	3
City Manager	1.57%	4
Parks & Recreation	6.67%	17
Public Works	14.51%	37
Utilities	14.51%	37
Community Development	10.59%	27
Fire Department	12.94%	33
Police Department	22.75%	58
Other (please fill in a response)	2.35%	6
Total Respondents: 255		

Q2 Project Communications and Awareness

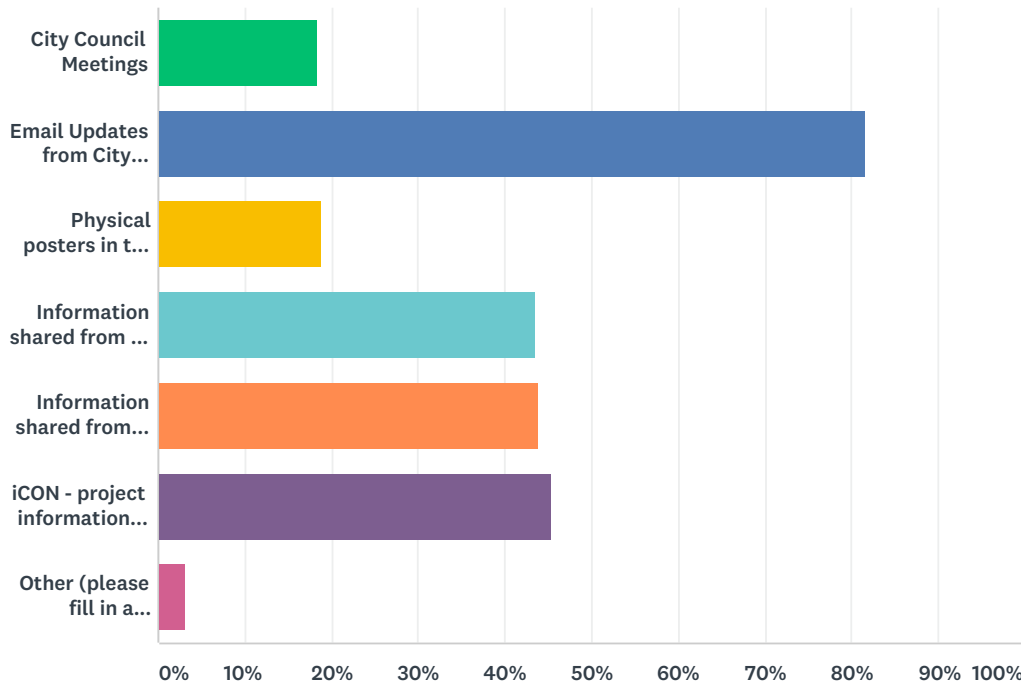
Answered: 255 Skipped: 0



	AGREE	DISAGREE	TOTAL	WEIGHTED AVERAGE
I am aware of the updated Napa Public Safety and City Hall Facilities Project Goals.	81.89% 208	18.11% 46	254	1.18
I know where to find information about the Project.	79.61% 203	20.39% 52	255	1.20
I am aware of how to share my input on the Project.	73.62% 187	26.38% 67	254	1.26
I plan on attending upcoming staff engagements about the Project.	59.27% 147	40.73% 101	248	1.41
I have questions about the Project but not sure how to get answers.	20.24% 51	79.76% 201	252	1.80
I have feedback I'd like to offer on the Project.	39.02% 96	60.98% 150	246	1.61

Q3 Please indicate which methods of communication are most effective regarding the Public Safety & City Hall Facilities Project (select all that apply):

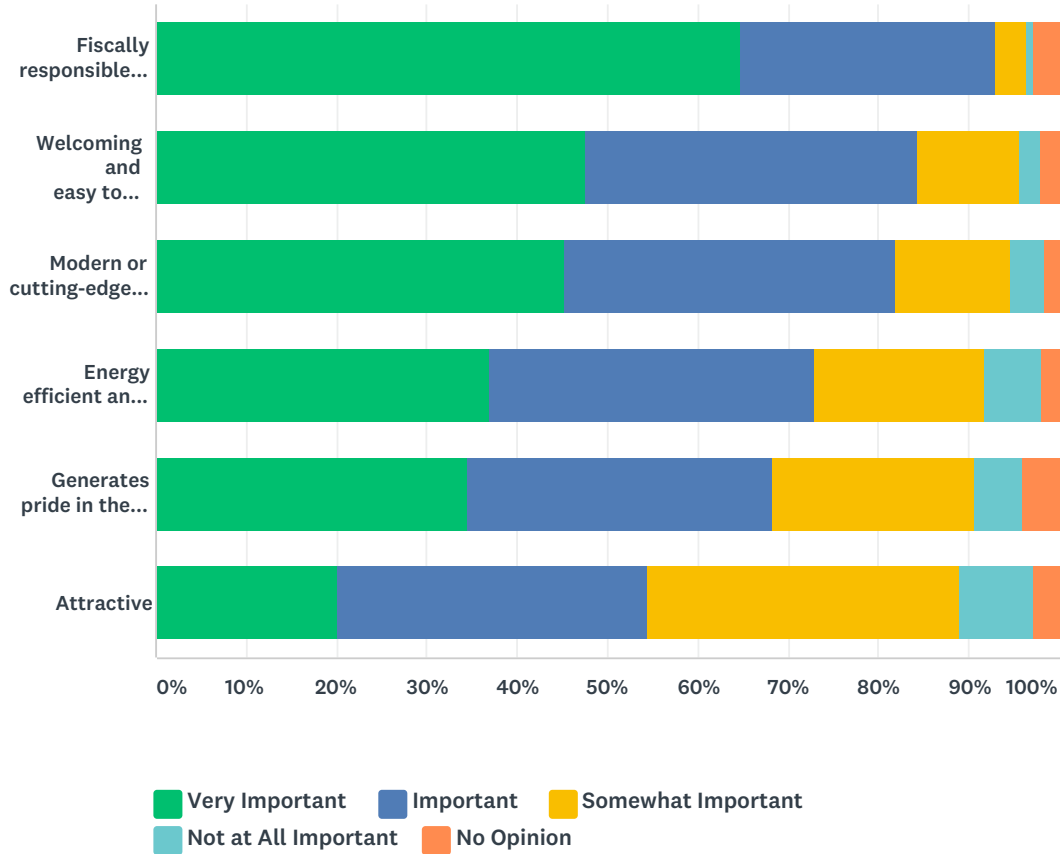
Answered: 255 Skipped: 0



ANSWER CHOICES	RESPONSES	
City Council Meetings	18.43%	47
Email Updates from City Manager	81.57%	208
Physical posters in the office	18.82%	48
Information shared from the Advisory Group representatives	43.53%	111
Information shared from Department Heads	43.92%	112
iCON - project information page	45.49%	116
Other (please fill in a response)	3.14%	8
Total Respondents: 255		

Q4 Please indicate the level of importance you feel regarding the following QUALITIES of future Public Safety and Administrative Buildings (whether renovations or new facilities)?

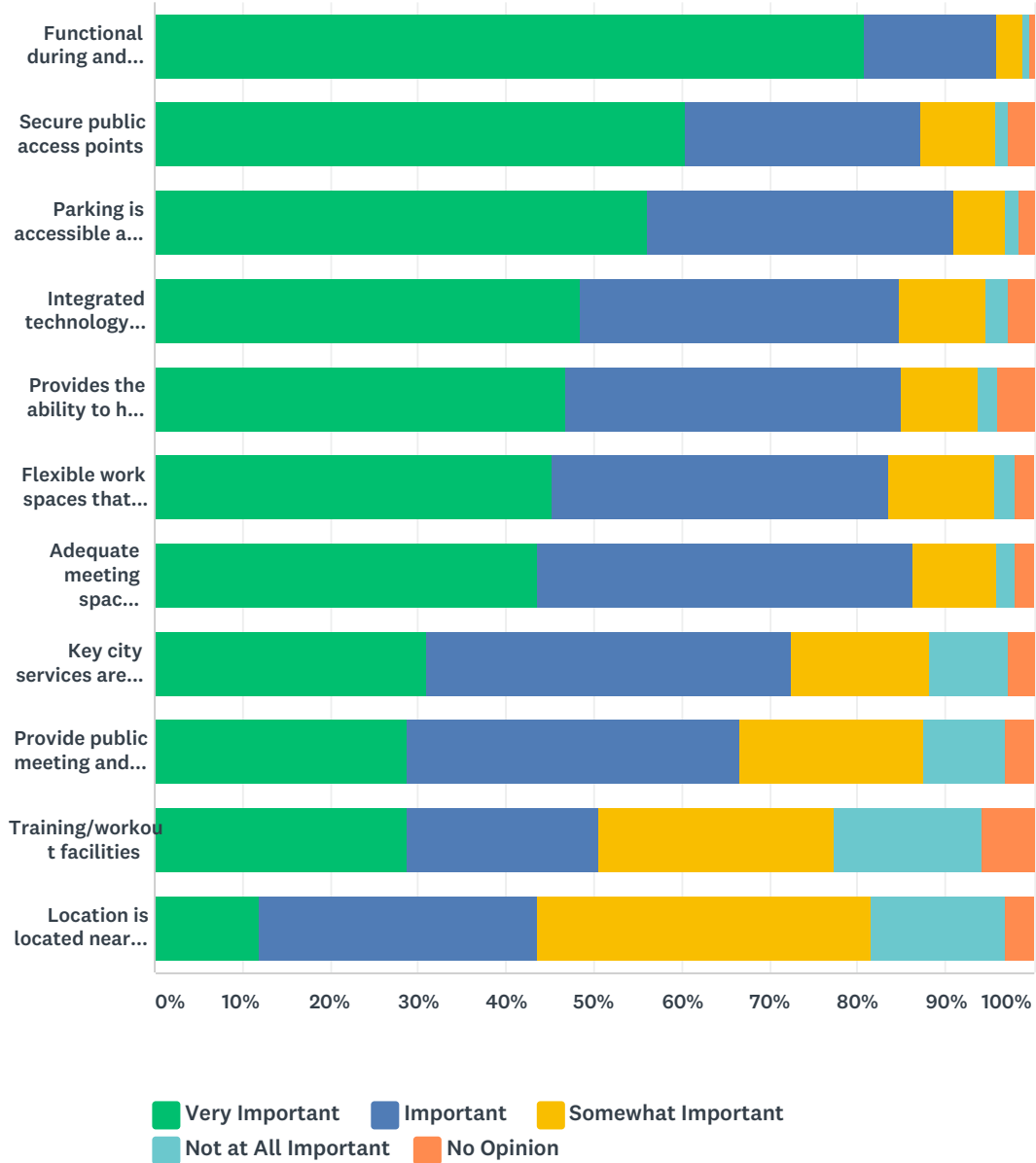
Answered: 255 Skipped: 0



	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT AT ALL IMPORTANT	NO OPINION	TOTAL	WEIGHTED AVERAGE
Fiscally responsible (design, construction, operations)	64.71% 165	28.24% 72	3.53% 9	0.78% 2	2.75% 7	255	1.49
Welcoming and easy to navigate	47.64% 121	36.61% 93	11.42% 29	2.36% 6	1.97% 5	254	1.74
Modern or cutting-edge use of technology	45.10% 115	36.86% 94	12.55% 32	3.92% 10	1.57% 4	255	1.80
Energy efficient and demonstrate sustainable environmental practices	37.01% 94	35.83% 91	18.90% 48	6.30% 16	1.97% 5	254	2.00
Generates pride in the community	34.51% 88	33.73% 86	22.35% 57	5.49% 14	3.92% 10	255	2.11
Attractive	20.08% 51	34.25% 87	34.65% 88	8.27% 21	2.76% 7	254	2.39

Q5 Please indicate the level of importance you feel regarding the following PHYSICAL FEATURES of future Public Safety and Administrative Buildings (whether renovations or new facilities)?

Answered: 255 Skipped: 0

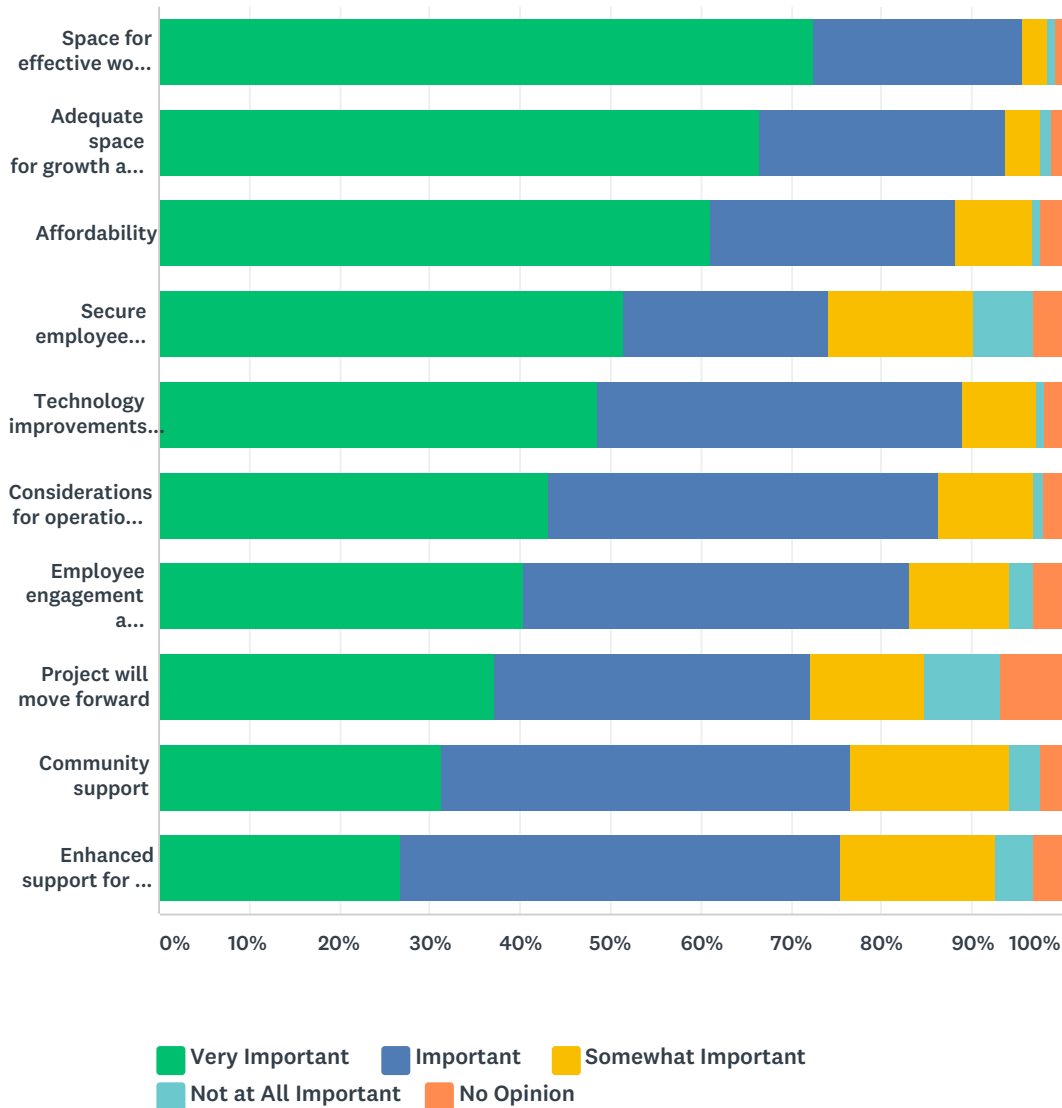


	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT AT ALL IMPORTANT	NO OPINION	TOTAL	WEIGHTED AVERAGE
Functional during and after an emergency	80.78% 206	14.90% 38	3.14% 8	0.78% 2	0.39% 1	255	1.25
Secure public access points	60.39% 154	26.67% 68	8.63% 22	1.57% 4	2.75% 7	255	1.60
Parking is accessible and convenient	56.08% 143	34.90% 89	5.88% 15	1.57% 4	1.57% 4	255	1.58
Integrated technology (wifi, soft phones, follow me printing, etc)	48.43% 123	36.22% 92	9.84% 25	2.76% 7	2.76% 7	254	1.75
Provides the ability to have both in-person and electronic services	46.85% 119	38.19% 97	8.66% 22	2.36% 6	3.94% 10	254	1.78
Flexible work spaces that allow for minimal distractions	45.28% 115	38.19% 97	12.20% 31	2.36% 6	1.97% 5	254	1.78
Adequate meeting space and conference rooms	43.53% 111	42.75% 109	9.41% 24	2.35% 6	1.96% 5	255	1.76

Key city services are located in close proximity of each other	30.98% 79	41.57% 106	15.69% 40	9.02% 23	2.75% 7	255	2.11
Provide public meeting and community gathering spaces	28.63% 73	38.04% 97	20.78% 53	9.41% 24	3.14% 8	255	2.20
Training/workout facilities	28.63% 73	21.96% 56	26.67% 68	16.86% 43	5.88% 15	255	2.49
Location is located near public transportation	11.76% 30	31.76% 81	38.04% 97	15.29% 39	3.14% 8	255	2.66

Q6 Project Considerations: What do you feel is important for the project overall?

Answered: 255 Skipped: 0



	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT AT ALL IMPORTANT	NO OPINION	TOTAL	WEIGHTED AVERAGE
Space for effective work and productivity	72.44% 184	23.23% 59	2.76% 7	0.79% 2	0.79% 2	254	1.34

Adequate space for growth and flexibility for the future	66.54% 169	27.17% 69	3.94% 10	1.18% 3	1.18% 3	254	1.43
Affordability	61.02% 155	27.17% 69	8.66% 22	0.79% 2	2.36% 6	254	1.56
Secure employee parking	51.37% 131	22.75% 58	16.08% 41	6.67% 17	3.14% 8	255	1.87
Technology improvements and more digital processes	48.63% 124	40.39% 103	8.24% 21	0.78% 2	1.96% 5	255	1.67
Considerations for operations and maintenance	43.14% 110	43.14% 110	10.59% 27	1.18% 3	1.96% 5	255	1.76
Employee engagement and support	40.39% 103	42.75% 109	10.98% 28	2.75% 7	3.14% 8	255	1.85
Project will move forward	37.20% 93	34.80% 87	12.80% 32	8.40% 21	6.80% 17	250	2.13
Community support	31.37% 80	45.10% 115	17.65% 45	3.53% 9	2.35% 6	255	2.00
Enhanced support for the community	26.77% 68	48.82% 124	16.93% 43	4.33% 11	3.15% 8	254	2.08

Q7 Is there any additional feedback you would like to share?

Answered: 45 Skipped: 210

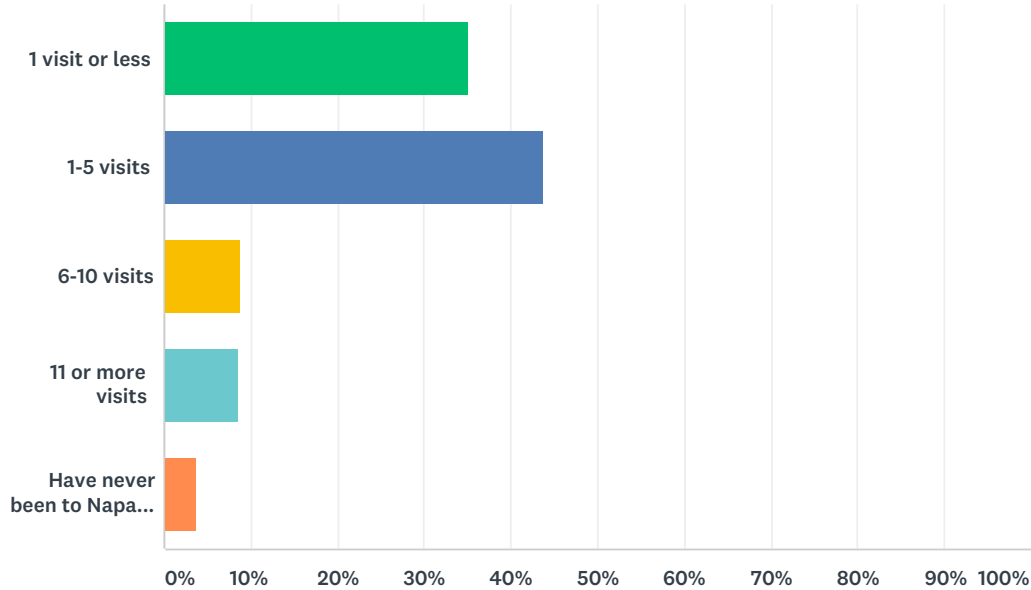
Q1 Have you ever physically visited a City office or building for any of the following reasons (Check all that are applicable)

Answered: 293 Skipped: 0

ANSWER CHOICES	RESPONSES	
Attend a City Council and/or City Commission meeting	61.43%	180
Apply for a Parking Permits	4.78%	14
Apply for a Business License	29.69%	87
Apply for a Building Permits	31.06%	91
Apply for a Planning Permit	14.33%	42
Apply for a Encroachment Permit	5.80%	17
Apply for a Special Event Permit	11.95%	35
Consult with City staff	37.54%	110
Pay Utility Bill	48.12%	141
Records Request	26.28%	77
Background Checks	7.17%	21
File a Claim	4.78%	14
Reserve Facilities	7.17%	21
Housing Assistance	3.75%	11
Register for Recreation Programs	25.60%	75
Solid Waste/Recycling/Composting Needs/Questions	14.33%	42
Water Conservation/Meter Needs/Questions	11.60%	34
Public Restroom	22.18%	65
Report/request repairs to city infrastructure or landscaping (ex. Potholes, tree issues)	15.70%	46
Other (please fill in a response)	11.60%	34
Total Respondents: 293		

Q2 How often did you physically visit any City offices in the past year?

Answered: 293 Skipped: 0



ANSWER CHOICES	RESPONSES	
1 visit or less	35.15%	103
1-5 visits	43.69%	128
6-10 visits	8.87%	26
11 or more visits	8.53%	25
Have never been to Napa City offices	3.75%	11
TOTAL		293

Q3 Which types of services would you like to access electronically / virtually? (Check all that are applicable)

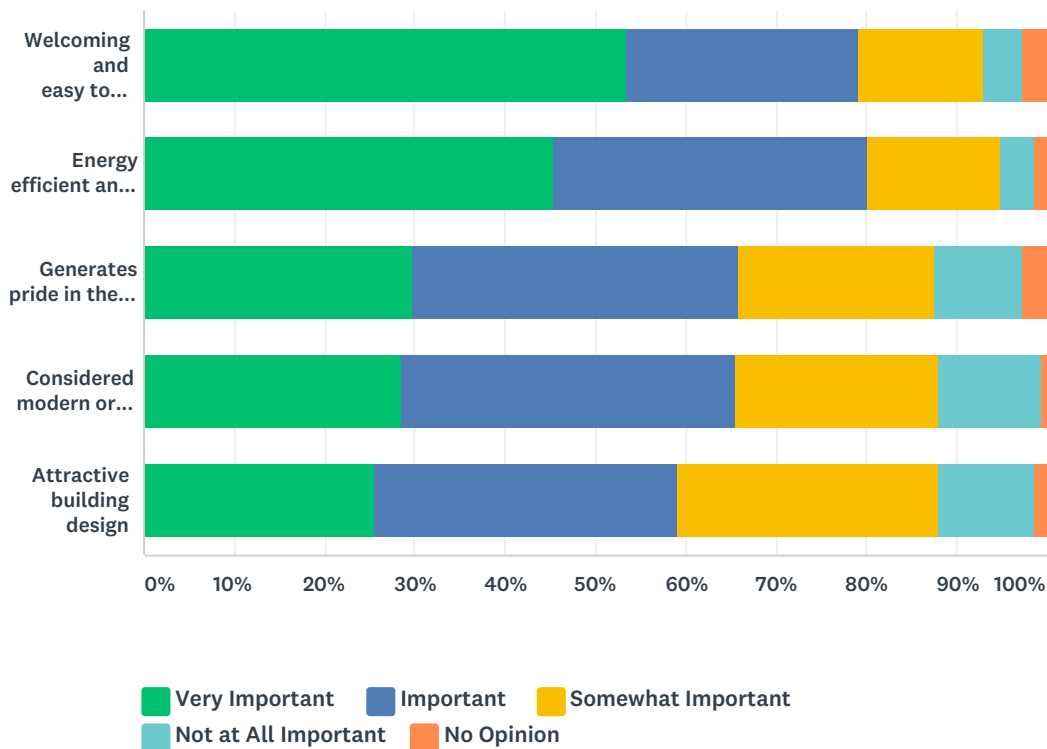
Answered: 293 Skipped: 0

ANSWER CHOICES	RESPONSES	
Pay Utility Bill	57.00%	167
Report/request repairs to city infrastructure or landscaping (ex. Potholes, tree issues)	54.27%	159
Register for Recreation Programs	53.58%	157
Records Request	51.19%	150
Apply for a Permit	48.81%	143
Attend a City Council and/or City Commission meeting	46.76%	137
Apply for a Building Permits	42.66%	125
Reserve Facilities	42.66%	125
Apply for a Special Event Permit	41.98%	123
Apply for a Business License	40.27%	118
Solid Waste/Recycling/Composting Needs/Questions	37.88%	111

Apply for a Parking Permits	35.84%	105
Apply for a Planning Permit	35.49%	104
File a Claim	32.76%	96
Water Conservation/Meter Needs/Questions	32.42%	95
Apply for an Encroachment permit	29.35%	86
Consult with City staff	29.01%	85
Background Checks	29.01%	85
Housing Assistance	23.21%	68
I prefer to speak with City staff in person.	21.16%	62
Other (please fill in a response)	7.17%	21
Total Respondents: 293		

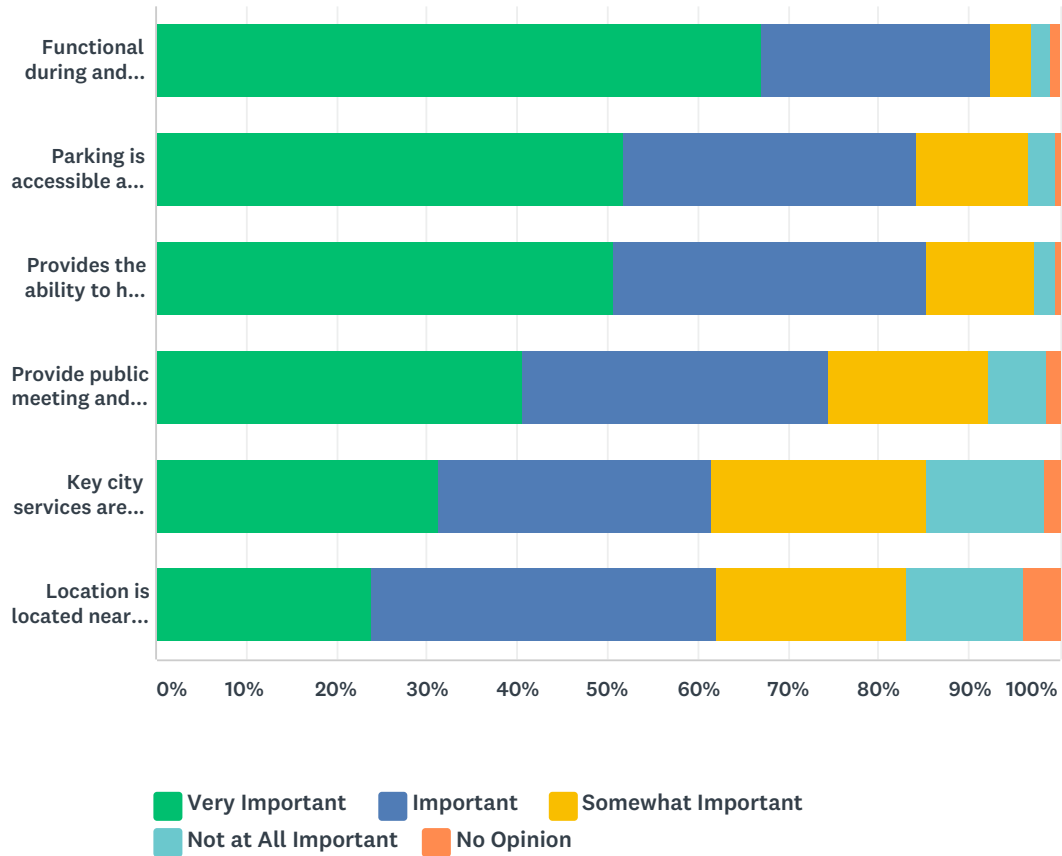
Q4 Please indicate the level of importance you feel regarding the following QUALITIES of future/renovated City offices?

Answered: 293 Skipped: 0



Q5 Please indicate the level of importance you feel regarding the following PHYSICAL FEATURES of future/renovated City offices?

Answered: 293 Skipped: 0



Q6 Is there any additional feedback you would like to share?

Answered: 94 Skipped: 199