

SUPPLEMENTAL REPORTS & COMMUNICATIONS I
Office of the City Clerk

City Council of the City of Napa
Regular Meeting
December 4, 2018

FOR THE CITY COUNCIL OF THE CITY OF NAPA:

AFTERNOON SESSION:

6. Administrative Reports:

6.C. General Plan Advisory Committee Membership Update.

- PowerPoint presentation by city staff.

6.D. Fiscal Year 2018/19 First Quarter Report.

- PowerPoint presentation by city staff.

EVENING SESSION:

15. Administrative Reports:

15.A. Napa Pipe Project Update.

- PowerPoint presentation by city staff.

16. PUBLIC HEARINGS/APPEALS:

16.A. Vista Grove Subdivision, a Proposed 27 Lot Residential Subdivision on a 4.9 Acre Property Located at 4455 Linda Vista Avenue.

- PowerPoint presentation by city staff.
- Memo dated February 3, 2018 from Tim Wood, Sr. Civil Engineer regarding an email received from Bruce Bowman.
- Written communication dated November 27, 2018 from Grania Lindberg.
- Written communication dated October 6, 2018 from Don and Cathy Chase.



**N A P A 2 0 4 0
GENERAL PLAN**



**General Plan
Advisory
Committee
(GPAC)**

December 4, 2018

General Plan Advisory Committee

- **Committee Makeup**
 - 10 to 15 Members
 - Comprised of residents, business owners, community stakeholders
- **Scope**
 - Assist in refining community discussions
 - Shape policies through recommendations to Planning Commission & City Council



General Plan Advisory Committee

- Selection Criteria
 - Citywide perspective
 - Able to work collaboratively
 - Time
 - Willingness to be an “Ambassador”
 - Commitment
 - Up to 10 meetings over 2 year period



GPAC Kick-Off Meeting

- December 10, 2018
- Formal Swearing In
- Introduction from Dyett & Bhatia
- Legal Briefing & Responsibilities



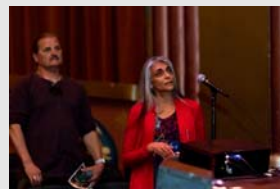
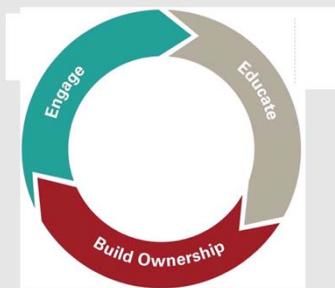
Outreach & Engagement

- Citywide Workshops (3)
- Neighborhood & Pop-Up Events (8)
- Youth Outreach Events (2)



Planning Commission & City Council

- Twelve Meetings
- Receive direction and approval throughout the process
- No surprises at adoption hearings



Next Steps





PURPOSE

- Update Council & Community
 - Financial Status Report
 - Investment Status Report
 - Priority Project Status Report
 - Capital Project Status Report
 - Citizen Relationship Management Report



Financial Status Report



FINANCIAL STATUS

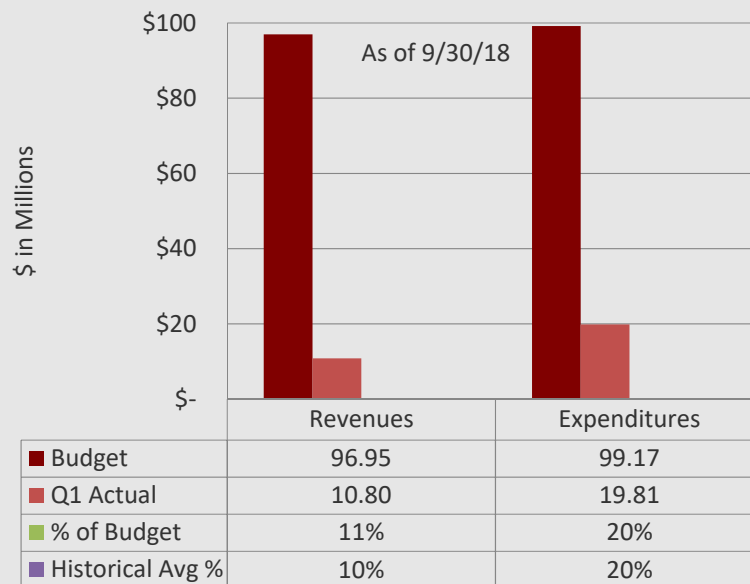
- **First Quarter Performance**
- **Projections & Operating Position**
- **Fund Balance & Reserves**



GENERAL FUND



FY 2018/19 Budget



First Quarter Revenue

	Budget	Actual	YTD %	5-year Historical %
Property Tax	33.05	0.12	0.4%	0.4%
Sales Tax	18.67	1.61	8.6%	8.7%
Transient Occupancy Tax	25.22	2.82	11.2%	14.3%
Business License Tax	3.66	0.82	22.4%	21.2%
Charges for Services	5.47	2.93	53.6%	25.8%
Other Revenues	10.88	2.50	22.9%	19.3%
Total Revenue	96.95	10.80	11.1%	9.7%



First Quarter Expenditures

	Budget	Actual	%	5-year Historical %
Salaries & Wages & Benefits	67.93	15.50	22.8%	21.7%
Materials & Supplies & Services	21.79	4.05	18.6%	20.2%
Other Expenditures (Includes Transfers to CIP Reserves)	6.84	0.26	3.8%	7.3%
Total Expenditures	96.57	19.81	20.5%	20.0%



FY 2018/19 Operating Position

	FY 2018/19 Adjusted Budget
General Fund (\$ in millions)	
Revenues	96.9
Operating Expenditures	91.3
Contributions to Reserves	6.1
Projected Surplus / (Deficit)	(0.4)



FY 2018/19 Reserves

- **CIP Facilities Reserve**
 - Projected Balance 6/30/2019: \$0.07 million
 - Total of Approved Projects for next 5 fiscal years: \$6.57 million
- **CIP General Reserve**
 - Projected Balance 6/30/2019: \$4.20 million
 - Total of Approved Projects for next 5 fiscal years: \$12.31 million



FY 2018/19 Reserves (% of Budgeted Operating Expenditures)

	Target Balance	Current Balance	Planned Year-End Contribution
Operating (5%)	4.62	4.44	0.20
Emergency (14%)	12.94	12.50	0.56
Contingency (1%)	0.92	0.89	0.04



ENTERPRISE FUNDS



Enterprise Funds - MDF

Solid Waste / MDF	Budget	Actual YTD	%	5-year Historical %
Operating Revenues	28.12	7.19	25.6%	24.7%
Operating Expenditures	27.07	4.99	18.4%	16.0%
Operating Surplus / (Deficit)	1.05	2.20		
Non-Recurring/Capital Revenues	12.80	-	0.0%	
Non-Recurring/Capital Expenditures	13.58	2.39	17.6%	
Total Surplus / (Deficit)	0.27	(0.19)		



Enterprise Funds – Water

Water	Budget	Actual YTD	%	5-year Historical %
Operating Revenues	30.43	6.55	21.5%	20.1%
Operating Expenditures	23.59	3.53	15.0%	15.6%
Operating Surplus / (Deficit)	6.83	3.02		
Non-Recurring/Capital Revenues	3.37	0.84	24.9%	
Non-Recurring/Capital Expenditures	16.45	1.03	6.3%	
Disaster Project Revenues	-	0.20	-	
Disaster Project Expenditures	-	0.04	-	
Debt Service Expenditures	3.42	0.00	0.0%	
Total Surplus / (Deficit)	(9.67)	2.97		



First Quarter Budget Adjustments

- General Fund
 - Revenue: \$4,800 increase
 - Expenditures: \$4,800 increase
- Non-Recurring General Fund
 - Expenditures: \$75,000 decrease
- Parking Funds
 - Reduce Fund 292 Expenditures by \$0.95 million and Increase Fund 293 Expenditures by \$0.95 million



First Quarter Budget Adjustments

- FEMA Projects
 - Non-Recurring General Fund
 - FEMA/CalOES Revenue: \$0.6 million increase
 - Project Expenditures: \$0.65 million increase
 - Water Non-Recurring Fund
 - FEMA/CalOES Revenue: \$1.55 million increase
 - Project Expenditures: \$1.66 million increase



Investment Status Report



INVESTMENT STATUS

- Investment Approach
- Current Market Conditions
- Portfolio Information



Investment Approach

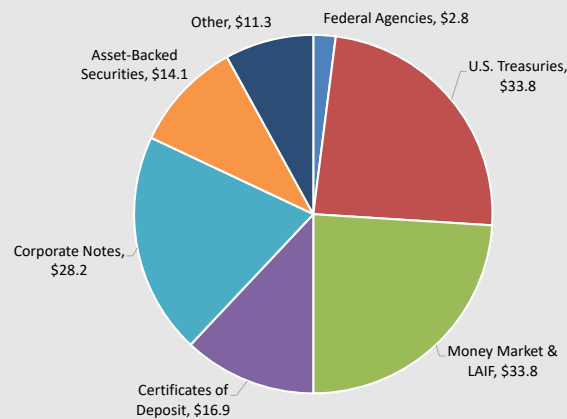
- Goals are Safety, Liquidity, Yield
- Compliance with approved Investment Policy
 - Approved by City Council in June, 2018



Investment Portfolio

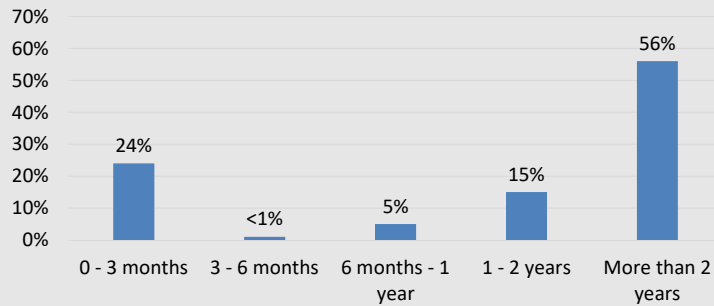
As of September 30, 2018 invested funds totaled \$141,039,088

Investments by Type, amounts in millions
September 30, 2018



Investment Portfolio

Maturities in Months/Years
September 30, 2018



Investment Report

Total Return Comparison
Periods Ending September 30, 2018

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



Investment Report

- Conclusion
 - All funds invested in accordance with adopted investment policy
 - Continue close monitoring of investment portfolio
 - Avoid risk
 - Respond to changes in market conditions
 - Analyze liquid balances/cash flow needs and invest excess pooled cash



Priority Projects, Capital Improvement and Citizen Relationship Management Status Report



PURPOSE

- Update Council & Community
 - Priority Project Status Report
 - Capital Projects Status Report
 - Citizen Relationship Management Report



Priority Projects Status Report



Priority Project Tracking

- Project list developed from Council Priorities
- Council is informed and has opportunity to approve changes
 - Better workload management
 - Realistic expectations



Priority Project Tracking

- 18 New Projects for FY 2018/19
- Project Tracking Form
 - Project description
 - Start and due dates (focus on current FY)
 - Key milestones
 - Status update



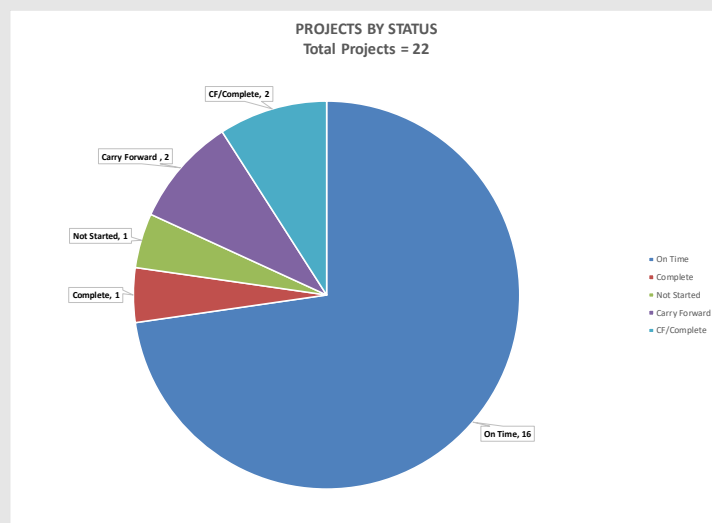
Priority Project Tracking

Changes to FY 2018/19 Priority Projects

- Additions:
 - Automating FPPC Campaign Disclosure Statements
- Deletions:
 - Police Cadet Program
 - Identify Sidewalk Gaps for Pedestrian Travel Ways



FY 2018/19 Project Tracking Summary By Status



FY 2017/18 Delayed Priority Projects Status Update

FY17/18 DELAYED PROJECTS **(Formerly “Carryforward”)**

Projects that are substantially complete but still have one or more milestones that were not completed by June 30th.

Complete

- Website Upgrade
- Measure T Implementation – Year 1

Expect Completion 12/31/18

- Body Worn Camera Implementation
- Text to 911



Capital Project Status Report



FY2018/19 CIP Project Tracking Sheets

- Big Ranch Road Widening
- City Administration and Public Safety Building
- Downtown Streetscape Improvement Plan
- Dwight Murray Plaza
- Senior Activity Center Renovations
- Sierra Avenue Extension



FY2018/19 CIP Project Tracking Sheets

- Imola Gateway Enhancements
- Big 1st and 2nd Street Roundabouts
- Vine Trail – Third Street to Vallejo
- Materials Diversion Anaerobic Digestion and Bio-Energy Facilities
- Materials Diversion Compost Facility
- Water Main Replacement – Park and Jefferson Streets



FY2018/19 CIP Project Tracking Sheets

- Water Transmission Lines Freeway Crossings (2014 Earthquake repair)
- Silverado Area Pump Station Replacements (2017 Fire repair)



Citizen Relationship Management (CRM) Report



Citizen Relationship Management Service Requests

- CRM system
 - Citizens can place service requests through the City website
 - Staff can generate service requests on behalf of citizens that call, e-mail, or walk-in

CRM Benefits

- Allows for quantifying services most frequently requested
- Informs citizens of expected time needed for City response
- Allows City to track performance based on established service level agreements



Citizen Relationship Management First Quarter Activity

- 365 external service requests
 - Comparisons were not made between this quarter and prior quarters because staff are in the process of evaluating the current CRM system, researching and developing an upgraded system, and work flows are changing with a new work order system implementation.
- Service level standards were met for 21 request types and exceeded for only 3 request types



Service Requests Types and Service Levels First Quarter FY 2018/19

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



Requested Action

Move to:

- Adopt a resolution approving amendments to Fiscal Year 2018/19 Budget,
- Receive, approve and file report of the City's Priority Projects and CIP,
- Receive, approve and file Citizen Relationship Management Report for the First Quarter of Fiscal Year 2018/19.





**First Quarter Report
FY 2018/19** ?



Napa Pipe Update

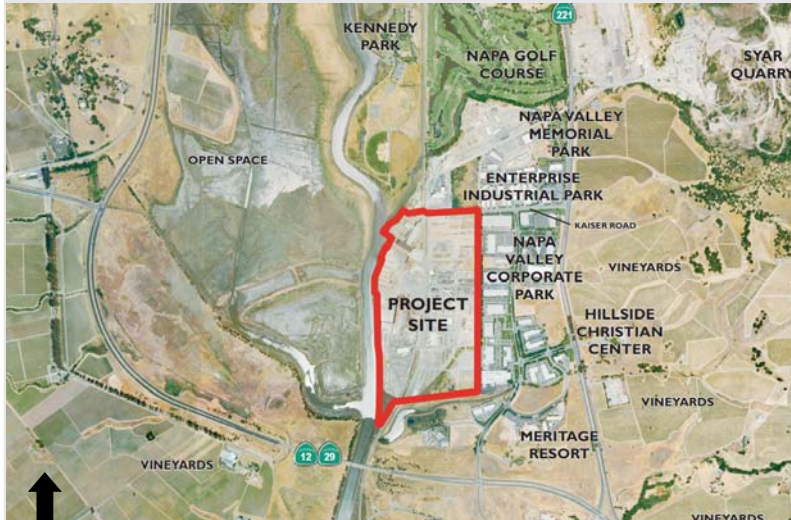
June 19, 2018

Purpose

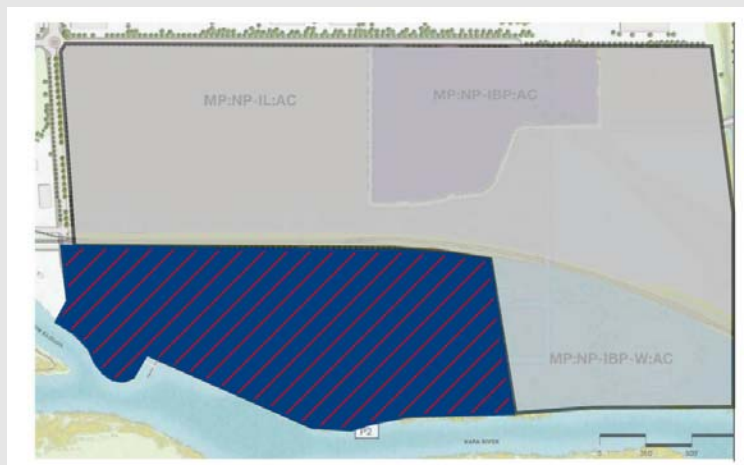
- Update the Council on recent discussions with County staff



Project Location



Annexation Area



Napa Pipe Development Plan

- Up to 945 residential units
20% affordable to very low, low, and moderate income households
- 150 senior housing units
- 150-room hotel
- 385,000 sqft of nonresidential uses
Including a Costco warehouse store
- Parks and open space



Affordable Housing

- At the highest density (945 units),
190 affordable units would be
required
(70 very low, 70 low and 50 moderate income
units)



Key Issues

- Timing of Annexation
- Regional Housing Needs Allocation
 - Sixth cycle 2015-2023



Questions



Background

- 2015: Project and associated agreements approved by County and City
- 2015: LAFCO approved Sphere of Influence (SOI) amendment and phased annexation
 - 111 acres annexed into City of Napa
 - 43 acres remain unincorporated until 2022 at the latest
- 2016: Catellus joined team



Approved Plan



11/2014 PLAN

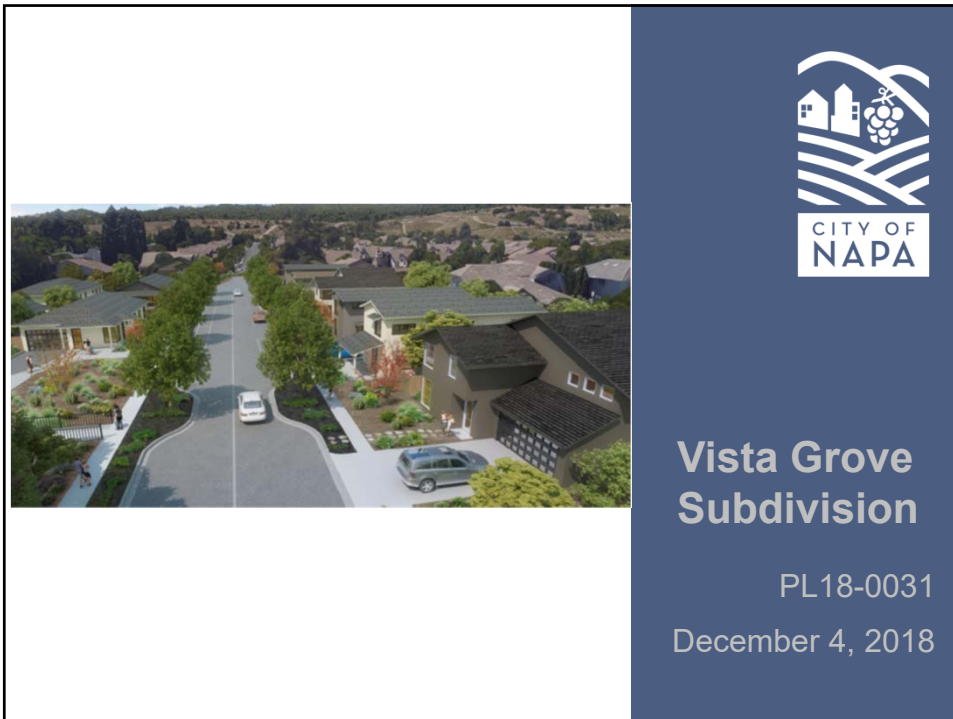


Revised Plan



Unincorporated County Area (marked with hatch lines)





Regional Aerial



Requested Entitlements:

- Determine CEQA Exempt; Infill, 15332
- Tentative Map for 27 Lot Subdivision
- Design Review Permit
- Use Permit for flag lot standards



General Plan:

- Single Family Infill (SFI-3; 3 – 6 units/acre);
4.9 acre site = 14 – 29 homes
27 proposed = 5.5 units/acre

- Relevant GP Policies:

Housing Element Policy H1.1 & H1.4;

Encourage efficient use of land, well designed projects in mid- to high range.



General Plan:

Land Use Element Policy LU-4.5;

Development compatible with the surrounding neighborhood.

Transportation Element Goal T-1;

Provide extension and improvement of City's roadway system ensuring safe and efficient movement.



General Plan:

Transportation Element Goal T-1.8;

City shall connect discontinuous arterial or collector streets...

Improve circulation network continuity involving minor access streets and high volume streets...including Wine Country Avenue.



Zoning:

- Single Family Infill (RI-5);

All lots comply with RI-5 development standards.

- Parking;

All lots provide 4 on-site parking spaces - sufficient for 3 bedroom + ADU.

New streets provide 61 on-street parking spaces.

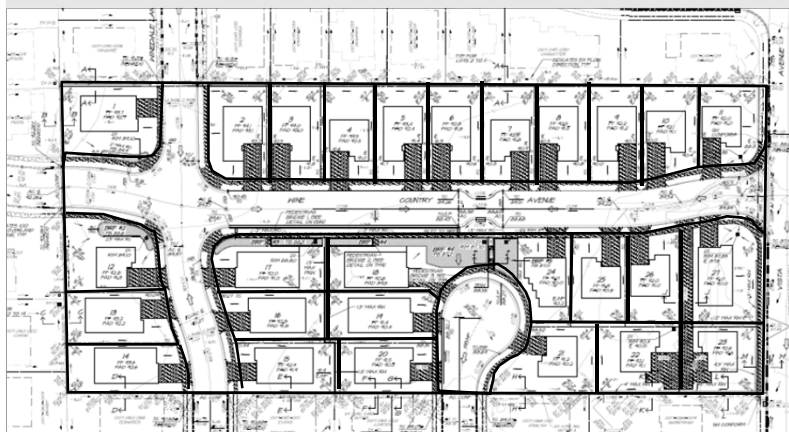


Affordable Housing Overlay:

- 40% of units must include Accessory Dwelling Units;
11 ADU's = 40.7%
- No age restrictions;
- Development densities no lower than 90% of GP density range;
27 units = 94%
- Development shall pay Affordable Housing Impact Fees;



Tentative Subdivision Map

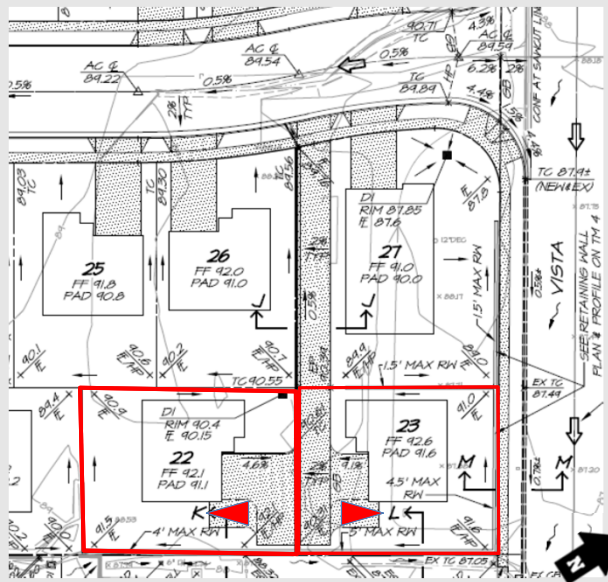


Use Permit:

- Flag Lot Development Standards requires Use Permit;
- Designed for forward entry to street
- One additional on-site parking space



Flag Lots



Plot Plan Matrix

LEGEND

	CALIFORNIA CRENSHAW 2-STORY
	WATSONVILLE 2-STORY
	PISTON BUNGALOW 2-STORY
	WALK PARKER 2-STORY
	WALK IN 2-STORY
	WALK LOT 2-STORY
	WALK WITH ACCESSORY DWELLING UNIT 2-STORY
	WALK WITH ACCESSORY DWELLING UNIT 2-STORY



Site Context



Landscape Plan



Haystacks

House Plans



Option 1



Option 2



Haystacks

2 Story
2,489 sq. ft.
3 bdrm.
+ADU



Rear



Left

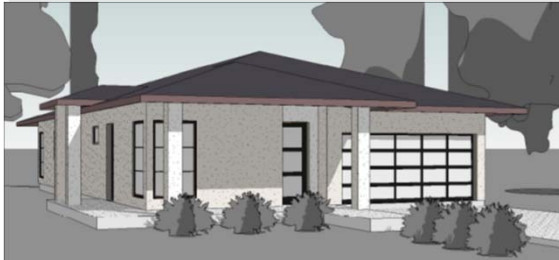


Right



House Plans

Pinot Bungalow



Option 1



Option 2



Pinot Bungalow



Rear 1 Story
2,031 sq. ft.
2 bdrm.
+JADU



Left



Right



House Plans

California Dreamer



Option 1



Option 2



Cal. Dreamer



Left
Rear

1 Story
1,792 sq. ft.
3 bdrm.

Plumbed for
future JADU



Right
Rear



House Plans

Napa NV



Napa NV



Right
Front

2 Story
2,515 sq. ft.
3 bdrm.



Left
Rear



Right
Rear



House Plans

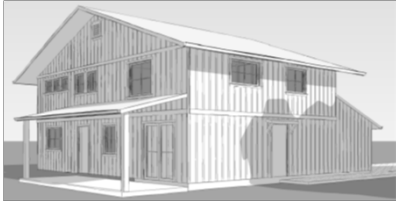
Napa Farmer



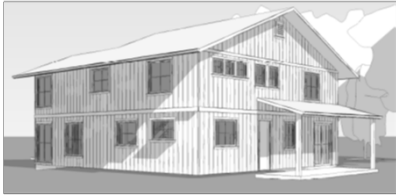
Napa Farmer



2 Story
Front 2,515 sq. ft.
Right 3 bdrm.



Left
Rear

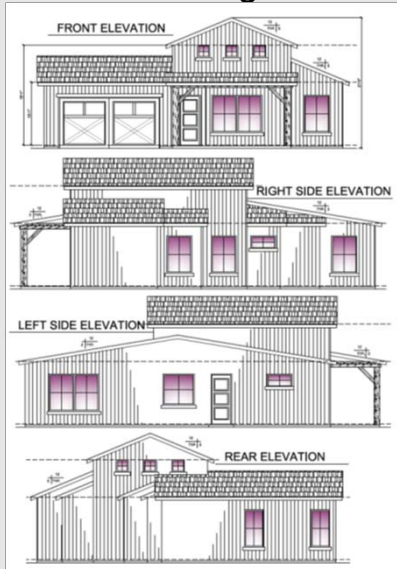


Right
Rear



House Plans

Urban Cottage – Lot 24 Specific



1 Story
1,413 sq. ft.
2 bdrm.



Planning Commission Meeting: October 4, 2018

- Heard from eleven members of the public. Primary issues raised; traffic, parking and neighborhood safety due to Wine Country Ave. extension.
- Recommended approval of a Tentative Map, Use Permit, and Design Review Permit.



Final City Council Actions:

- Determine CEQA Exempt; Section 15332, Infill Project.
- Approval of a Tentative Map, Use Permit, and Design Review Permit.





MEMO

TO: Erin Morris, Planning Manager
FROM: Tim Wood, Sr. Civil Engineer
DATE: 2/3/18
SUBJECT: Vista Grove Subdivision
Response to Bowman email 11/24/18

This memo is intended to respond and clarify various issues raised in an email sent to Mayor Techel from Bruce Bowman on November 24, 2018. The key issue raised was the separation distance between Malaga Way and Winedale Lane (classified as Local Streets), along the extension of Wine Country Avenue (classified as a Collector) in and adjacent to the proposed Vista Grove Subdivision. The email asserts the distance between the two Local Streets does not meet the separation requirements 'dictated' by Table 3-2, Street and Highway Classification System, from the City's General Plan.

Table 3-2 (attached), shows the various street classifications and the characteristics of those streets in the form of function, access, right-of-way, and daily volume. The table cell Collectors/Access states:

*At Major intersections, driveways on collector streets should be no closer than 50 feet to the intersection. Non-residential driveways and/or intersecting streets or collector streets **should be no closer than 300-400 feet apart.***

The key word in this clause is “**should**”. Staff’s opinion that this “should” is most applicable to new development where the property is not constrained by the road network surrounding it. Infill projects have their own unique circumstances where there must be a balance of connecting to existing infrastructure along the perimeter while meeting the land use requirements in the General Plan, Zoning, associated density requirements and other ‘overlay’ zones. This project has all of those constraints to accommodate in a proper design.

Project General Plan Consistency

The proposed Vista Grove Subdivision is an infill project. The development plans prepared by RSA+ (February 15, 2018) show the connection extension of Wine Country from Linda Vista to a road stub east of Malaga, extension of Winedale Lane stub from south of Ravenwood Lane to a Winedale Lane stub north of Vindel Lane, and the extension of Wine Press Way to a cul-de-sac terminus. The project proponents have done a good job completing the road network through these road connections which have been anticipated as evidence by the road stubs

surrounding the project. The Wine Country Avenue extension is consistent with General Plan policy T-1.3 where “the City ***shall*** implement the major road improvements identified in Table 3-1 (Wine Country extension from Linda Vista to the west). This project is also consistent with General Plan policy T-1.8 where “the City ***shall*** connect (or require the connection of) discontinuous arterial or collector streets ***and improve circulation network continuity involving minor access streets*** and other high volume streets. Winedale and Wine Press would be considered ‘minor access streets’.

Neighborhood Street Spacing Consistency

In addition to the General Plan, one should consider how this development fits within the context of the neighborhood. Below is a list of street spacing along Collector Roads in the vicinity of the proposed Vista Grove Subdivision project.

<u>Collector Street</u>	<u>Street A</u>	<u>Street B</u>	<u>Spacing Between A and B</u>
Wine Country Ave	Primrose Way	Stanislaus Ln	230 feet
Wine Country Ave	Stanislaus Ln	Salmon Creek Ln	250 feet
Linda Vista Ave	Ravenwood Ln	Wine Country	210 feet
Linda Vista Ave	Vindel Ln	Culpepper St.	215 feet

Proposed

<u>Collector Street</u>	<u>Street A</u>	<u>Street B</u>	<u>Spacing Between A and B</u>
Wine Country Ave	Winedale Ln	Malaga Way	250 feet

It is Staff’s opinion that the street spacing is no different than the streets surrounding the project and thus drivers will not notice any substantial difference between the existing street spacing and the proposed street spacing if constructed.

Standard Specification Consistency

The City of Napa Standard Specifications and Standard Plans also have guidance on street spacing. Table 3.2 has a more detailed table and graphic to identify the ‘**minimum**’ separation between streets based on street classification and the orientation of the streets. Winedale Lane and Malaga Way would be considered a ‘Scenario B’ with a **minimum** separation of 185 feet (read minimum spacing ‘shall’ be no less than 185 feet). Therefore, the spacing exceeds the minimum and does not require a ‘design exception’ in order to be approved.

In summary, Staff does recognize the General Plan Table 3-2 and the street spacing that ‘**should**’ occur between streets in development. However, this is not the only guiding General Plan policy and City of Napa Standard that aid the design of the Vista Grove Subdivision or any subdivision. In weighing other General Plan policies and standards outlined above, Staff firmly believes that the Vista Grove Subdivision is consistent with those documents, policies and standards.

Table 3-2
STREET AND HIGHWAY CLASSIFICATION SYSTEM

Street Type	Function	Access	Right-of-way	Daily Volume	Discussion
Freeways	Provides for intra and inter-regional mobility	Restricted to arterials and freeways via interchanges	Varies - 220 feet is considered minimum	Up to 160,000	A portion of State Route 29 is the only freeway in the RUL.
State Highways	Provides for intra- and inter-regional mobility with direct access to abutting parcels	No restriction	Varies between urban and rural areas.	Varies	State highways in Napa include SR 12, 121, 221 and portions of SR 29. Access along these facilities may be limited.
Arterials Major/Minor	Collect and distribute traffic from freeways and to collector streets and vice versa	Optimum minimum distance between intersections is approximately ½ mile. Driveways to major traffic generators may be permitted within the ½ mile spacing.	In developing areas of the city, arterials will be constructed within 74- to 136-foot rights-of-way. Major arterials consist of four to six lanes and provide for a left-turn median. Minor arterials have two travel lanes.	Up to 40,000	Typical intersection spacing: ½ to 1 mile. Residential development along arterials generally requires larger than average setbacks and landscape buffering.
Collectors	Serve as connectors between local and arterial streets and provides direct access to parcels.	At major intersections, driveways on collector streets should be no closer than 50 feet to the intersection. Non-residential driveways and/or intersecting streets or collector streets should be no closer than 300 - 400 feet apart.	Collectors carry two lanes of traffic, usually without a left turn median, on rights-of-way between 60 and 84 feet.	Up to 12,000	Typical intersection spacing: ¼ mile. Collector streets with volumes in excess of 3,000 may impact adjoining residences, requiring mitigation. Collector street standards are normally used for access streets in industrial and office parks.
Local Streets	Provide access to parcels.	Access is not restricted.	Two lanes with right-of-way up to 56 feet.	Up to 5,000	Local streets constitute the largest part of the city's circulation system.

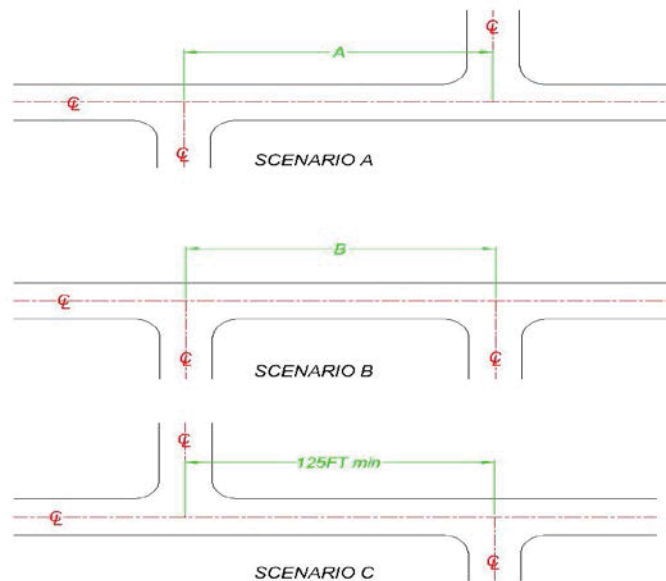
TABLE 3.2

Street Classification (1)	Scenario A Distance in feet (min.) (2)	Scenario B Distance in feet (min.) (2)	Scenario C Distance in feet (min.) (2)
Local Street	125	150	125
Collector	175	185	125
Minor Arterial	225	230	125
Major Arterial	300	275	125

Reference: Access Management Handbook, Center for Research and Education, Iowa State University

Notes:

- (1) Street classification refers to the classification of the main roadway (not the cross streets).
- (2) Designs not meeting the above requirements are subject to design exception approval by the City Engineer and additional safety enhancements may be required.
- (3) The distances listed in Table 3.2 are minimums. The actual distance may be longer based on a traffic operations analysis and the resulting intersection configuration design parameters.

**FIGURE 3.1**

**City Council Meeting
12/4/18
Supplemental I - 16.A.
From: Grania Lindberg**

From: Grania Lindberg
Sent: Tuesday, November 27, 2018 11:10 AM
To: Clerk <clerk@cityofnapa.org>
Subject: Vista Grove letter of support

November 27, 2018

Napa City Council
c/o City Clerk
City Hall
P.O. Box 660
Napa, CA 94559

Re: Vista Grove Subdivision on December 4 Agenda

Dear Mayor and Council Members,

I am unable to attend the meeting but I want to register my support for the Vista Grove project. Our community urgently needs more housing, especially smaller affordable units. Vista Grove will allow 15 ADUs in addition to the 27 single family homes. This forward-looking planning should be approved.

Thank you,

Grania Lindberg, Member Napa Housing Coalition

October 6, 2018

2018 OCT 10 AM 9:10

Napa City Council

955 School Street

Napa, CA 94559

Dear Council Members;

On Thursday evening October 4, 2018 the City Planning Commission approved an Application to build 27 homes at 4455 Linda Vista Avenue in Napa, known as **the Vista Grove Subdivision**. Your Council will be asked to vote on this we assume very soon during one of your upcoming agendas.

One of the unique features of this application is one of the first times that you are applying the affordable housing rules to a new development. While we believe that this feature is unique and may or may not impact the buyers of these new homes, what is not the intension of this process would be the home owners using this "granny unit" or single room rental room as a "bed and breakfast" rental. This is a different type of rental and not in the spirit of the affordable housing feature. It also brings a different type of tenant into the neighborhood, who often are not as respectful of the local neighborhood environment.

As such, we are asking that you condition your approval with language that makes it clear to all sub division purchasers of any of the 27 units that this is not a right and or feature of the conversion right which goes with the parcels so designated.

Regards,



Don & Cathy Chase

