Mayor and City Councilmembers,

At the Napa City Council annual strategic plan workshop in early 2022, City staff presented accomplishments and challenges of the prior year and provided an overview of the City's financial outlook. After considerable deliberation on the challenges and opportunities the City faces, your Council reached consensus on the following priorities (in no particular order) for FY 2022-23: Climate Change, Workforce Stability, Housing & Homelessness, General Plan/Housing Element and Economic Development. Since then, significant progress has been made by City staff to advance current work and plan future projects for each of the focus areas in the current fiscal year.

I am pleased to share this progress report, that highlights how much our hardworking staff can achieve when focused on a collective vision. Not all projects and initiatives can be captured on one document, so additional projects related to each priority can be reviewed at www.cityofnapa.org/CouncilPriorities.

Sincerely,

Steve Potter
City Manager
The adopted General Plan now includes a **Sustainability Element** that outlines goals and policies to combat climate change.

The State of California approved the **City of Napa's SB 1383 implementation and reporting plan**, which includes the acquisition of a new commercial compost collection truck for Napa Recycling and Waste Services and outreach to the largest generators of compostable organics, such as businesses like restaurants and grocery stores.

Submitted an offer to purchase property to add a **Wood Waste (Biomass) Gasification (WWG) plant** as part of an upgrade to the Materials Diversion Facility.

Issued an RFP for a Feasibility Study to explore options to **apply advanced water treatment methods to Napa Sanitation's tertiary treated recycled water** in the winter.

In process of hiring a qualified candidate to fill the **Management Analyst-Climate Change position** in the City Manager's Office, who will assist with implementing Climate Change efforts Citywide.
All vacant positions have been fully funded within the FY 2022-23 budget and staffing has been increased in critical areas.

58 full-time and 28 part-time recruitments have been conducted through Calendar Year 2022.

Key leadership positions throughout the organization have been filled, including Parks and Recreation Director, Planning Manager, Deputy Public Works Director, Deputy Finance Director, Police Captain and Lieutenants.

Employee recognition events have been reintroduced, such as the Annual Employee Barbeque, held in August with over 250 attendees.

The City celebrated the one-year anniversary of the City’s new hire “Buddy Program” which has paired almost 50 new employees with seasoned staff to help with their transition into the organization.

The development of a supervisors/manager’s leadership academy is underway, with plans to launch in 2023.

An Employee Engagement Survey was conducted and results were shared throughout the organization. Implementation of recommendations is underway.
Work on **Heritage House/Valle Verde** (90 units of Permanent Supportive Housing and Housing for Low Income Households) is underway and expected to be complete in December 2023.

Construction began in October 2022 on **Valley Lodge as a Permanent Supportive Housing program**, with 54 units for clients exiting homelessness, and leasing expected by early 2023.

**Enhanced coordination on homeless services and City resources** to address client-specific needs, improve inter-agency collaboration, discuss housing placement and more.

The Housing Authority recently pulled 72 names from the **Housing Choice Voucher (Section 8) Waiting List**, for voucher awards.

The **First Time Home Buyer Program** assisted five households in FY 2021-2022, totaling $658,700 in assistance.

The **Junior Accessory Dwelling Unit/Accessory Dwelling Unit Program** completed 2 units in FY 2021-2022, with 2 more units under construction and 9 units in the design/application phase.

**50 units at Manzanita Family Apartments** were leased for 85% Area Median Income and below households.
After a step-by-step process that included initial community outreach and understanding of community needs; analysis of existing conditions, trends, and opportunities; evaluation of alternatives; the draft General Plan and Environmental Impact Report was made available for public review and comment.

The 2040 City of Napa General Plan was adopted by the Napa City Council on October 18, 2022.


Community engagement for the Housing Element Update included outreach to community partners, as well as pop-up events during Housing Week, from July 25 through July 30.

The online interactive tool, called Balancing Act, launched in summer 2022, enables residents to run different “scenarios” of housing allocation and provide input.
Formation of the Enhanced Infrastructure Financing District, (EIFD) was finalized, covering 7% of the City with high-development potential.


Improved outreach to the business community, with monthly newsletter reaching over 4,160 subscribers, enhanced strategic partnerships, and offered a business startup guide to help businesses better interact with City processes.

Hosted an event with Bay Area Urban Manufacturing Initiative to support artists and small batch production makers, rebranding the effort from "Make It In Napa" to "Napa Makes".

Amended the Municipal Code and Zoning Ordinance to expand outdoor dining on public property, including sidewalks, parking areas, plazas, and parks.

Phase I of installing updated and new wayfinding signs, to highlight gateway and riverwalk areas, will be completed by the end of 2022.

Supported the business community in many ways, including the implementation of new Development Permit processing software and an updated Development Review Process improvement plan.
Traffic safety is an important focus area with a number of safety projects and initiatives underway: increased traffic enforcement, implementation of a traffic calming program, ongoing traffic safety infrastructure maintenance and prioritized Capital Improvement Projects related to traffic safety.

The Local Roadway Safety Plan was approved in September 2022, which is a data-driven approach to improving traffic safety by analyzing collision data to identify the intersections and corridors in the most need of improvements.

Diversity, Equity and Inclusion remains a key priority for the City of Napa - the General Plan includes an update to the Public Health and Equity Element and the City is in its second year of regular, mandatory Diversity, Equity and Inclusion training for all staff.

Adopted a new Legislative Platform and improved coordination of grant and funding applications at the State and Federal level.

Finalized the implementation of the City's new Enterprise Resource Planning (ERP) system updating all major business functions including budgeting, accounting, billing, and payroll.

Updated the City’s processing of responses to claims against the City, including an updated contract for third-party claims administrator.