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Agenda Date: 8/9/2011  
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## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Helene Franchi for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Britt Ferguson, Assistant County Executive Officer - 253-4406  
**SUBJECT:** Status Report on Facilities Master Plan Efforts

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### **RECOMMENDATION**

County Executive Officer requests that the Board receive a status report on the County's Facilities Master Planning efforts for both the Health and Human Services campus and the downtown Napa campus.

### **EXECUTIVE SUMMARY**

On November 9, 2010, the Board was presented with Conceptual Site Development and Phasing Plans for the Health & Human Services Agency (HHSA) campus and the downtown Napa campus. Those plans laid out a program for the development of a total of 364,000 square feet of new building space in a number of phases over the next 18 years. On December 14, 2010, the Board received a Preliminary Financing Plan & Feasibility Analysis for Major Capital Improvements that identified various financing options for the projects. The Preliminary Financing Plan focused particularly on projects that could be built over the next 5 years, and recommended the Board authorize proceeding with Phases I and II of the HHSA Campus Redevelopment Plan and Phase I of the Downtown Napa Campus Redevelopment Plan, after receiving public input on those plans.

The Board directed staff to proceed with work on the HHSA Campus Redevelopment Plan but raised a number of questions about the Downtown Napa Campus Redevelopment Plan - including the feasibility of co-locating City of Napa offices in the County Campus - and directed staff not to proceed on the Downtown Campus project, pending receipt of response to various questions.

The purpose of today's presentation is to provide an update on these items. Staff is not requesting that the Board take action on the downtown campus project, including jail size and location, until additional analysis is conducted regarding limits on future expansion capacity of the jail, impact of state realignment and progress on the City and County consolidation study is made.

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

On November 9, 2010, the Board was presented with Conceptual Site Development and Phasing Plans for the Health & Human Services Agency (HHS) Campus and the Downtown Napa Campus. Those plans laid out a program for the development of a total of 364,000 square feet of new building space in a number of phases over the next 18 years. On December 14, 2010, the Board received a Preliminary Financing Plan & Feasibility Analysis for Major Capital Improvements that identified various financing options for the Downtown Napa and Health & Human Services Campuses Redevelopment Plans and the Jail Replacement Project. The Preliminary Financing Plan focused particularly on projects that could be built over the next 5 years, and recommended the Board authorize proceeding with Phases I and II of the HHS Campus Redevelopment Plan and Phase I of the Downtown Napa Campus Redevelopment Plan, after receiving public input on those plans. The Board directed staff to proceed with work on the HHS Campus Redevelopment Plan but raised a number of questions about the Downtown Napa Campus Redevelopment Plan - including the feasibility of co-locating City of Napa offices in the County Campus - and directed staff not to proceed on the Downtown Campus project, pending receipt of responses to various questions.

Subsequent to this, the City of Napa officially requested that the County consider working with the City to evaluate the feasibility of jointly locating County and City administrative offices on the City-owned parcel that currently houses City Hall and the Police/Fire headquarters building. The Board directed staff to work with the City on this effort, including evaluating options for co-locating activities as well as evaluating consolidation opportunities.

At the Board's most recent Strategic Planning Retreat, the Board adopted a Three Year Goal of Completing HHS Campus Construction and approved the following Strategic Objectives:

- By September 13, 2011, develop and implement a Community Outreach and Participation Plan for the HHS Campus construction.
- By September 13, 2011, select and contract with the Master Architect for the HHS Campus construction.
- By October 1, 2011, develop the design and construction schedule for HHS Campus construction.
- By October 15, 2011, scope the Environmental Impact Report (EIR) for the HHS Campus construction and complete the existing conditions analysis.

The Board also adopted a Three Year Goal of Managing the Changing Correctional System Population and approved a Strategic Objective:

- By August 9, 2011, present to the Board of Supervisors for direction the results of a study regarding the design and citing of the jail expansion and of feedback from the community.

In addition, the Board adopted a Three Year Goal of Determining Appropriate Areas for Consolidation of Services and Space and approved a Strategic Objective:

- By October 15, 2011, recommend to the Board for action a consultant to perform a City/County organizational analysis.

At two public meetings since the unveiling of the Site Development and Phasing Plans and Preliminary Financing Plan and Feasibility Analysis, staff heard comments from the public that focused on the location of the proposed new jail. At the first meeting, most comments called for citing the jail out of the downtown Napa area. At the second meeting, comments were split, with some arguing for moving the jail out of the downtown area and others arguing for keeping it in its current location. Staff has also updated jail bed needs projections based on the prison realignment legislation approved by the Legislature and Governor. Staff is now projecting that, assuming no additional alternatives to incarceration are implemented, the County will need approximately 448 jail beds by 2025. The identified downtown Napa site can accommodate 526 beds within a four-story height limit. Staff has also identified the lifecycle (capital and staffing cost over 30 years) and other issues related to three jail citing alternatives: downtown Napa; out-of-town on a 15 acres site; and a split operations option, with one jail downtown and a smaller jail out-of-town. The respective lifecycle costs of these three options are: \$841.9 million; \$885 million; \$970 million. In addition, staff contracted with Carter Gobel Lee, the County's jail planning consultants, to develop a building concept model that would show how a jail could be designed if it was located on the downtown Napa site but designed to minimize any negative impact on the surrounding area, including providing for mixed-use space along Main Street.

With regard to the HHSR Campus Redevelopment project, the County has issued a Request for Qualifications (RFQ) for a Master Architect to provide architectural/engineering and other related services. Thirteen firms submitted proposals and staff ranked TLCD, Inc. of Santa Rosa as the most qualified team for this project and expect to bring an agreement with this firm to the Board in September of this year. Also, in May 2011 the Board approved an agreement with LSA Associates for the preparation of an Environmental Impact Report (EIR). One of the components of the master planning process will be a community outreach/public input programs. In that regard, the first in a series of public meetings is being scheduled for mid-October 2011. Staff currently estimates that the HHSR Campus Redevelopment Master Plan will be completed by the Summer of 2012.

With regard to the Downtown Campus Redevelopment Project, the following summarizes progress to-date:

- The City has contracted with a consultant to evaluate the feasibility of re-locating public safety facilities from the current City Hall property to a nearby property.
- The City, on behalf of the City and County, issued a Request for Qualifications for firms to conduct an organizational analysis to help determine the feasibility of service consolidation or contracting. Four firms submitted proposals and City and County staff conducted interviews on July 27th. Reference checks are currently being conducted.
- City and County staff have agreed to recommend the use of Jones Lang LaSalle, the County's facilities master planning consultants, to work on developing a Conceptual Site Development and Phasing Plan for a joint administrative campus on the City's City Hall site.
- City and County staff are working on a Joint Powers Agreement (JPA) to facilitate coordination and sharing of costs for the various consultants that will be utilized on this effort.

Attachment A - provides an update on issues related to the design and citing of the jail expansion project, including an evaluation of potential impact of the State's prison realignment program on future jail needs.

Attachment B - provides an update on the HHSR Campus Redevelopment Project.

**SUPPORTING DOCUMENTS**

A . Jail Location Options

B . Memo re HHS Campus Redevelopment Project

CEO Recommendation: Approve

Reviewed By: Danny Nguyen