



## **REGULAR MEETING AGENDA FOR THE CITY COUNCIL OF THE CITY OF NAPA**

**Tuesday, November 7, 2023**

**3:30 PM Afternoon Session**

**6:30 PM Evening Session**

**City Hall Council Chambers**

*955 School Street  
Napa, CA 94559  
[www.cityofnapa.org](http://www.cityofnapa.org)*

### **CITY COUNCIL OF THE CITY OF NAPA**

***Mayor Scott Sedgley  
Vice Mayor Beth Painter  
Councilmember Liz Alessio  
Councilmember Mary Luros  
Councilmember Bernie Narvaez***

See last pages of agenda for information regarding meeting procedures  
Vea las últimas páginas de esta agenda para información sobre juntas del poder legislativo

**3:30 P.M. AFTERNOON SESSION****1. CALL TO ORDER:****1.A. Roll Call:****2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:****3. SPECIAL PRESENTATIONS:****3.A. [379-2023](#) Arbor Day**

**Recommendation:** Proclaim November 14, 2023 as Arbor Day.

**Attachments:** [ATCH 1 - Proclamation](#)

**4. PUBLIC COMMENT:**

**\*See page 9 for procedures to provide public comments to Council.**

**5. CONSENT CALENDAR:****5.A. [405-2023](#) City Council Meeting Minutes**

**Recommendation:** Approve the minutes from the October 17, 2023 Regular Meeting of the City Council.

**Attachments:** [ATCH 1 - October 17, 2023 Draft Regular Meeting Minutes](#)

**5.B. [407-2023](#) City Manager's Office Staffing Plan Update (Amending Napa Municipal Code Section 2.08.090 regarding the designation of appointive officers in the City Manager's Office)**

**Recommendation:** Approve the second reading and final passage and adopt an Ordinance amending Napa Municipal Code Section 2.08.090 regarding the designation of appointive officers in the City Manager's Office.

**Attachments:** [ATCH 1 - Ordinance](#)

**5.C. [406-2023](#) 2024 City Council Calendar**

**Recommendation:** Adopt a resolution establishing the 2024 Calendar for Regular City Council Meetings and City Holidays, and approving the cancellations of regular meetings of the City Council on January 2, 2024, July 2, 2024, and November 6, 2024.

**Attachments:** [ATCH 1 - Resolution](#)  
[EX A - 2024 Calendar for Regular CC Meetings and City Holidays](#)  
[ATCH 2 - Hyperlink to online Napa Municipal Code Chapter 2.04.050](#)

- 5.D. [418-2023](#) **Community Development Block Grant Advisory Committee (CDBG) Membership**
- Recommendation:** 1. Reappoint incumbents, Karina O'Briain, Harry Collamore, Robert J. Van Der Velde and Virginia A. Young, to the Community Development Block Grant Advisory Committee (CDBG) for terms effective immediately and ending September 30, 2026; and  
2. Correct the term end dates for Committee Members Richard Tippitt and Jennifer Ancona to September 30, 2025.
- Attachments:** [ATCH 1 - Applications](#)  
[ATCH 2 - Draft Nomination Committee Minutes](#)
- 5.E. [395-2023](#) **OpenGov, Inc. eProcurement Software**
- Recommendation:** Authorize the City Manager to execute Amendment No. 3 to City Agreement No. C2020-138 with OpenGov, Inc. in the amount of \$207,335 for the purchase of an integrated web-based electronic procurement platform, implementation services, and support services, for a 3-year term.
- Attachments:** [ATCH 1 - Amendment No. 3 to C2020-138](#)  
[ATCH 2 - Agreement C2020-138](#)
- 5.F. [400-2023](#) **Classification Plan and Salary for Scale House Supervisor in the Utilities Department**
- Recommendation:** Adopt a resolution amending the City Classification Plan by adopting the new classification specification and salary range for Scale House Supervisor; and amending the Budget Staffing Plan by adding one (1) Scale House Supervisor position, and deleting one (1) Senior Scale House Attendant position.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Class Spec for Scale House Supervisor](#)
- 5.G. [401-2023](#) **Classification Plan and Salary for Stormwater Program Coordinator in the Public Works Department**
- Recommendation:** Adopt a resolution amending the City Classification Plan by adopting the new classification specification and salary range for Stormwater Program Coordinator; and amending the Budget Staffing Plan by adding one (1) Stormwater Program Coordinator position, and deleting one (1) Engineering Assistant position.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Class Spec for Stormwater Program Coordinator](#)

- 5.H. [402-2023](#) **Classification Plan and Salary for Senior Transportation Planner in the Public Works Department**
- Recommendation:** Adopt a resolution amending the City Classification Plan by adopting the new classification specification and salary range for Senior Transportation Planner; and amending the Budget Staffing Plan by adding one (1) Senior Transportation Planner position, and deleting one (1) Transportation Planner II position.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Class Spec for Senior Transportation Planner](#)
- 5.I. [403-2023](#) **Classification Plan and Salary for Senior Traffic Engineer in the Public Works Department**
- Recommendation:** Adopt a resolution amending the City Classification Plan by adopting the revised classification specification and salary range for Senior Traffic Engineer in the Public Works Department.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Class Spec for Senior Traffic Engineer](#)
- 5.J. [384-2023](#) **American Canyon Fire Protection District Agreement**
- Recommendation:** Authorize the Police Chief to execute a five-year contract (C2023-680) for Public Safety Dispatching Services between the City of Napa and the American Canyon Fire Protection District (ACFPD).
- Attachments:** [ATCH 1 - Agreement C2023-680 with ACFPD](#)
- 5.K. [399-2023](#) **Body Worn Cameras and Digital Evidence Management for the Police Department-Update**
- Recommendation:** Adopt a resolution authorizing the Police Chief to execute an agreement with Axon Enterprises, Inc., in the amount of \$1,594,238.43, for a five-year term to purchase body worn cameras, a digital evidence management system, and taser electronic control devices and rescinding Resolution R2023-115.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Axon Contract](#)
- 5.L. [388-2023](#) **Fire Station Alerting System Replacement**
- Recommendation:** Authorize the Assistant City Manager to execute a contract in an amount not-to-exceed \$510,000 with Westnet to replace the alerting systems for all five City Fire Stations and determine that the exception for procurement via existing contracts of other public agencies in Napa Municipal Code Section 2.91.060 applies to the contract.
- Attachments:** [ATCH 1 - Westnet Quote](#)  
[ATCH 2 - Purchasing Exception Request Form](#)

- 5.M. [389-2023](#) Radio Network Site Connectivity**
- Recommendation:** Authorize the Assistant City Manager to execute an agreement with Vision Communications for a not to exceed amount of \$300,000 to install and maintain a Public Safety data network and determine that (1) the exception for procurement via existing contracts of other public agencies in Napa Municipal Code Section 2.91.060 applies to the Public Safety data network; and (2) the actions authorized by this item are exempt from CEQA.
- Attachments:** [ATCH 1 - Vision Quote](#)  
[ATCH 2 - Exception Memo](#)
- 5.N. [393-2023](#) Rose Lane Sewer Separation - Reimbursement Agreement with the Napa Sanitation District**
- Recommendation:** Adopt a resolution authorizing the Public Works Director to execute on behalf of the City a Reimbursement Agreement with the Napa Sanitation District in an amount of up to \$300,000 to reimburse the District for a portion of the cost to construct a sewer separation project on Rose Lane in the City of Napa; amending the Capital Improvement Plan as Documented in Council Budget Amendment No. 2P5; and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Council Budget Amendment No. 2P5](#)  
[ATCH 2 - Project Location.pdf](#)
- 5.O. [361-2023](#) SB 1383 Local Assistance Grant Program**
- Recommendation:** Adopt a resolution authorizing the Utilities Director, or designee, to execute all documents necessary to implement and secure payment for the Department of Resources Recycling and Recovery (CalRecycle) SB 1383 Local Assistance Grant in an amount not to exceed \$175,000.
- Attachments:** [ATCH 1 - Resolution](#)
- 5.P. [394-2023](#) On-Call Water Engineering Professional Services**
- Recommendation:** Authorize the Utilities Director to execute agreements with Carollo Engineers, Inc., GEI Consultants, Inc., HDR Engineering, Inc., West Yost Associates, Inc., and Wood Rodgers, Inc., in an amount not to exceed \$500,000 each, for on-call water engineering professional services.

**6. ADMINISTRATIVE REPORTS:**

- 6.A. [271-2023](#) Outside Water Service to Vintage High School Culinary and Agricultural Facility**
- Recommendation:** Adopt a resolution: (1) supporting Napa Valley Unified School District's application to the Local Agency Formation Commission of Napa County to amend the City's sphere of influence to include the northern portion of 1130 Trower Avenue (Assessor Parcel Number 038-040-020); (2) authorizing the Utilities Director to execute a Declaration of Covenants and Agreement Regarding Water Service with the Napa Valley Unified School District to provide water service to 1130 Trower Avenue (Assessor Parcel Number 038-040-020) for the Vintage High School Culinary and Agricultural Facility; (3) authorizing the Utilities Director to submit an application to the Local Agency Formation Commission of Napa County for an outside service agreement; and (4) determining that the actions authorized by this resolution were adequately analyzed by a previous CEQA action or are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Vintage Farm Conceptual Terms](#)  
[EX A-1 - Water Improvements](#)  
[EX A-2 - Right of Way Dedication](#)  
[EX A-3 - Trower Improvements](#)  
[ATCH 2 - Location Map of the Project](#)  
[ATCH 3 - NVUSD Parcel Showing City of Napa RUL SOI & Boundary](#)  
[ATCH 4 - Outside Water Service Application No. 658](#)  
[ATCH 5 - Charter Section 180](#)  
[ATCH 6 - Government Code 56133](#)  
[ATCH 7 - LAFCO Sphere of Influence Questionnaire](#)  
[ATCH 8 - Vintage Farm IS/MND November 2018](#)  
[ATCH 9 - Vintage Farm IS/MND Addendum October 2023](#)
- 6.B. [360-2023](#) Equal Employment Opportunity Annual Report, and Equity and Inclusion Plan - 2022/2023**
- Recommendation:** Adopt a resolution approving the 2022 Equal Employment Opportunity Annual Report and approving the 2023 Equity and Inclusion Plan.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Utilization Report 2022](#)  
[EX B - Equity and Inclusion Plan 2023](#)
- 6.C. [371-2023](#) Treasurer's Quarterly Investment Report on the City's Investment Portfolio for the Quarter Ended September 30, 2023**
- Recommendation:** Receive the Treasurer's Quarterly Investment Report on the City's investment portfolio for the period ending September 30, 2023.
- Attachments:** [ATCH 1 - City of Napa Quarterly Investment Report 2023-09-30](#)  
[ATCH 2 - Napa Quarterly Investment Holdings Report 2023-09-30](#)  
[APNDX - Investment Policy](#)

**7. CONSENT HEARINGS:**

- 7.A. [385-2023](#)                    **Preservation of Qualified Historical Property at 2165 Lone Oak Avenue**
- Recommendation:**     Authorize the Community Development Director, on behalf of the City, to execute a Mills Act Historic Preservation Agreement with Tom and Jeanne Andrews, trustees of the Andrews Family Trust dated May 18, 2001, for the Local Landmark property at 2165 Lone Oak Avenue.
- Attachments:**            [ATCH 1 - Mills Act Contract](#)  
   [ATCH 2 - Project Description](#)  
   [ATCH 3 - Tax Assessor Information](#)
- 7.B. [386-2023](#)                    **Preservation of Qualified Historical Property at 1206 Oak Street**
- Recommendation:**     Authorize the Community Development Director, on behalf of the City, to execute a Mills Act Historic Preservation Agreement with Bob Stroub, trustee of the Robert Marshall Stroub Revocable Trust dated 10/15/2020, for the Local Landmark property at 1206 Oak Street.
- Attachments:**            [ATCH 1 - Mills Act Contract](#)  
   [ATCH 2 - Project Description](#)  
   [ATCH 3 - Tax Assessor Information](#)

**8. PUBLIC COMMENT:**

\*See page 9 for procedures to provide public comments to Council.

**9. COMMENTS BY COUNCIL OR CITY MANAGER:**

**CITY COUNCIL RECESS**

**6:30 P.M. EVENING SESSION**

**10. CALL TO ORDER:**

**10.A. Roll Call:**

**11. PLEDGE OF ALLEGIANCE:**

**12. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

**13. PUBLIC COMMENT:**

**14. PUBLIC HEARINGS:**

**14.A. [387-2023](#)****Vintage Farm Subdivision**

**Recommendation:** Adopt a resolution approving a Tentative Subdivision Map and Design Review Permit to subdivide an approximately 10.45-acre property into 53 single-family residential lots with five (5) open space parcels, a Design Review Permit for the house plans and "back-on" fence treatment, and a Use Permit to authorize the creation of five (5) flag lots at 1185 Sierra Avenue and determining that the actions authorized by this resolution were adequately analyzed by a previous CEQA action.

**Attachments:** [ATCH 1 - Resolution with EX A](#)  
[ATCH 2 - Project Description](#)  
[ATCH 3 - Tentative Map](#)  
[ATCH 4 - Architecture Plans](#)  
[ATCH 5 - Landscape Plan](#)  
[ATCH 6 - Arborist Report](#)  
[ATCH 7 - Garfield Park Master Plan](#)  
[ATCH 8 - CEQA Memorandum](#)  
[ATCH 9 - NVUSD Letter](#)  
[ATCH 10 - Planning Commission Report with Correspondence](#)

**14.B. [293-2023](#)****Water Rates for 2024-2028**

**Recommendation:** Adopt a resolution Approving Water Rates Over a Five-Year Period (2024-2028), for all Water Rate Customers (Inside City and Outside City) Including Single-Family Residential, Multi-Family Residential, Commercial, Irrigation, Fire Service Charges, Pumped Zone Surcharges, and Treat & Wheel Charges; and Maintaining the Amount of Rateshare Program for Lower Income Customers; and Determining that the actions authorized by this resolution are exempt from CEQA.

**Attachments:** [ATCH 1 - Resolution 2023](#)  
[EX A - Water Service Cost of Service Report](#)  
[EX B - Special Notice of Public Hearing](#)  
[EX C - Treat & Wheel Rates](#)  
[EX D - CEQA Findings](#)  
[EX E - Water Service Customer Classes](#)  
[EX F - Water Fund Reserve Policy](#)  
[ATCH 2 - Staff Report for Sept 19, 2023 Mtg \(w ATCH 3 Pres only\)](#)

**15. COMMENTS BY COUNCIL OR CITY MANAGER:****16. ADJOURNMENT:**

The next regularly scheduled meeting for the City Council of the City of Napa is December 5, 2023.



I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at City Hall, 955 School Street, on Thursday, November 2, 2023 at 5:00 p.m.

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**Tiffany Carranza, City Clerk**

**\*\* Notice of Meeting Procedures \*\***

**ATTENDING THE MEETING IN PERSON**

Members of the public may participate in the City Council meeting by attending in-person at the City Hall Council Chambers located at 955 School Street, Napa, CA 94559.

**PROVIDING SUPPLEMENTAL WRITTEN COMMENTS**

Any member of the public may provide supplemental written comments to the City Council before or during the meeting, and those supplemental written comments will be made a part of the written record in accordance with the Council's Rules of Order and Procedures (R2016-6).

Supplemental written comments may be submitted to the City Clerk via email at [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org), via mail to ATTN: City Clerk, 955 School Street, Napa, CA 94559, via fax at (707) 257-9534, or dropped off in person at the City Clerk's Office located at City Hall. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Please be aware that any public comments received that do not specify a particular agenda item number will be entered into the record under the general public comment portion of the agenda.

**VIEWING THE MEETING LIVE**

All members of the public are invited to view the meeting live (a) in person at the City Hall Council Chambers located at 955 School Street, Napa, CA 94559, (b) on local cable TV Channel 28; or (c) live-streamed on the City of Napa's website at [www.cityofnapa.org](http://www.cityofnapa.org) (see: <https://napacity.legistar.com/Calendar.aspx> ; and click on the "In Progress" button).

**VIEWING ARCHIVED WEBCASTS OF PAST MEETINGS**

Members of the public may access past City meetings at any time by going to <https://napacity.legistar.com/Calendar.aspx>; which includes an indexed listing of past meetings, including supporting documents, minutes, and video.

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**GENERAL PROCEDURES FOR CITY COUNCIL MEETINGS****MEETING DATES:**

The City Council meets regularly on the first and third Tuesday of each month; and additional meetings may be scheduled as needed.

**INFORMATION AVAILABLE FOR CITY COUNCIL MEETINGS:**

Information and documents related to this meeting are available on the City's website at [www.cityofnapa.org](http://www.cityofnapa.org); or by contacting the City Clerk by email at [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org), by calling (707) 257 9503, or in person at 955 School Street, Napa. Any documents related to an agenda item that are provided to a majority of the City Council after distribution of the agenda packet are reported by the City Clerk at the meeting under "Supplemental Reports and Communications," and are available for public inspection.

**CITY POLICY TO FACILITATE ACCESS TO PUBLIC MEETINGS:**

The City of Napa offers its public programs, services, and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. The City complies with all applicable requirements of the Americans with Disabilities Act and California law, and does not discriminate against any person with a disability. If any person has a disability and requires information or materials in an appropriate alternative format (or any other reasonable accommodation), or if you need any special assistance to participate in this meeting, contact the City Clerk at (707) 257 9503 or email at [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org). For TTY/ Speech to Speech users, dial 7 1 1 for the California Relay Service, for text to speech, speech to speech, and Spanish language services 24 hours a day, 7 days a week.

In making any request to the City for assistance, please provide as much advance notice as feasible, at least 48-hours prior to the meeting.

**TRADUCCIONES EN ESPAÑOL / SPANISH-LANGUAGE TRANSLATIONS:**

Esta agenda identifica los asuntos que serán considerados para la acción de un cuerpo legislativo de la Ciudad en la fecha, hora y lugar que se muestran en la primera página. Todas las juntas del cuerpo legislativo están abiertas al público, y se invita a los miembros del público a asistir y dirigirse directamente ante el cuerpo legislativo.

Si solicita ayuda para traducir del inglés al español esta agenda o información relacionada, comuníquese con la Secretaria de la Ciudad al 707-257-9503 o por correo electrónico a [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org). Para una solicitud de asistencia, favor de avisar con al menos 48 horas de anticipación.

**RULES OF ORDER FOR THE CONDUCT OF CITY COUNCIL MEETINGS:**

The City Council conducts its meetings in accordance with the requirements of state law (the "Ralph M. Brown Act," California Government Code Sections 54950, et seq.) and the City's Rules of Order (Council Policy Resolution 19, R2016-6). Members of the public are expected to conduct themselves with courtesy and respect and comply with the Rules of Order.

**PROCEDURES TO DIRECTLY ADDRESS THE CITY COUNCIL:**

Any member of the public may directly address the Council regarding any matter identified on the agenda. Regular meeting agendas will include an agenda item for "Public Comment". Each speaker is requested to submit a speaker card or request to speak before the item is called to be addressed by Council (for Public Comment, Consent Calendar, Administrative Reports, Consent Hearings, or Public Hearings). Speaker cards are used to promote efficient and orderly progress of the meeting; however, a card is not required if the speaker otherwise makes a clear and timely request to address the Council. Information on Speaker cards is subject to public disclosure under the California Public Records Act.

Speakers should direct comments to Mayor and Councilmembers, not the audience. Speakers are expected to yield the floor when the time limit is identified. For each item, speaking time is limited to no more than three minutes per person, unless otherwise specified for hearings and appeals, or at the discretion of the Mayor or City Council to address special circumstances. The Mayor may modify (increase or decrease) any time requirements for any speaker, or change the order of the items on the agenda, in accordance with the Rules of Order in order to facilitate the efficient and fair conduct of the meeting. This may include moving all or a portion of the Public Comment portion of the agenda to the end of the meeting (see Council Policy Resolution 19, R2016-6 section 6.1.4).

**PUBLIC COMMENT:**

During each regular meeting, the public may directly address the City Council on any matter within the Council's subject matter jurisdiction, including any matter that is not on the agenda. However, State law strictly limits the Council's authority to respond at the meeting to any matter that is not on the agenda.

**CONSENT CALENDAR:**

Items on the Consent Calendar are considered routine and may be approved by a single vote of the City Council.

**ADMINISTRATIVE REPORTS:**

Items on the Administrative Reports portion of the agenda will include a staff report and an opportunity for the public to address the City Council, but they do not require a formal public hearing prior to City Council taking the identified action.

**CONSENT HEARINGS:**

Items on the Consent Hearing portion of the agenda are considered routine and may be approved by a single vote of the City Council; however, any member of the public or City Council may remove an item for consideration during the Public Hearing portion of the agenda.

**PUBLIC HEARINGS:**

During any public hearing (which includes any appeal hearing), an opportunity will be provided for public testimony when any person may directly address the City Council. Applicants (or appellants) are allowed 10 minutes to present testimony at the beginning of the public hearing, and if needed, 5 minutes to present rebuttal at the end of the public testimony. All other speakers will be limited to times established by the Mayor under the Procedures to Directly Address the City Council (above).

**CLOSED SESSION:**

The City Council is authorized to meet in closed session, without attendance by the public, on limited confidential topics such as pending litigation, real property negotiations, or personnel or labor matters.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT:**

The California Environmental Quality Act ("CEQA") is the state law that requires the City to evaluate and document the potential environmental consequences of discretionary decision. (See, California Public Resources Code Sections 21000-21189.3; and the "CEQA Guidelines" at California Code of Regulations Title 14, Division 6, Chapter 3, Sections 15000-15387). For each item that requires a CEQA determination by City Council, there is a reference to that determination on this agenda, and more information regarding the CEQA analysis is included in the documents that accompany this Agenda. To the extent that City staff determines that particular items are not subject to CEQA, there will be no indication of a CEQA action on this Agenda.

**CHALLENGES TO DECISIONS MADE BY THE CITY COUNCIL:**

If a person wishes to file a legal challenge to any decision made by the City Council, you may be limited to raising only those issues which you or someone else raised during the meeting, or in a written communication received by the City Clerk prior to or during the meeting. In addition, a legal challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies. The time limit to commence any legal challenge may be subject to strict timing requirements, and failure to comply with applicable timing requirements may result in a legal challenge being barred. Any lawsuit or legal challenge to any quasi adjudicative decision made by the City Council is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi adjudicative decision made by City Council must be filed no later than the 90th day following the date on which such decision becomes final.