



# MEETING MINUTES - Final

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

## CITY COUNCIL OF THE CITY OF NAPA

*Mayor Jill Techel  
Vice Mayor Doris Gentry  
Councilmember Liz Alessio  
Councilmember Mary Luros  
Councilmember Scott Sedgley*

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Tuesday, March 3, 2020

3:30 PM

City Hall Council Chambers

**3:30 PM Afternoon Session  
No Evening Session**

### 3:30 P.M. AFTERNOON SESSION

#### 1. CALL TO ORDER: 3:31 P.M.

##### 1.A. Roll Call:

**Present:** 4 - Councilmember Alessio, Vice Mayor Gentry, Councilmember Luros, and Mayor Techel  
**Absent:** 1 - Councilmember Sedgley

#### 2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental documents:

Item 3.: PowerPoint Presentation by Liam Joy.

Item 4.H.: PowerPoint Presentation by City Staff.

Item 5.A.: PowerPoint Presentation by City Staff.

Item 5.B.: PowerPoint Presentation by City Staff.

Additional Supplemental Communications:

- Email from Scott Rafferty requesting the City annex the unincorporated island known as "West Pueblo/Linda Vista" into the City.
- Email from City Attorney Barrett in response to Mr. Rafferty's email.

(Copies of all supplemental documents are on file in the City Clerk's department)

#### 3. PUBLIC COMMENT:

City Manager Steve Potter invited Chief Medical Officer, Amy Harold to provide an update on Coronavirus and Influenza.

Dr. Amy Harold, Chief Medical Officer at Queen of the Valley, provided relevant information, and background on recent patients treated and shared symptoms. She shared there was currently no testing available in Napa, and that staff was working on how to do point of care testing, and suggested to call first and discuss symptoms.

Brief Council comments and questions ensued.

Mayor Techel called for public comment.

Liam Joy, 8th grade student at Harvest Middle School - Shared a PowerPoint presentation as part of a community project regarding the accessibility of Napa's playgrounds. His PowerPoint was submitted to the meeting record.

Valerie Wolf, resident - Read an excerpt from the book, Health of the Commons.

James Hinton, resident - Voiced his frustration with lack of information on how to boost one's immune system and spoke regarding medicinal and recreational cannabis.

Mayor Techel asked for clarification on accessibility in parks. City Manager Potter recognized requests for rubberized padding at playgrounds and shared staff was looking at adding this in the next budget cycle.

#### **4. CONSENT CALENDAR:**

Mayor Techel asked that items 4.E. 4.G. and 4.H. be pulled off the Consent Calendar.

**A motion was made by Councilmember Luros, seconded by Vice Mayor Gentry, to approve the Consent Calendar, with three items pulled (4.E, 4.G, and 4.H). The motion carried by the following vote:**

**Aye:** 4 - Alessio, Gentry, Luros, and Techel

**Absent:** 1 - Sedgley

##### **4.A. 17-2020      Emergency Repair of Browns Valley Creek Damage to Browns Valley Road at Valley Glen Lane**

**Determined there is a need to continue the emergency action to execute and implement contracts for the design, permitting and construction of the creek bank and sidewalk repairs adjacent to Browns Valley Creek at Browns Valley Road and Valley Glen Lane, and determine that the actions authorized by this item are exempt from CEQA.**

**4.B. 30-2020** Amended 2020 City Council Calendar  
**Adopted Resolution R2020-027 establishing the amended 2020 City Council Calendar by approving the addition of the regular meeting of the City Council on March 31, 2020.**  
Enactment No: R2020-027

**4.C. 31-2020** Napa County Library Commission Membership  
**Appointed new member, Kate W. Graham, as the City of Napa Representative to the Napa County Library Commission for a term effective immediately and ending January 31, 2023.**

**4.D. 50-2020** Bike Month Napa County - May 2020  
**Adopted Resolution R2020-028 authorizing the Public Works Director to approve a donation of \$1,000 to Napa County Bicycle Coalition in support of Bike Month in Napa County for May 2020.**  
Enactment No: R2020-028

**4.E. 35-2020** Classification Specification and Salary Range for Park Ranger I/II and Senior Park Ranger  
  
This item was pulled off the Consent Calendar.  
  
Mayor Techel asked for a brief report on the park ranger program. John Coates, Parks and Recreation Director, provided a brief report. He described targeting problem areas, creating an education plan, and reported negotiation of a grant-funded position with the County.  
  
Brief Council comments and questions ensued.  
**A motion was made by Councilmember Alessio, seconded by Councilmember Luros, to adopt Resolution R2020-029 Amending the City Classification Plan by adopting the Classification Specification and Salary Range for Park Ranger I/II and Senior Park Ranger; and authorizing the Assistant City Manager to execute Amendment No. 1 to the Memorandum of Understanding with NCEA-SEIU, Local 1021. The motion carried by the following vote:**  
**Aye:** 4 - Alessio, Gentry, Luros, and Techel  
**Absent:** 1 - Sedgley  
Enactment No: R2020-029

**4.F. 27-2020** Budget Staffing Plan for Building Division of the Community Development Department  
**Adopted Resolution R2020-030 authorizing the City Manager to amend the Budget Staffing Plans to add one Limited Term Office Assistant to the Community Development Department Building Division.**  
Enactment No: R2020-030

**4.G. 34-2020** City Manager's Office Budget Staffing Plan Update  
Mayor Techel pulled the item off the Consent Calendar and asked to hear more about Management Fellow positions.  
Assistant City Manager Fran Robustelli provided a brief report outlining The Fellow program.  
**A motion was made by Councilmember Luros, seconded by Councilmember Alessio, to adopt Resolution R2020-031 authorizing the City Manager to amend The FY 2019/20 Budget Staffing Plan to Add two Limited Term Management Fellow positions and Delete one Limited Term Deputy City Manager position in the City Manager's Office. The motion carried by the following vote:**  
**Aye:** 4 - Alessio, Gentry, Luros, and Techel  
**Absent:** 1 - Sedgley  
Enactment No: R2020-031

**4.H. 6-2020** Enterprise Resource Planning (ERP) software for managing information and systems for payroll, human resources, utility billing, collections, and other financial services  
Mayor Techel pulled this item off the Consent Calendar and asked for a report outlining the program and what the City would experience.  
Liz Habkirk, Deputy City Manager, provided the staff report.  
Councilmembers recognized the steering committee and posed questions regarding the timing, modules, and training, and Ms. Habkirk responded.  
**A motion was made by Councilmember Alessio, seconded by Councilmember Luros, to adopt Resolution R2020-032: (1) authorizing the City Manager to execute a contract with Tyler Technologies, Inc. for: (a) providing software, hardware, and implementation services to upgrade the City's Enterprise Resource Planning (ERP) system and providing annual maintenance for five years in the amount not to exceed \$3,959,200; and (b) providing an option for an additional five years of annual maintenance at the City's discretion not to exceed an additional \$1,631,892; (2) authorizing the City Manager to amend the FY 2019/20 Budget Staffing Plan to add two Limited Term Accounting Technicians and add one Limited Term Systems Analyst in the Finance Department; and (3) approving the transfer of \$2,425,000 from the Non-Recurring General Fund to the IT Replacement Fund and the appropriation of \$4,425,000 in the IT Replacement Fund for the ERP Implementation Project budget, as documented in Budget Adjustment No. BE2003501. The motion carried by the following vote:**  
**Aye:** 4 - Alessio, Gentry, Luros, and Techel  
**Absent:** 1 - Sedgley  
Enactment No: R2020-032

**4.I. 46-2020** State Grant to the City for the Law Enforcement Specialized Units Program  
**Adopted Resolution R2020-033 authorizing acceptance of a Law Enforcement Specialized Units Program Grant to fund services provided to survivors of domestic violence and their children from the California Office of Emergency**

Services, in the amount of \$203,143 with a local match from the City of \$67,714; and approving a transfer of \$67,714 from the General Fund to the Non-Recurring General Fund and increases to the Non-Recurring General Fund revenue and expenditure budgets in the total amount of \$270,857, as documented in Budget Adjustment No. BE2003504.

Enactment No: R2020-033

**4.J. 48-2020** Grant from California Fire Foundation  
**Authorized the Fire Chief to execute all documents necessary to accept a grant from the California Fire Foundation in the amount of \$12,185, and increasing both revenue and expenditures in the Non-Recurring General Fund by \$12,185 as documented in Budget Adjustment No. BE2003503.**

**4.K. 47-2020** 2019 Annual Fire Inspection Compliance Report  
**Adopted Resolution R2020-034 approving the 2019 Annual Fire Inspection Compliance Report prepared pursuant to California Health and Safety Code Sections 13146.2 - 13146.4 (SB 1205).**

Enactment No: R2020-034

**4.L. 36-2020** Budget Appropriation for Measure T Preliminary Engineering Work  
**Adopted Resolution R2020-035 authorizing a budget appropriation in the amount of \$250,000 for preliminary engineering work related to the projects Soscol Avenue Rehabilitation, Coombs Street and S. Coombs Street Rehabilitation, and Laurel Street Rehabilitation from the undesignated Measure T Fund balance, and determining that the actions authorized by this resolution are exempt from CEQA.**

Enactment No: R2020-035

**4.M. 13-2020** Agreement for Construction Management Services (Highway 29 Water Main Freeway Crossings Project)  
**1. Authorized the Utilities Director to execute an amendment to Agreement No. C2017-225 with Alta Group, Inc., in the amount of \$150,000, for a total contract amount not to exceed \$400,000, for additional construction management services in support of the Highway 29 Water Main Freeway Crossings Project; and**  
**2. Approved a transfer of \$150,000 from the Water Fund CIP Reserve Account to the Non-Recurring Water Fund, and increase revenue and expenditures by \$37,500 for each of the following CIP projects: Freeway Crossing at Laurel Street (DR15F116), Freeway Crossing at Third Street (DR15F117), Freeway Crossing at Pine Street (DR15F118), and Freeway Crossing at Old Sonoma Road (DR15F206), as documented in Budget Adjustment No. BE2003502; and**  
**3. Determined that the actions authorized by this resolution are exempt from CEQA.**

**4.N. 49-2020** Summary Abandonment of a Waterline Easement  
**Adopted Resolution R2020-036 authorizing the summary abandonment of a Waterline Easement affecting a portion of property located at 790 Lincoln Avenue (APNs 001-193-004 and 001-193-016) and determining that the actions authorized by this resolution is exempt from CEQA.**

Enactment No: R2020-036

**4.O. 5-2020** Second Amendment to City-Northern Recycling and Waste Processing Agreement  
**Authorized the Utilities Director to execute the Second Amendment to City Agreement No. 2010-147 with Northern Recycling Operations and Waste Services, LLC (“Northern”) for continued delivery of recyclables and compostable materials to the City’s Materials Diversion Facility (“MDF”) through December 31, 2030 (with up to five extensions of one-year each).**

## **5. ADMINISTRATIVE REPORTS:**

**5.A. 16-2020** Fiscal Year 2019/20 Mid-Year Financial Report  
Finance Director Bret Prebula provided the report. He also shared that the City was honored with the GFOA Distinguished Budget Presentation Award for the FY 2019/20 – FY2020/21 Budget Book, and commended City Staff for their work on the budget.

**A motion was made by Councilmember Alessio, seconded by Councilmember Luros, to receive the Mid-Year Financial Report for Fiscal Year 2019/20. The motion carried by the following vote:**

**Aye:** 4 - Alessio, Gentry, Luros, and Techel

**Absent:** 1 - Sedgley

**5.B. 52-2020** Audited Comprehensive Annual Financial Report (CAFR), Single Audit and Popular Annual Financial Report (PAFR) for the Fiscal Year ended June 30, 2019

Elizabeth Cabell, Finance Manager, provided the staff report.

**A motion was made by Councilmember Gentry, seconded by Councilmember Alessio, to receive the City’s Comprehensive Annual Financial Report (CAFR), Single Audit and Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2019. The motion carried by the following vote:**

**Aye:** 4 - Alessio, Gentry, Luros, and Techel

**Absent:** 1 - Sedgley

## **6. CLOSED SESSION:**

City Attorney Michael Barrett introduced the closed session item.

**6.A. 56-2020** CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(2)): Significant exposure to litigation in one potential case.

There were no requests from the public to comment.

The meeting recessed to Closed Session at 4:52 P.M.

The meeting adjourned at 5:45 P.M. There was no reportable action.

## **7. REPORT ACTION TAKEN IN CLOSED SESSION: None**

**8. COMMENTS BY COUNCIL OR CITY MANAGER: None.**

**9. ADJOURNMENT: 5:45 P.M.**

**Submitted by:**

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**Tiffany Carranza, City Clerk**