



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

Tuesday, April 2, 2024

3:30 PM Afternoon Session

6:30 PM Evening Session

City Hall Council Chambers

*955 School Street
Napa, CA 94559
www.cityofnapa.org*

CITY COUNCIL OF THE CITY OF NAPA

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

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. [093-2024](#) Proclamation for Sexual Assault Awareness Month**

Recommendation: Proclaim April as Sexual Assault Awareness Month.

Attachments: [ATCH 1 - Proclamation](#)

4. PUBLIC COMMENT:

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

5. CONSENT CALENDAR:**5.A. [099-2024](#) City Council Meeting Minutes**

Recommendation: Approve the minutes from the March 14, 2024 Special Meeting, and the March 19, 2024 Regular Meeting of the City Council.

Attachments: [ATCH 1 - March 14, 2024 Draft Special Meeting Minutes](#)
[ATCH 2 - March 19, 2024 Draft Regular Meeting Minutes](#)

5.B. [090-2024](#) Financial Audit Services

Recommendation: Approve an agreement with Lance, Soll & Lunghard, LLP for financial audit services for five fiscal years, from fiscal year 2024 through fiscal year 2028, in an amount not to exceed \$536,903 and authorize the Finance Director to sign the agreement on behalf of the City.

Attachments: [ATCH 1- Agreement with Lance, Soll & Lunghard, LLP](#)

5.C. [097-2024](#) Classification Specification and Salary for Principal Management Analyst in the Fire Department

Recommendation: Adopt a resolution amending the City Classification Plan by adopting the new classification specification and salary range for Principal Management Analyst; and amending the Budget Staffing Plan by adding one (1) Principal Management Analyst position, and deleting one (1) Management Analyst I/II position.

Attachments: [ATCH 1 - Resolution](#)
[EX A - Class Spec for Principal Management Analyst](#)

- 5.D. [092-2024](#) **Economic Development Administration Grant**
- Recommendation:** 1) Authorize the Community Development Director to execute all documents necessary to accept a grant from the Economic Development Administration in the amount of \$250,000 for preparation of a Napa River Economic Resilience Strategic Plan with local matching funds in the amount of \$77,725.00; and
- 2) Approve an increase in both revenue and expenditure budgets in the Non-Recurring General Fund by \$250,000 as documented in Budget Adjustment No. 5P10; and
- 3) Authorize the Community Development Director to negotiate and execute a services agreement with a consultant selected through a competitive process to prepare a Napa River Economic Resilience Strategic Plan in an amount not to exceed \$250,000.
- Attachments:** [ATCH 1-Budget Adjustment No. 5P10](#)
[ATCH 2 - Award Letter](#)
- 5.E. [066-2024](#) **Agreement with Lisa Wise Consulting, Inc. for Consultant Services related to the Zoning Ordinance/Municipal Code Update**
- Recommendation:** Authorize the Community Development Director to execute on behalf of the City an agreement with Lisa Wise Consulting, Inc. in an amount not to exceed \$693,557 to provide consultant services for the Zoning Ordinance/Municipal Code Update.
- 5.F. [030-2024](#) **Acceptance of an Easement Grant Deed for Right of Way and Public Utilities Use**
- Recommendation:** Adopt a resolution authorizing the Public Works Director, on behalf of the City, to accept an Easement Grant Deed for right-of-way and public utilities purposes from the First Street Church of Christ, Napa, California over a portion of 2610 First Street to allow the City to construct a sidewalk.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - Easement Grant Deed](#)
- 5.G. [059-2024](#) **Fire Systems Testing, Inspection, Maintenance and Repair**
- Recommendation:** Authorize the Public Works Director to execute on behalf of the City Amendment No. 3 to Agreement No. C2019-250 with HCI Systems, Inc., for fire systems testing, inspection, maintenance, and repair in the increased amount of \$30,000 for a total contract amount not to exceed \$280,000 and to extend the term of the agreement to August 31, 2025, and determine that the actions authorized by this item are exempt from CEQA.
- Attachments:** [ATCH 1 - Amendment No. 3 to Agreement C2019-250 with HCI Systems,](#)

- 5.H. [078-2024](#) **Streets Paving Program, Budget Adjustment FY24**
- Recommendation:** Approve a budget adjustment in the Streets and Sidewalks Fund by increasing expenditure budgets by \$850,000 as documented in Council Budget Amendment No. 190P09.
- Attachments:** [ATCH 1 – Council Budget Amendment No. 190P09](#)
- 5.I. [079-2024](#) **Browns Valley Road Subdivision Final Map, a 11 Lot Single-Family Project Located at 3090 Browns Valley Road**
- Recommendation:** Adopt a resolution approving the Final Map of Browns Valley Road Subdivision (Project No. ENG23-0010), to subdivide property located at 3090 Browns Valley Road into 11 single-family lots, authorizing the Mayor to sign said Final Map, and determining that the actions authorized by this resolution were adequately analyzed by a previous CEQA action.
- Attachments:** [ATCH 1 - Resolution](#)
[ATCH 2 - Final Map \(reduced version\)](#)

5.J. [087-2024](#)**Capital Improvement Program; FY 2023-2024 Mid-Year Budget Adjustments for Various Projects****Recommendation:**

Deobligate funds from completed projects and obligate necessary funding for new and active projects within the Capital Improvement Program (CIP) by taking the following actions:

(1) Adopt a resolution deobligating \$82,838.12 of Capital Improvement Program Facilities Reserve funds from CSB Electrical System Evaluation and Design (33FC22PW05); obligating \$82,838.12 of Capital Improvement Program Facilities Reserve funds for Alternate EOC & Emergency Cooling Centers Backup Power (33FC23PD02); and thereby increasing the current expenditure budget of the Capital Improvement Fund by \$0, as documented in Budget Adjustment No. 2P10; and

(2) Adopt a resolution deobligating Capital Improvement Program Measure T Funds from the following projects: \$1,150,000 from Freeway Drive Rehabilitation (33ST23PW02), \$810,000 from Jefferson Street Rehabilitation Trower to Sierra (33ST22PW06); obligating Capital Improvement Program Measure T Funds for the following projects: \$1,860,000 for Salvador Avenue Widening (33ST22PW03), and \$100,000 for Westwood Neighborhood Streetlights (33ST22PW09); and thereby increasing the current expenditure budget of the Capital Improvement Fund By \$0, as documented in Budget Adjustment No. 3P10; and

(3) Adopt a resolution approving the Updated Five-Year List of Projects under the Measure T Program and determining that the actions authorized by this Resolution are exempt from CEQA; and

(4) Adopt a resolution creating two new CIP projects and obligating HSIP grant funding to each in the amount of their respective awards: create project HSIP Pedestrian Improvements (33ST24PW06) and obligate \$639,900 of grant funds; and create project HSIP High-Friction Pavement (33ST24PW07) and obligate \$465,120 of grant funds; deobligating capital improvement program State Gas Tax Funds from the following projects: \$300,000 from HSIP grant matching (33MS24PW03); and obligating Capital Improvement Program State Gas Tax Funds for the following projects: \$150,000 for HSIP Pedestrian Improvements (33ST24PW06) and \$150,000 for HSIP High-Friction Pavement (33ST24PW07); and thereby increasing the current expenditure budget of the capital improvement fund by \$1,105,020, as documented in Budget Adjustment No. 4P10.

Attachments:

[ATCH 1 - Resolution \(CIP Facilities Reserve fund\)](#)
[EX A - Budget Adjustment No. 2P10](#)
[ATCH 2 - Resolution \(Measure T fund\)](#)
[EX A - Budget Adjustment No. 3P10](#)
[ATCH 3 - Resolution \(Measure T 5-Year Project List Update\)](#)
[EX A - Measure T Five-Year Project List 2024](#)
[ATCH 4 - Resolution \(HSIP Grant fund and State Gas Tax fund\)](#)
[EX A - Budget Adjustment No. 4P10](#)

- 5.K. [089-2024](#) **Laurel Street Rehabilitation - Phase I**
- Recommendation:** Adopt a resolution: (1) authorizing the Public Works Director to award a construction contract to, and execute a construction contract with, Granite Rock Company for the Laurel Street Rehabilitation Phase I project in the bid amount of \$3,162,283; (2) authorizing the Public Works Director to approve change orders and charges for project services up to \$671,228 for a total project amount not to exceed \$3,883,511; and (3) determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
- 5.L. [100-2024](#) **Repair and Rehabilitation of 36-inch Water Main Crossing Redwood Creek**
- Recommendation:** Authorize the Utilities Director to negotiate and execute a construction contract and change orders if required with Advantage Reline Services, Inc., in an amount not to exceed \$200,000, for the repair and rehabilitation of the 36-inch water main crossing Redwood Creek; determine that the proposed contract with Advantage Reline Services, Inc for the installation of a Primus Liner meets the requirements for a "specialty item" as set forth in Napa Municipal Code Section 2.91.050; and determine that the actions authorized by this item are exempt from CEQA.
- Attachments:** [ATCH 1 - Determination Memo for Advantage Reline](#)
- 6. ADMINISTRATIVE REPORTS:**
- 6.A. [017-2024](#) **Financial and Economic Indicator Update, Q1 2024**
- Recommendation:** Receive and discuss financial update from Robert Eyler, PhD, regarding the City's Economic Development Dashboard and key performance indicators.
- Attachments:** [ATCH 1- City of Napa EFA Indicators April 2024](#)
- 6.B. [102-2024](#) **Appointment of Interim City Attorney and Direction for Permanent City Attorney Recruitment Process**
- Recommendation:**
1. Adopt a resolution appointing Sabrina Wolfson as Interim City Attorney effective May 1, 2024.
 2. Appoint two members of Council to an advisory committee to guide the City Manager and Human Resources Director for the permanent City Attorney recruitment process.
- Attachments:** [ATCH 1 - Resolution](#)
- 6.C. [023-2024](#) **Conceptual Parks Projects Discussion**
- Recommendation:** Receive a report on multiple conceptual park projects for future consideration and provide direction to staff.

7. COMMENTS BY COUNCIL OR CITY MANAGER:**CITY COUNCIL RECESS****6:30 P.M. EVENING SESSION****8. CALL TO ORDER:****8.A. Roll Call:****9. PLEDGE OF ALLEGIANCE:****10. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:****11. PUBLIC COMMENT:**

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

12. PUBLIC HEARINGS:**12.A. [491-2023](#)****First & Oxbow Hotel****Recommendation:**

Adopt a resolution approving a Design Review Permit and Use Permit to authorize construction of a 123-room hotel consisting of two four-story buildings, which includes ancillary hotel guest and public-serving uses, and below-grade parking at 730 Water Street, and determining that the actions authorized by the resolution were adequately analyzed by a previous CEQA action.

Attachments:

[ATCH 1 - Resolution](#)

[ATCH 1 - Resolution - EX A & B](#)

[ATCH 2 - Project Description](#)

[ATCH 3 - Project Plans](#)

[ATCH 4 - Elevations & Renderings](#)

[ATCH 5 - Design Review Updates](#)

[ATCH 6 - On-Site Parking Letter](#)

[ATCH 7 - Operations Memorandum](#)

[ATCH 8 - Porter Vehicle](#)

[ATCH 9 - Economic Impact Analysis](#)

[ATCH 10 - Parking Plan](#)

[ATCH 11 - Planning Commission Report \(PL16-0124\)](#)

[ATCH 12 - Council Resolution No. R2020-134](#)

[ATCH 13 - 2020 Addendum](#)

[ATCH 14 - Extension Approval Letter \(PL22-0102\)](#)

[ATCH 15 - Planning Commission Report with Correspondence \(PL22-013\)](#)

[ATCH 16 - 2024 Addendum](#)

[ATCH 17 - Public Comments \(City Council\)](#)

12.B. [071-2024](#)**Abandonment of Slope Easement and portions of Water Street for the First and Oxbow Hotel Project****Recommendation:**

A. Adopt a resolution (1) authorizing the conditional summary abandonment of a slope easement in support of the First and Oxbow Hotel Project (PL22-0137) located on the parcels bound by Soscol Avenue, First Street, McKinstry Street, and Water Street, (2) declaring that the slope easement area is exempt surplus land in accordance with the Surplus Land Act, and (3) determining that the actions authorized by this resolution were adequately analyzed by a previous CEQA action.

B. Adopt a resolution (1) authorizing the conditional abandonment of portions of Water Street in support of the First and Oxbow Hotel Project (PL22-0137) located on the parcels bound by Soscol Avenue, First Street, McKinstry Street, and Water Street, (2) declaring that the Water Street easement area is exempt surplus land in accordance with the Surplus Land Act, and (3) determining that the actions authorized by this resolution were adequately analyzed by a previous CEQA action.

Attachments:

[ATCH 1 - Resolution - Slope Easement Abandonment
EX A & EX B - Abandonment Description and Plat Map \(Slope Easements\)](#)
[ATCH 2 - Resolution - Water Street Abandonment
EX A & EX B - Abandonment Description & Plat Map \(Water Street\)](#)

13. COMMENTS BY COUNCIL OR CITY MANAGER:**14. ADJOURNMENT:**

The next regularly scheduled meeting for the City Council of the City of Napa is April 16, 2024.

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, March 28, 2024 at 5:00 p.m.

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, 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 (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.

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; or by contacting the City Clerk by email at 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. 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. 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.