

**CITY OF NAPA**

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

MEETING MINUTES - Draft**CITY COUNCIL OF THE CITY OF NAPA**

Mayor Scott Sedgley

Vice Mayor Mary Luros

Councilmember Liz Alessio

Councilmember Bernie Narvaez

Councilmember Beth Painter

Tuesday, April 19, 2022

3:30 PM

City Hall Council Chambers

3:30 PM Afternoon Session

6:30 PM Evening Session

3:30 P.M. AFTERNOON SESSION**1. CALL TO ORDER: 3:30 P.M.****1.A. Roll Call:**

Present: 5 - Councilmember Alessio, Councilmember Narvaez, Councilmember Painter, Vice Mayor Luros, and Mayor Sedgley

2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental documents:

Item 3.: Email from Alison Barstad

Item 5.B: PowerPoint presentation by City staff.

Item 5.C.: Emails from Jill Hancock and Linda Pidgeoneuser.

Item 6.A.:

- PowerPoint presentation by City staff.
- Email from Carine Hines, PHD.

(Copies of all supplemental documents are included in Attachment 1)

3. PUBLIC COMMENT:

(See supplemental documents in Attachment 1)

Alison - provided comments regarding outdoor parklets; suggested extending the permits through the peak tourism season and asked for a more permanent option.

Kevin Teague - provided an update on the Stanly Ranch Resort build and reviewed a handout he provided to Council that outlined Stanley Ranch Resort's contribution to City Revenue and Housing.

Jim Hinton - provided comments regarding recreational cannabis and shared concerns regarding Napa County's Measure L and the impact it may have on City residents.

4. CONSENT CALENDAR:**Approval of the Consent Agenda**

A motion was made by Councilmember Alessio, seconded by Councilmember Narvaez, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

4.A. 139-2022 Meeting Minutes

Approved the March 1, 2022, March 8, 2022, March 15, 2022 and the April 5, 2022 Regular Meeting Minutes and the March 28, 2022 Special Joint Meeting Minutes.

4.B. 102-2022 Emergency Replacement of Oak Street Storm Drain

Determined there is a need to continue the emergency action to execute and implement construction contracts for the replacement of the Oak Street Storm Drain from Franklin Street to Brown Street, and determine that the actions authorized by this item are exempt from CEQA.

4.C. 130-2022 Surplus Property Program

Adopted Resolution R2022-031 authorizing (1) the Police Chief to execute and submit an application to the State of California Department of General Services (DGS) for participation in the state and federal surplus property program administered by DGS; and (2) the Police Chief, Captain and Sergeant to act as representatives of the City to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the City under the application terms and conditions.

Enactment No: R2022-031

5. ADMINISTRATIVE REPORTS:

- 5.A. 75-2022** Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19)

City Manager Potter provide the report.

Mayor Sedgley called for public comment; there were no requests to speak.

A motion was made by Councilmember Painter, seconded by Councilmember Alessio, to continue the Proclamation of Local Emergency authorizing the City Manager to take actions necessary to respond to the Coronavirus (COVID-19); and ratify actions taken by the City Manager in implementation of the Proclamation of Local Emergency. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

- 5.B. 85-2022** Quarterly Recruitment Update

(See supplemental document in Attachment 1)

Human Resources Director Heather Ruiz provided the report.

Mayor Sedgley called for public comment; there were no requests to speak.

Discussion was brought back to Council. Individual Council comments and questions ensued.

5.C. 92-2022 Police Equipment Use Policy

(See supplemental documents in Attachment 1)

Police Chief Jennifer Gonzales provided the staff report.

Following the report, discussion was brought back to Council and individual questions and comments ensued.

Mayor Sedgley called for public comment.

Jim Hinton - provided comments regarding the requirements under the new Assembly Bill and shared he had been following other jurisdictions' reports as well. He also posed questions regarding the use of the equipment under certain circumstances. He would like to see people held accountable for actions.

John Pinto - posed questions regarding funding and the sharing of resources between other agencies.

Chief Gonzales provided a brief response to Mr. Pinto's questions.

A motion was made by Councilmember Alessio, seconded by Councilmember Narvaez, to direct the Police Chief to return to City Council to present an ordinance approving and adopting the City's "military equipment" policy as defined and required by new state law (California Government Code Sections 7070-7075; AB-481, Chapter 406, Statutes of 2021 governing acquisition, funding, use and annual reporting). The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

6. PUBLIC HEARINGS:

6.A. 129-2022 Farmers Market

(See supplemental documents in Attachment 1)

Recreation and Public Art Manager Katrina Gregory provided the report.

Mayor Sedgley asked for disclosures. Councilmember Luros shared, while she had no current financial interest, she had done previous legal work for the Farmers' Market over one year ago.

Mayor Sedgley called for public comment.

Cara Mae Wooldridge, Director of Napa Farmers Market -provided comments in support of the item and shared successes of the market at the current location.

Marc Mergen, vendor at the market - spoke in support.

Cindy Deutsch, Napa Farmers Market Board Member - spoke in support.

David Layland, Napa Farmers Market Board Member - spoke in support.

Pax Heine, Blue Oak School Student - spoke in support.

Lilea Heine, Vice President of Napa Farmers Market Board of Directors - spoke in support.

Mimi Adams, Operation Manager of the Napa Farmers Market - spoke in support.

Naomi Chamblin, Owner of Napa Bookmine - spoke in support.

Anne - spoke in support.

Wendi Moore, Volunteer Coordinator with Abode Services - spoke in support.

John Pinto - spoke in support.

David Busby with Feeding it Forward - spoke in support.

Jim Hinton - provided comments supporting Farmers Markets and suggested that the public speech area be allowed inside the market for collecting signatures.

A motion was made by Councilmember Painter, seconded by Vice Mayor Luros to close the public testimony. The motion carried unanimously.

Discussion was brought back to Council. Individual Council comments and questions ensued.

A motion was made by Councilmember Alessio, seconded by Vice Mayor Luros, to:

(1) Approve the first reading and introduction of an ordinance amending Napa Municipal Code Title 5 to repeal Chapter 5.24 "Farmers' Markets;" and
(2) Authorize the City Manager to execute a License Agreement with the Downtown Napa Farmers Market Corporation for use of Lot X for a bi-weekly farmers' market for \$1,000 per year and determine that the actions authorized by this item are exempt from CEQA. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

7. COMMENTS BY COUNCIL OR CITY MANAGER:

Councilmember Painted reminded folks that, in celebration of Earth Day, Napa RCD was offering Community Cleanup events at 10 sites on Sunday, April 24, 2022, and encouraged participation.

CITY COUNCIL RECESS: 5:11 P.M.

6:30 P.M. EVENING SESSION

8. CALL TO ORDER: 6:30 P.M.

8.A. Roll Call:

Present: 5 - Councilmember Alessio, Councilmember Narvaez, Councilmember Painter, Vice Mayor Luros, and Mayor Sedgley

9. PLEDGE OF ALLEGIANCE:

10. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental items:

Item 13.A.

- PowerPoint Presentation by City Staff.
- Email from Chris Benz.

(Copies of all supplemental documents are included in Attachment 2)

11. SPECIAL PRESENTATIONS:

11.A. 150-2022 National Public Safety Telecommunicators Week

Mayor and City Councilmembers read the proclamation. Gus Ulloth, 911 Communications Manager accepted the proclamation and presented the Dispatcher of the Year awards from 2020, 2021, and 2022 to Denise Davis, Chris Parker-Swain, and Kristine Arriaga.

12. PUBLIC COMMENT:

Linda Pidgeoneuser - provided comments and concerns with the level of equipment as noted in the Military Equipment Policy; does not feel military equipment use is necessary in the community and would favor limiting any use of the equipment.

Irena Miles - provided an update on parking issues on Beecham Street, Beecham Court, and the intersection of Pueblo Avenue and Soscol Avenue, and voiced concerns over long term parking of vehicles and residents ignoring the no parking signs.

13. PUBLIC HEARINGS:

13.A. 104-2022 City of Napa Operating Budget Workshop for FY 2022/23

(See supplemental documents in Attachment 2)

City Manager Potter opened the item. Budget Analyst Jessie Gooch and Finance Director Anne Cardwell provided the report.

Mayor Sedgley asked for disclosures; there were none.

Discussion was brought back to Council; individual Council comments and questions ensued.

Mayor Sedgley opened Public Testimony; there were no requests to speak.

A motion was made by Vice Mayor Luros, seconded by Councilmember Alessio to close the public testimony. The motion carried unanimously.

Additional brief Council discussion ensued.

City Manager Potter expressed appreciation to the Finance team and the Department Heads.

A motion was made by Mayor Sedgley, seconded by Councilmember Alessio, to provide direction to staff to incorporate the recommended decision packages into Budget document for consideration in June. The motion carried by the following vote:

Aye: 5 - Alessio, Narvaez, Painter, Luros, and Sedgley

14. COMMENTS BY COUNCIL OR CITY MANAGER:

Councilmember Narvaez announced that there would be a community event on Memorial Day at 11:30 A.M. at the Veterans Memorial Park.

15. ADJOURNMENT: 7:57 P.M.

Submitted by:

Tiffany Carranza, City Clerk

ATTACHMENT 1

SUPPLEMENTAL REPORTS & COMMUNICATIONS
Office of the City Clerk

City Council of the City of Napa

Regular Meeting

April 19, 2022

FOR THE CITY COUNCIL OF THE CITY OF NAPA

AFTERNOON SESSION:

SUBMITTED PRIOR TO THE CITY COUNCIL MEETING

3. PUBLIC COMMENT:

- 1) Email from Alison Barstad received on April 19, 2022.

5. ADMINISTRATIVE REPORTS:

5.B. Quarterly Recruitment Update

- PowerPoint Presentation by City Staff.

5.C. Police Equipment Use Policy

- 1) Email from Jill Hancock received on April 18, 2022.
- 2) Email from Jill Hancock received on April 18, 2022.
- 3) Email from Linda Pidgeoneuser received on April 18, 2022.

6. PUBLIC HEARINGS:

6.A. Farmers Market

- PowerPoint Presentation by City Staff.
- 1) Email from Carine Hines, PhD received on April 18, 2022.

SUBMITTED DURING THE CITY COUNCIL MEETING

3. PUBLIC COMMENT:

- 1) Handout from Kevin Teague titled "Stanly Ranch Contribution to City Revenue and Housing."

-----Original Message-----

From: Alison B [REDACTED]
Sent: Tuesday, April 19, 2022 12:51 PM
To: PlanningCommission <planningcommission@cityofnapa.org>
Cc: Clerk <Clerk@cityofnapa.org>
Subject: "COMMENT TO COMMISSION FOR APRIL 19, 2022 MEETING – PLEASE READ"

[EXTERNAL]

To Whom It May Concern,

For the last 2 years The city of Napa and the rest of the world has been dealing with Covid. This virus was a blindside that not one business could have been prepared for, let along our government. As precautions were taken at an extreme level for safety it completely shut down businesses, specifically the hospitality industry, which as we know thrives in Napa.

Many restaurants, in particular, along with employees, took a huge loss financially; some unrecoverable. Many restaurants continued the fight to stay open adjusting with the mandates and making safety the biggest focal point. The City of Napa placed many mandates in order, that restaurants wanting to stay in business complied to. Lots of money was poured into staying open and creating safety for tourists and locals.

As it stands now, as many mandates are lifted and minimal are left, we forget that Covid is still a contractable virus and there are still people taking precautions.

Recently, the restaurant I am employed at, Angèle was asked, more so forced, within minimal time to take the tent down, from the patio.

This tent provides comfortable dining on the patio, protecting from rain, wind, and safe dining for those who are still concerned with Covid, and taking precautions.

The tent is on private property and does have the temporary permit given though Covid, and is esthetically pleasing to the eye.

There was a significant monetary loss in the service industry world, as I'm sure the city knows through loss of revenue and taxes brought in through businesses that benefit the city.

What I am raising today is, instead of forcing restaurants that are using outdoor tenting, on private property, they are paying rent on, and forcing to cut seating and comfortability for guests still concerned with Covid, to let these restaurants continue to keep the tents up. Restaurants are still dealing with financial losses from Covid, that make it impossible for them to afford to build structures that are permanent that provide the above for guests. The parklets built during Covid have been passed from temporary to permanent, so the City, I'm sure, can find a reasonable way to extend the temporary permits for the tents as owners can forecast something permanent, which takes time and money.

The City seems like it wants to profit on forcing restaurants to build permanent structures in a time that restaurants are still dealing with loss. Forcing tent removal effects not only the restaurant owners but safety of locals and tourists, the employees; cut backs would be made ie. layoffs, loss of significant wage for employees, and more monetary loss for owners, that have already taken a huge hit through Covid. The State of CA has yet to fully lift Covid mandates and restrictions for precautionary measures, Napa should be following suit and specifically in our hospitality industry, going the extra mile to ensure safety.

ATTACHMENT 1

I am raising this issue with City Council as a matter that needs tending to, as the warmer months approach, and tourism will spike, we need all the restaurants open for business and provide space and safety for tourists and locals to stay healthy and have positive experiences in Napa.

I hope the above will all be considered.

Thank you for the Time.

Regards,

-Alison A. Barstad

ATTACHMENT 1



City Council Meeting

4/19/2022

Supplemental - Item 5.B.

From: City Staff

ATTACHMENT 1



Quarterly Recruitment Update

Human Resources

April 19, 2022

City FT Recruitment Metrics

(FY21/22 Q3)

Metric	Total
Recruitments Planned	10
Recruitments Completed	15
Positions to be Filled	20
Total Current Vacancies	57 (76 in Q2, 92 in Q1)
Upcoming Recruitments	12



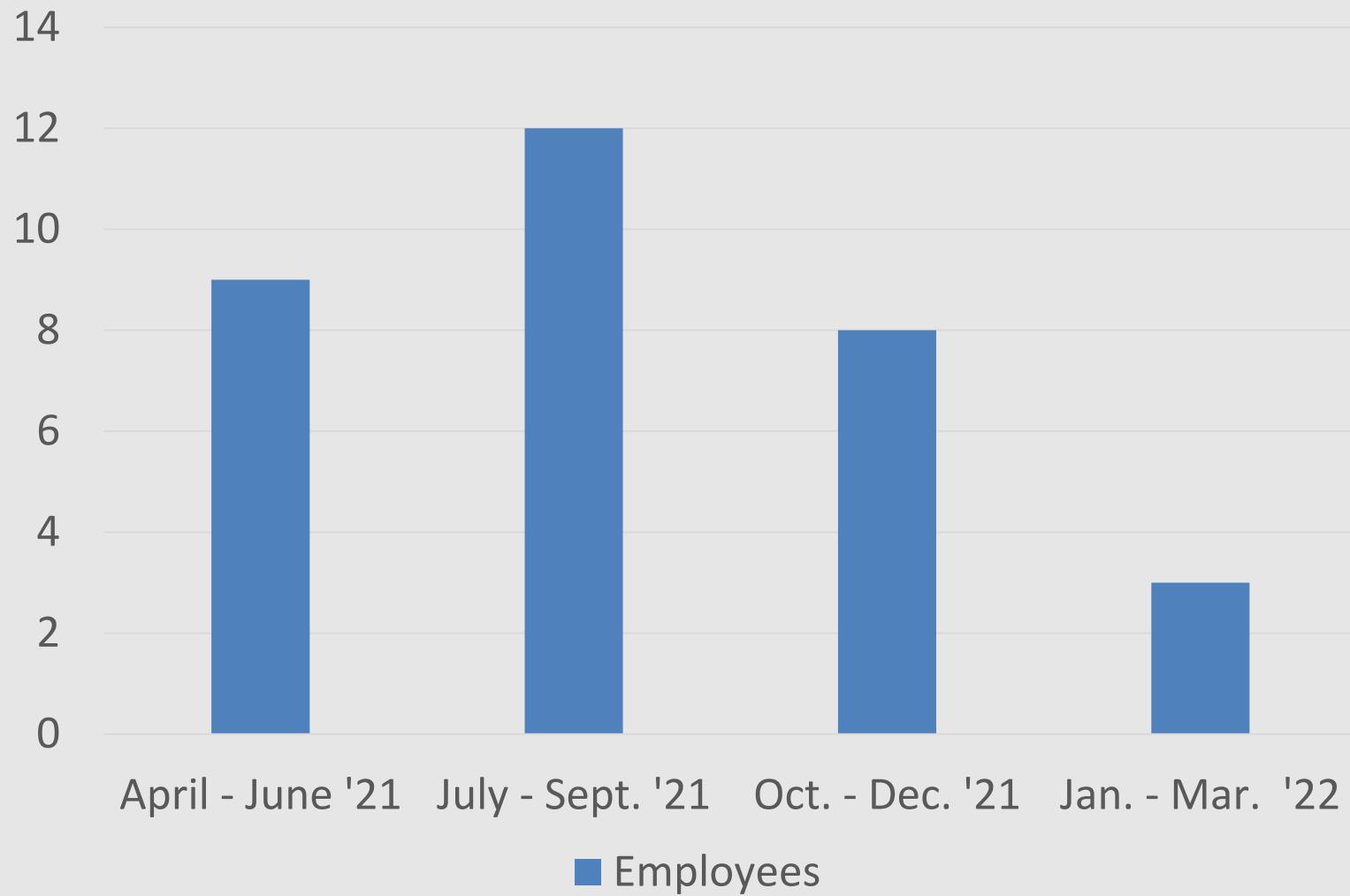
City PT Recruitment Metrics

(FY21/22 Q3)

Metric	Total
Recruitments Requested	7
Recruitment Completed	7
Positions to be Filled	8
Upcoming Recruitments	12



Employee Turnover – (1 year)



Highlights

Job Fairs – Back In Person!

- Napa County Job Fair in Yountville
- Sonoma State University Career Fest in Rohnert Park



- Napa Valley College Job Fair – Coming Soon on May 5!



Highlights

- Employee Engagement Survey Completed!



- Police Officer Trainee – First Recruitment since 2019 (Pre-Pandemic)



Highlights

- Wellness Committee launches the City's first Wellness Challenge



- Benefits – New **ONLINE** Open Enrollment!



THANK YOU



From: Mary Luros <mluros@cityofnapa.org>
Sent: Monday, April 18, 2022 11:03 AM
To: Clerk <clerk@cityofnapa.org>
Subject: Fwd: The request by the Napa police Department to purchase military equipment

Begin forwarded message:

From: Jill Hancock [REDACTED]
Subject: The request by the Napa police Department to purchase military equipment
Date: April 18, 2022 at 10:20:13 AM PDT
To: mluros@cityofnapa.org

[EXTERNAL]

In today's Napa register I saw the list of the military equipment the city of Napa police Department has requested the city Council approved for purchase. I am horrified and appalled that there is even a remote possibility that the city Council would approve such a request. I can't imagine who the police department think they would need to use that equipment against and I think the deployment of such equipment would endanger the citizens of Napa more than it would ever protect them.
I request that you and all of the city Council denied the purchase request of any of the listed equipment.

From: Beth Painter <bpainter@cityofnapa.org>
Sent: Monday, April 18, 2022 11:20 AM
To: Clerk <clerk@cityofnapa.org>
Subject: Fwd: The purchase of military equipment for the Napa Police Department

Begin forwarded message:

From: Jill Hancock [REDACTED]
Subject: The purchase of military equipment for the Napa Police Department
Date: April 18, 2022 at 10:17:47 AM PDT
To: bpainter@cityofnapa.org

[EXTERNAL]

And today's Napa register I read the list of military equipment the police department of Napa is requesting approval from the city counsel to purchase. I find list horrifying and appalling. That the police department would think we need that sort of equipment here it's horrifying and that the city Council might approve such a purchase is appalling.

I strongly object to this proposal and request that you and the rest of the city Council did not approve the purchase of any of the requested military equipment.

From: Beth Painter <bpainter@cityofnapa.org>
Sent: Monday, April 18, 2022 11:29 AM
To: Steve Potter <spotter@cityofnapa.org>; Clerk <clerk@cityofnapa.org>
Subject: Fwd: Military Equipment do Napa Police

Begin forwarded message:

From: Linda Pidgeon [REDACTED]
Subject: Military Equipment do Napa Police
Date: April 18, 2022 at 10:21:15 AM PDT
To: bpainter@cityofnapa.org

[EXTERNAL]

Please do not approve the use of the military equipment purchased by the Napa Police Department. I feel that most of the equipment published is far too deadly for the needs of Napa County Police and our residents.

Linda Pidgeoneuser
[REDACTED]

**City Council Meeting
4/19/2022
Supplemental - Item 6.A.
From: City Staff**

ATTACHMENT 1



Farmers Market NMC 5.24 Update & License Agreement

**City Council
April 19, 2022**

Agenda

- Napa Farmers Market Overview
- Background on previous locations and current location
- License Agreement Terms & Fees
- NMC Chapter 5.24 Update
- Recommended Actions



Napa Farmers Market Overview

- Napa County's largest year-around California Certified Farmers' Market
- Supports local farmers and provide the community a place to purchase farm-fresh, sustainably grown produce, specialty foods and artisan goods



Napa Farmers Market Overview

- 501(c)(3) nonprofit organization addressing local food insecurity through a variety of food assistance including Cal Fresh Market Match and WIC
- Fresh produce donations to the Napa Valley Food Bank, South Napa Shelter and other local organizations providing food assistance



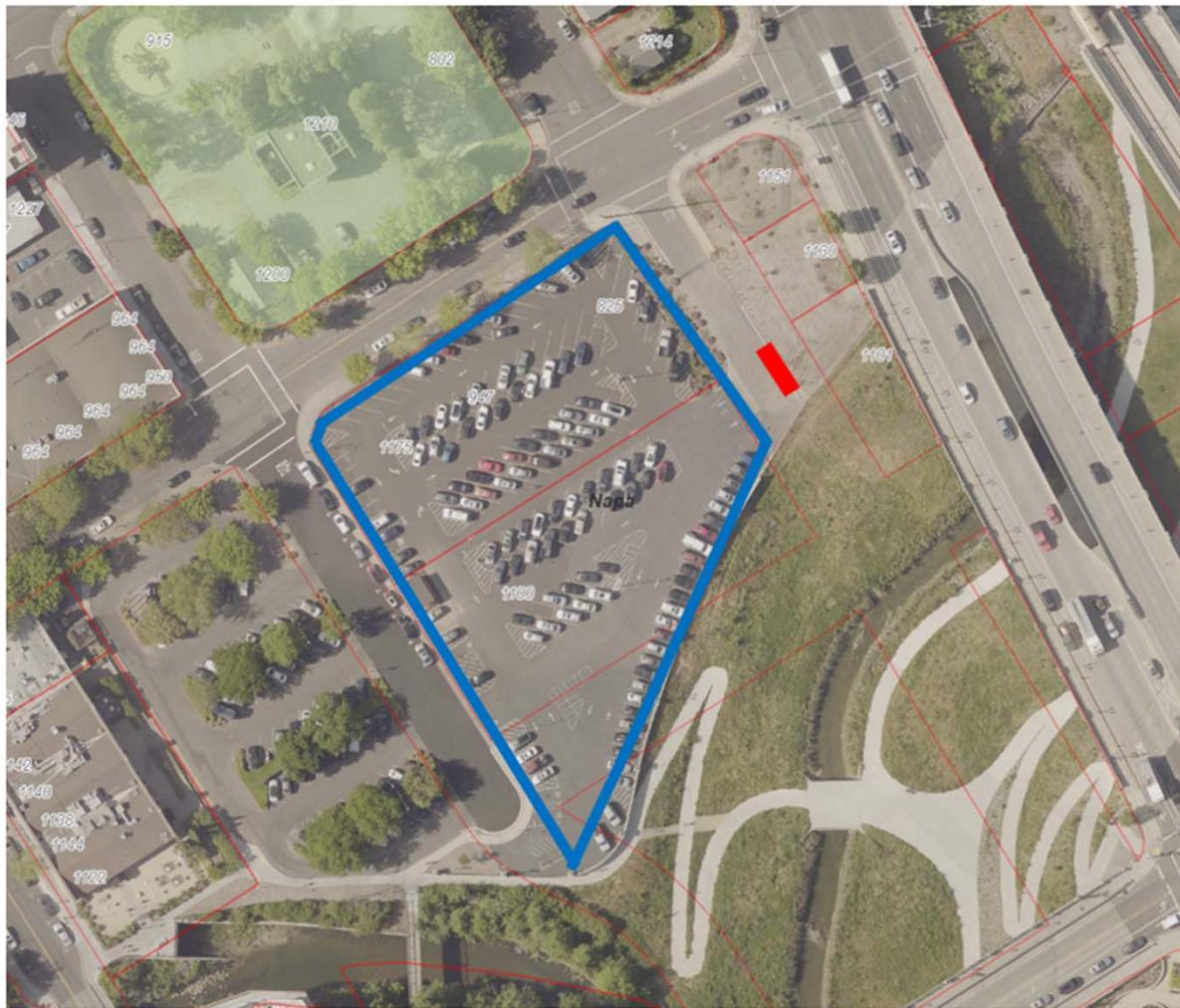
Napa Farmers Market

Location

- Previous locations
 - CIA/Oxbow Market, South Napa Century Center, Napa Valley Expo
- “Lot X” parking lot (825 Pearl Street)
 - Relocated in May 2020 during pandemic
 - Desire to stay downtown
 - Temporary approval with Special Event Permit
 - Near Oxbow Commons and walking distance to Downtown and the Oxbow District
 - Record attendance at this location



Location



■ Trailer/storage location

Property Owner: Syufy Enterprises (CON License Agreement)

License Agreement

- Longer-term agreement for use of the parking lot
- License Agreement Terms
 - Authorized use at the location
 - Tuesdays and Saturdays - 5am to 3pm
 - Annual License Fees
 - Storage
 - Insurance
 - Provision for termination (90-day notice) if the property owner terminates their agreement with the City



License Agreement

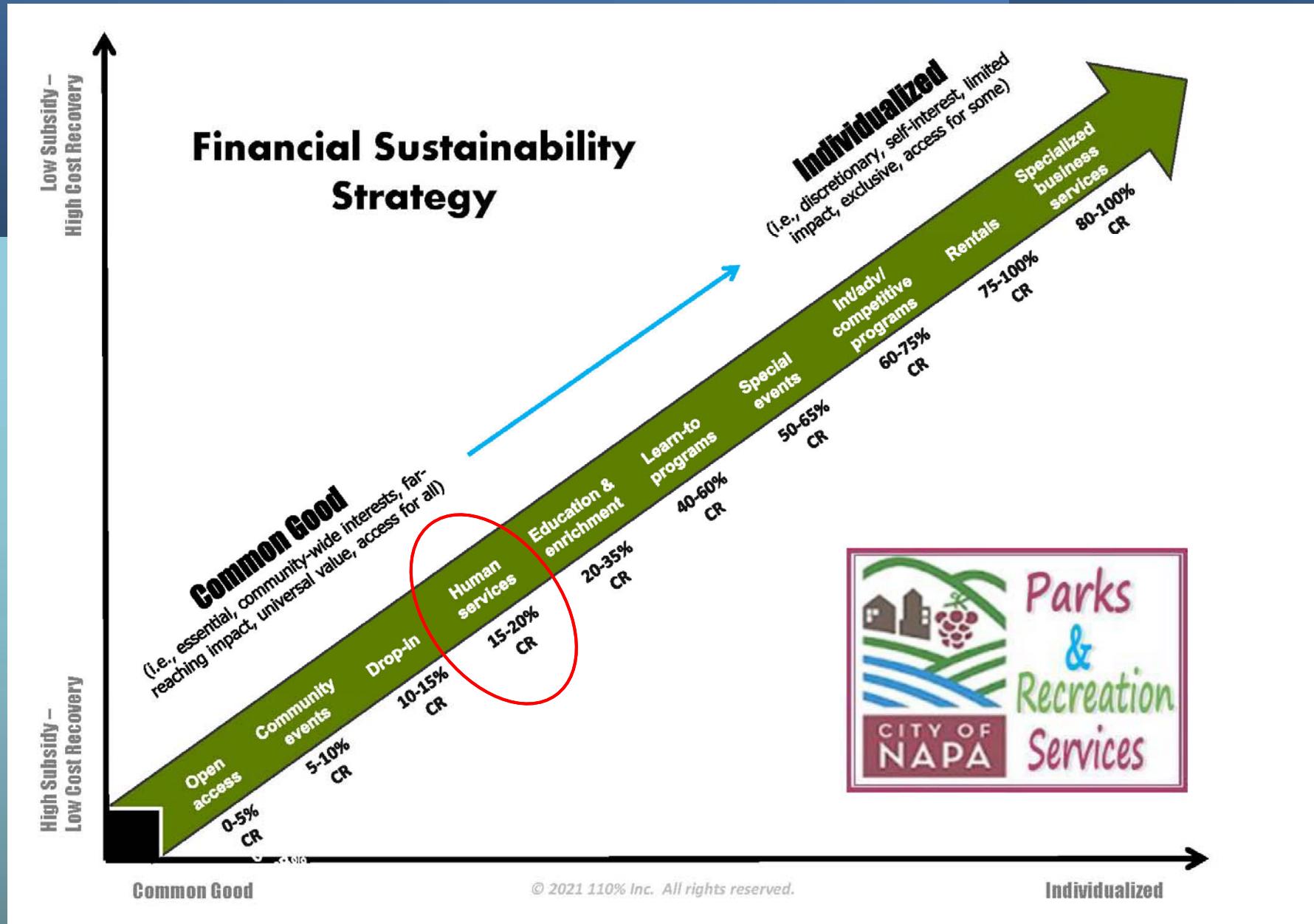
- License Fees Calculation
- Based on the additional expenses the City incurs with the farmers market at Lot X
 - Property taxes
 - Incremental costs for use of the public restrooms
 - Signage
 - Staff expenses for on-site support or call outs



Expense Category	Annual Expenses
Exeloo Bathrooms – Water, Toilet Paper, Soap, Cleaning Supplies	\$335
Permanent Signage in Lot X	\$333
Property Taxes (for exclusive use during 5am-3pm Tuesdays & Saturdays)	\$1,096
Staff – Call Outs/Onsite Support/General Staff Support	\$3,205
TOTAL	\$4,969
<i>Financial Sustainability Strategy Service Category: Human Services 20% Cost Recovery / 80% Subsidy</i>	\$993
2022 Annual License Fee	\$1,000 (\$83 per month)
+ CPI Annual Increase Each Year	

Human Services Category: Prevention or remediation of life challenges and maintaining quality of life, independence, and connection to the community by linking and/or providing resources for those in need





NMC Chapter 5.24

- Outdated municipal code
- Reflect current regulations and permitting process for Farmers Market in Napa
- Permitted by Napa County and State
- Repeal Chapter 5.24 entirely
- Use permit is the License Agreement (NMC 17.52.490)



Recommended Action

- 1) Approve the first reading and introduction of an ordinance amending Napa Municipal Code Title 5 to repeal Chapter 5.24 “Farmers Markets”

- 2) Authorize the City Manager to execute the License Agreement with the Downtown Napa Farmers Market Corporation for use of Lot X for a bi-weekly farmers’ market for \$1,000 per year and determine that the actions authorized by this item are exempt from CEQA.



From: Carine Hines [REDACTED]
Sent: Monday, April 18, 2022 10:46 AM
To: Clerk <clerk@cityofnapa.org>
Subject: Public Comment: 4/19 Napa Farmers Market

[EXTERNAL]

Hello

My name is Carine Hines and I'm one of the owners/farmers at Sun Tracker Farm in neighboring Yolo County. We are young farmers of our 10-acre, family-owned, certified Organic farm. The vast majority of our income is from sales at the Napa Farmers Market. Through the many challenges of the pandemic, drought, and fire, having the steady, community-based income provided by the Napa Farmers Market allowed our business to thrive and provide for our family.

Since the Napa Farmers Market moved from Gasser Drive to its current location downtown, our business saw incredible growth in its shopper base and sales. The current location not only attracts more Napa tourists, but it mostly attracts the main shopper base for fruit and vegetable farms at the market, namely local Napa residents. The Farmers Market is now the place where many Napa residents can purchase all their food, and healthy, sustainably-grown food at that. We thank the Napa City Council for hosting the Napa Farmers Market in such a beneficial location to farmers and residents. Thank you.

--

Carine Hines, PhD
Postdoctoral Researcher UC Davis
Co-Owner of Sun Tracker Farm
President of the Western Yolo Recreation Center Association
Board of Director for the Napa Farmers Market Association

STANLY RANCH CONTRIBUTION TO CITY REVENUE AND HOUSING

Stanly Ranch Resort's contribution to both the City of Napa General Fund and the Affordable Housing Trust Fund is and will continue to be significant. The contributions arise from (A) one-time development fee payments and (B) from on-going payments from operations.

A. Estimated Payments to the Affordable Housing Trust Fund

- One Time Development Fee Payments: The up-front payments are estimated to be approximately **\$3,500,000**.¹

By comparison, in Fiscal Year 2020-21 the Affordable Housing Impact Fee Fund collected approximately \$815,000 in total developer fees. In FY 2019-20 the Fund collected approximately \$896,000; in FY 2018-19 the Fund collected approximately \$870,000; the City's highest collection year.²

- Ongoing payments: The on-going payments are estimated to be **\$420,000** per year (in 2022 dollars), which will increase over time as room rate increases, for the life of the project.³ The present value to the City of the on-going payments could be approximately **\$10,000,000**.

B. Estimated Payments to the General Fund

Stanly Ranch Resort also will make ongoing TOT payments to the City General Fund. The *estimated* opening revenue to the City is as follows:

- In the first 90 days from opening Stanly Ranch expects to generate approximately **\$734,000** in General Fund TOT revenue and approximately \$122,000 in TID revenue.
- By the end of 2022, Stanly Ranch expects to generate approximately **\$3,244,000** in General Fund TOT revenue and approximately \$540,000 in TID revenue.
- In its first full year of operation, Stanly Ranch expects to generate approximately **\$5,069,000** in General Fund TOT revenue and approximately \$844,000 in TID revenue.

These on-going payments will increase over time, for the life of the project.

¹ The payments fall into 3 major categories, including payments at issuance of building permits (\$700,000, est.), payments related to occupancy (\$1,900,000, est.), payments upon sale of residences (\$850,000, est.).

² See City of Napa Consolidated Annual Performance Evaluation Report (CAPER) 2020-2021, Submission to: U.S. Department of Housing and Urban Development September 2021; see also CAPERs 2018-2021. Stanly amounts to about 4.5 times the total developer housing fees for all recent development.

³ The total City of Napa TOT payments for housing in the Fiscal Year 2020-21 were approximately \$908,000 for all hotels combined. See CAPERs 2020-2021.

ATTACHMENT 2

SUPPLEMENTAL REPORTS & COMMUNICATIONS
Office of the City Clerk

City Council of the City of Napa

Regular Meeting

April 19, 2022

FOR THE CITY COUNCIL OF THE CITY OF NAPA

EVENING SESSION:

SUBMITTED BEFORE THE CITY COUNCIL MEETING

13. PUBLIC HEARINGS:

13.A. City of Napa Operating Budget Workshop for FY 2022/23

- PowerPoint Presentation by City Staff.
- 1) Email from Christina Benz received on April 19, 2022.



FY 22/23 Operating Budget Workshop

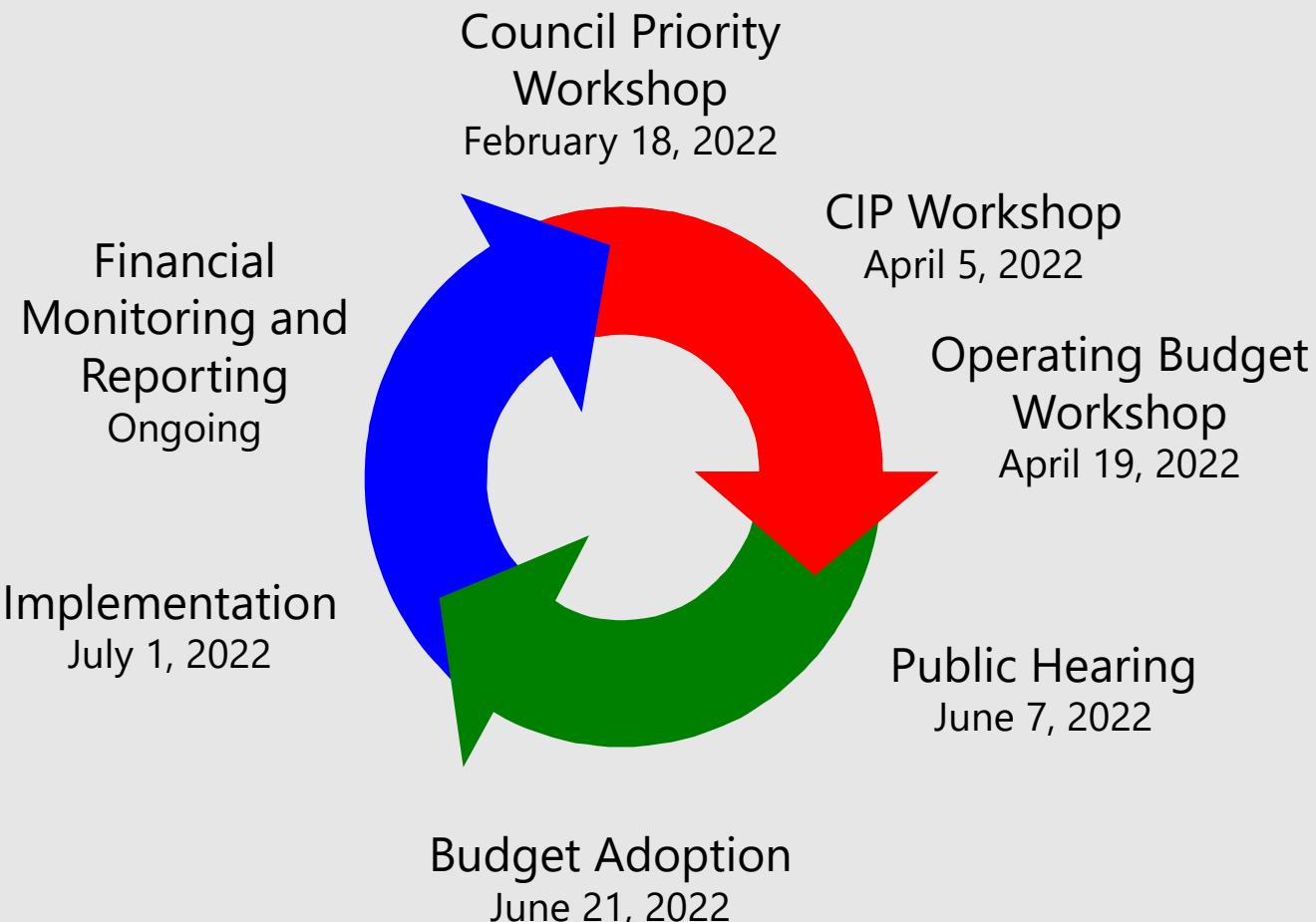
April 19, 2022

Agenda

- Budget Process
- Council Priorities
- Budget Themes
- Financial Overview
- General Fund by Department
- Enterprise Fund Budgets
- Other Fund Proposed Decision Packages
- ARPA Funds
- Comments and Direction to Staff



Budget Process



Council Priority Areas

- Hiring/Workforce Stability
- Adopt and Implement General Plan and Housing Element
- Economic Development and Recovery
- Housing/Homelessness
- Climate Change



Budget Theme: Bring Back Staffing Levels

- In FY 2020/21, 32 positions were frozen by Council, and many other positions were held vacant during the year for savings
- In FY 2021/22, 18 positions were frozen by Council, and the City faces challenges with filling positions
- Currently 74 positions are vacant City-wide



Budget Theme: Bring Back Staffing Levels

- For FY 2022/23, no positions are frozen
- All positions budgeted for 100% of the fiscal year
- That said, hiring/retention challenges city-wide continue to be significant
 - City Council has already allocated funds for hiring incentives, but even with such efforts – filling vacancies is generally very challenging right now
- Vacancy savings only budgeted for General Fund – baseline target of \$2.3 million of savings
 - Posted to General Government; will be allocated to departments based on actual vacancies



Budget Theme: Bring Back Staffing Levels

- This increase to staffing costs continues the need to use one-time revenues to bridge the gap between operating revenues and expenditures
- \$3 million of Excess ERAF revenue is included in the baseline General Fund budget (\$1.2 million was assumed in the LTFF)
- Section 115 Trust will pay for \$1 million of the Sworn CalPERS UAL payment



Budget Presentation

- This Presentation Includes:
 - General Fund Proposed Budgets by Department
 - Enterprise Fund Proposed Budgets
 - Proposed Decision Packages
- Not Included:
 - Proposed Budgets for Other 70+ City Funds
 - CIP Budgets



FINANCIAL OVERVIEW



Financial Status - Revenue

- Property Tax growth continues
- Sales Tax projected to grow by 4%
 - 6.2% higher than FY19
- TOT projected to grow by 16%
 - Baseline TOT 4% higher than FY19
- Continued recovery of business license tax, licenses and permits, and miscellaneous revenues



Financial Status - Expenditures

- Budget as presented today includes same COLA assumptions as the LTFF for all groups
- All FTE are budgeted at 100%
- Increasing Costs for Employee Benefits and Internal Services



Budget Overview

FY 2022/23

- General Fund Operating Revenue Budget is 6.6% higher than the FY 21/22 adjusted budget
- The FY 22/23 General Fund Expenditure Budget is 4.9% higher than the FY 21/22 adjusted budget
- Operating Revenues still less than Expenditures → using \$4 million of one-time funds to balance budget and create surplus for decision packages



Budget Overview

Proposed Decision Packages

	FY 2022/23
General Fund – Ongoing	
Net Decision Packages	\$1,205,600
Additional FTE	3 FTE
Additional Vacancy Savings	-\$127,400
Additional Contributions to Reserves	\$115,400
General Fund – Non-Recurring	
Net Decision Packages	\$485,000
Totals – General Funds	
Decision Packages	\$1,678,600
Additional FTE	3 FTE

Note: Decision packages have not been included in any of the baseline budgets that will be presented tonight.



Budget Overview

Proposed Decision Packages

	FY 2022/23
Housing Funds	
Net Decision Packages	\$0
Additional FTE	1 LT FTE
Parking Funds	
Net Decision Packages	\$107,400
Additional FTE	1 LT FTE
Enterprise Funds	
Net Decision Packages	\$177,150
Additional FTE	1 FTE
Total Other Funds	
Decision Packages	\$284,550
Additional FTE	2 LT, 1 REG FTE

Note: Decision packages have not been included in any of the baseline budgets that will be presented tonight.



Proposed Staffing Adjustments

- General Fund
 - 3 new positions (City Attorney's Office, City Clerk's Office, City Manager's Office)
- Housing Funds
 - 1 new limited-term position
- Parking Funds
 - 1 new limited-term position
- Utilities Funds
 - 1 new position



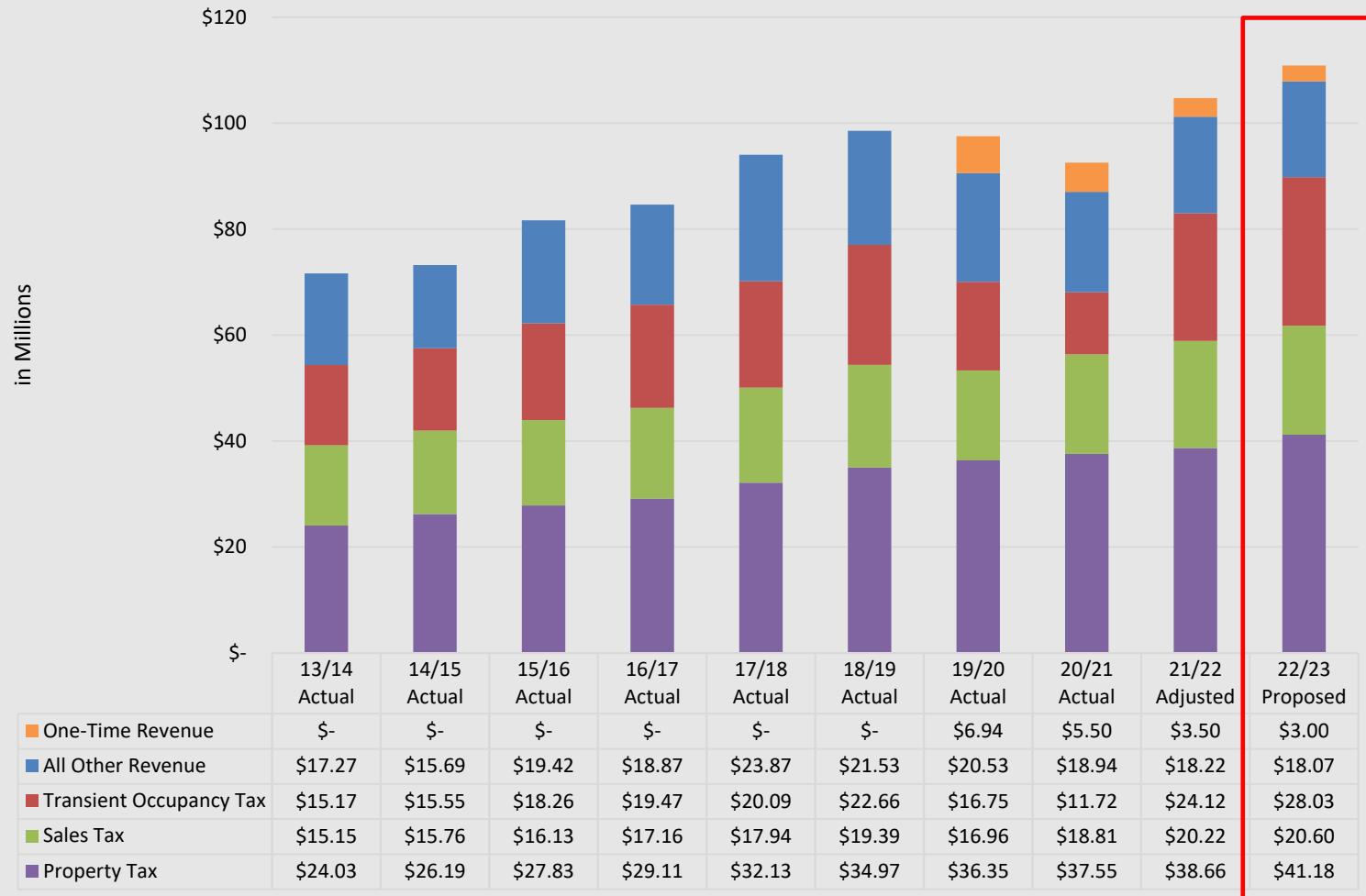
Proposed Staffing Adjustments

- Deletions/Additions
 - City Manager: 1 positions
 - Finance: 2 positions
 - Community Development: 1 position
 - Public Works: 1 position



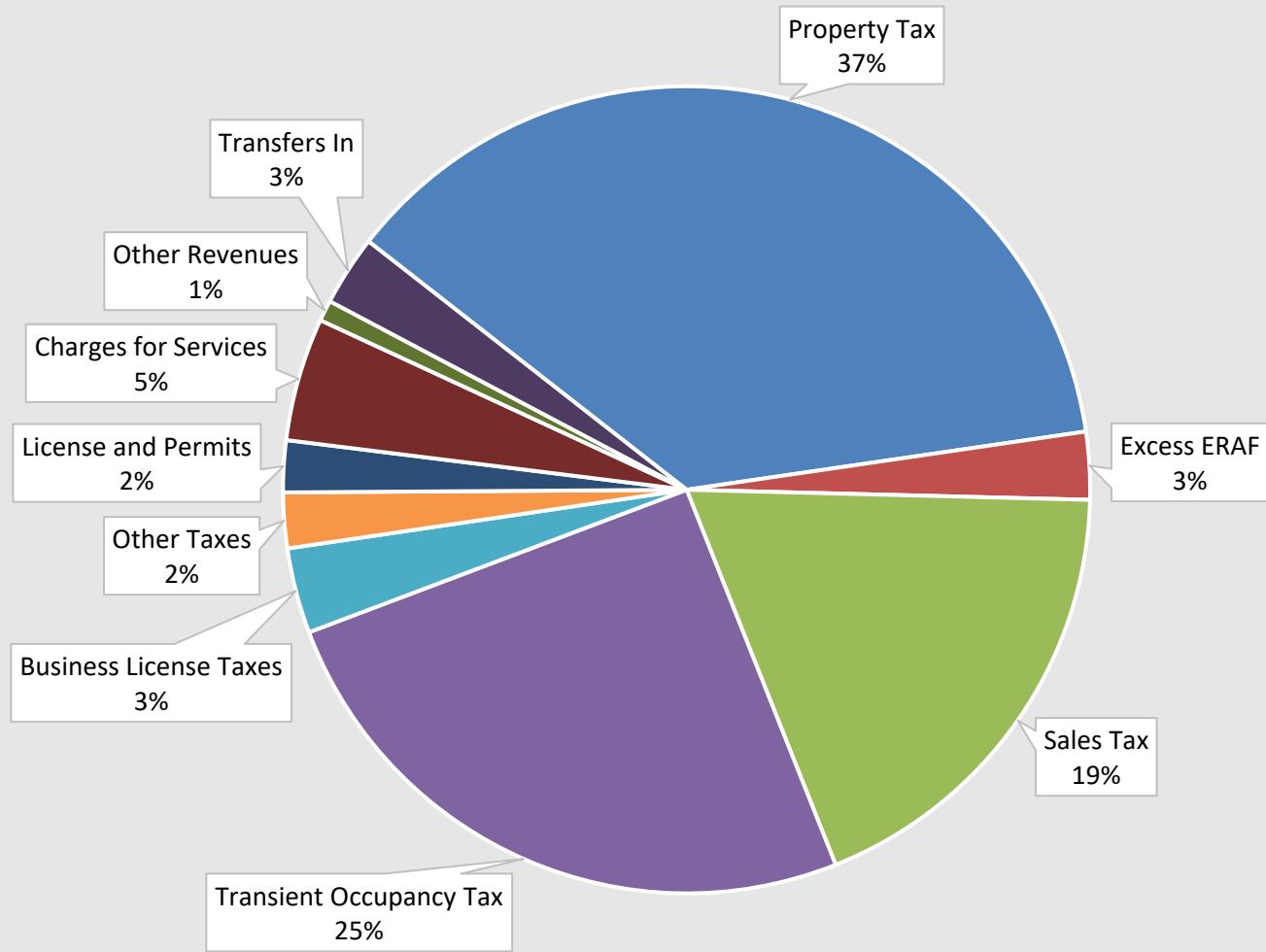
Revenue: FY 13/14 – 22/23

General Fund



Revenues by Source

General Fund, FY 22/23 Proposed Budget



Revenues: How Does Budget Compare to LTFF?

- Property Tax: 1% higher than LTFF (updated estimates)
- TOT: 6% higher than LTFF (updated estimates for baseline and new development)
- Excess ERAF: \$3 million in budget, \$1.2 million assumed in LTFF
- Total revenue increase over LTFF: \$3.9 million



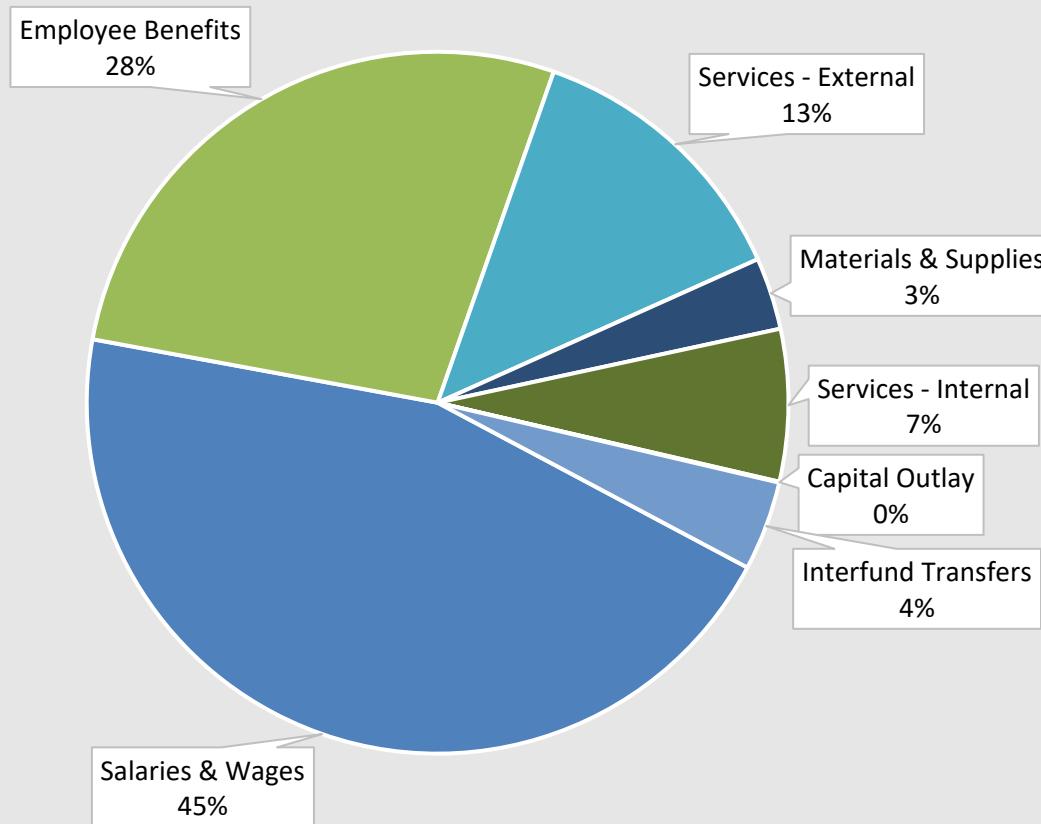
Expenditures: FY 13/14 – 22/23

General Fund



Expenditures by Category

General Fund, FY 22/23 Proposed Budget

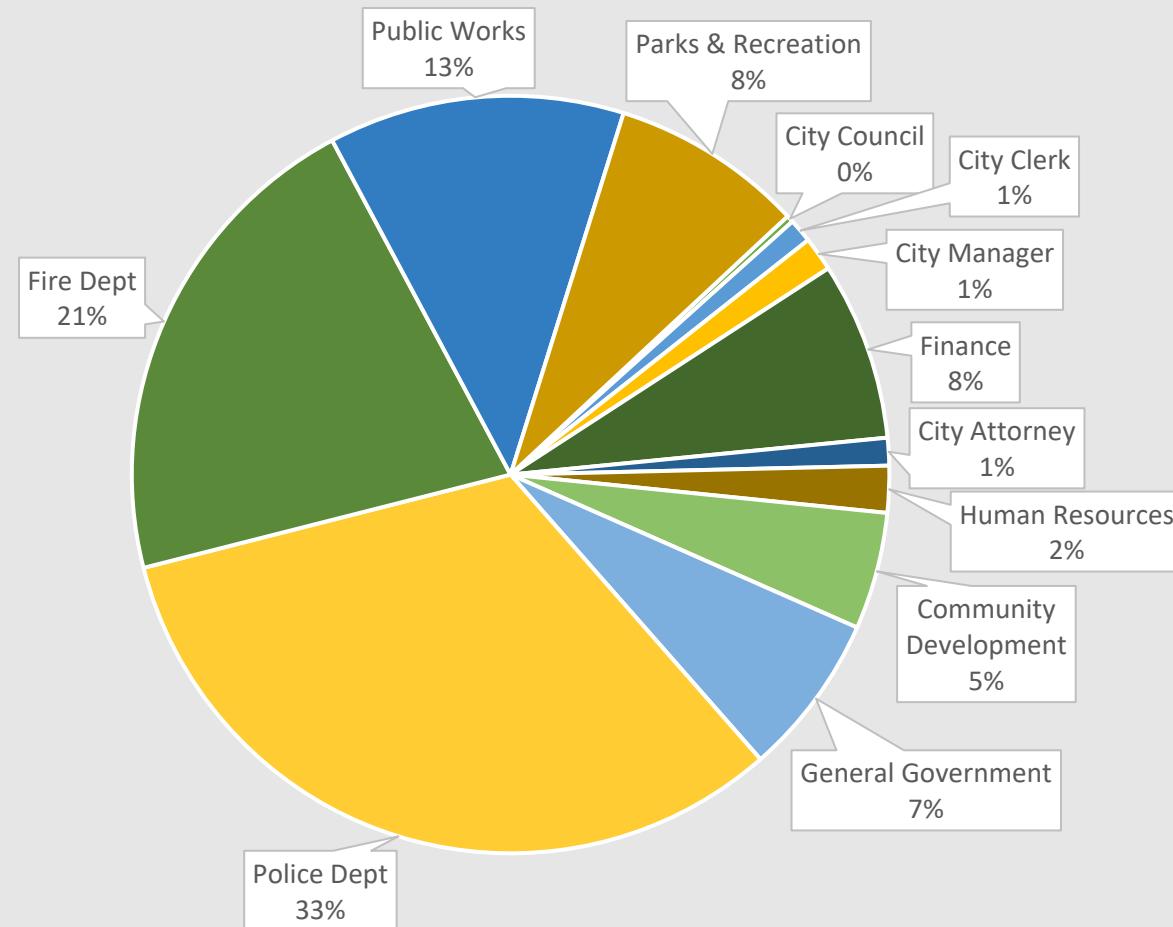


72.3% of General Fund expenditures = Salaries and Benefits



Expenditures by Department

General Fund, FY 22/23 Proposed Budget



53.6% of General Fund expenditures = Public Safety



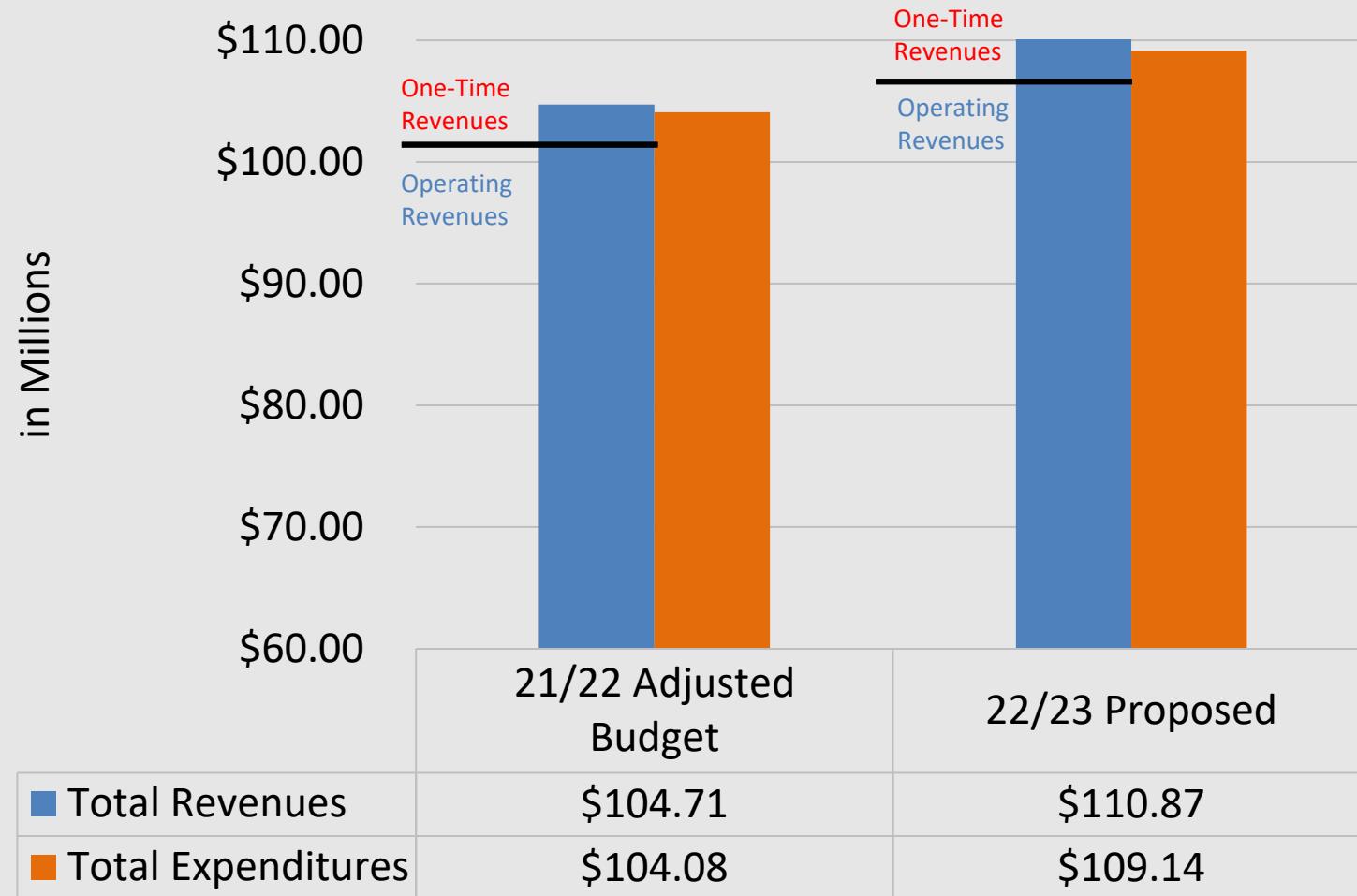
Expenditures: How Does Budget Compare to LTFF?

- Payroll Costs: \$1.6 million higher; no positions frozen
- PERS UAL: \$725k lower; budget was reduced by \$1 million due to usage of 115 trust
- Internal Services: \$662k higher; costs of insurances/claims continues to rise higher than anticipated



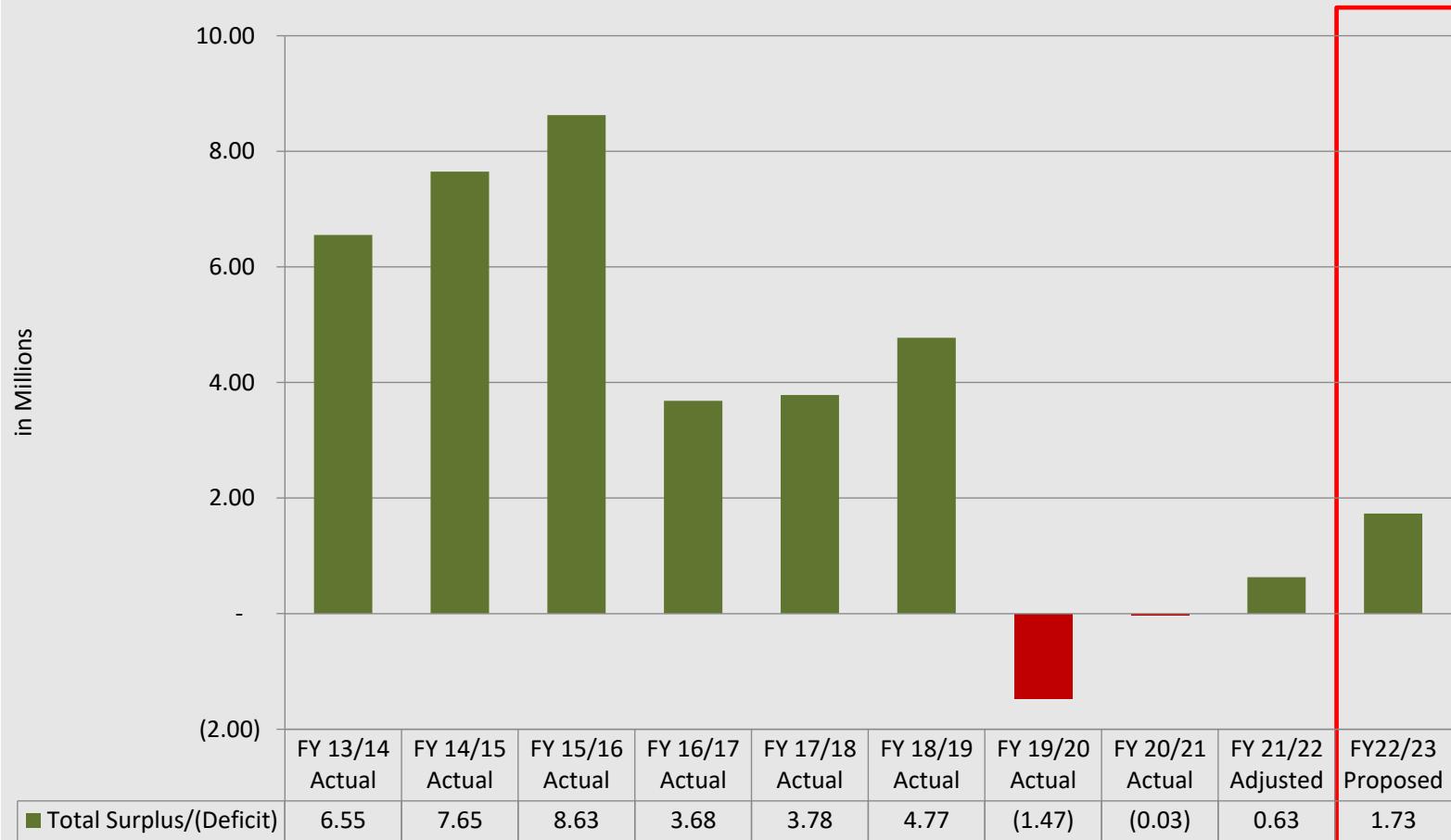
Revenues vs Expenditures

General Fund, Proposed Budgets

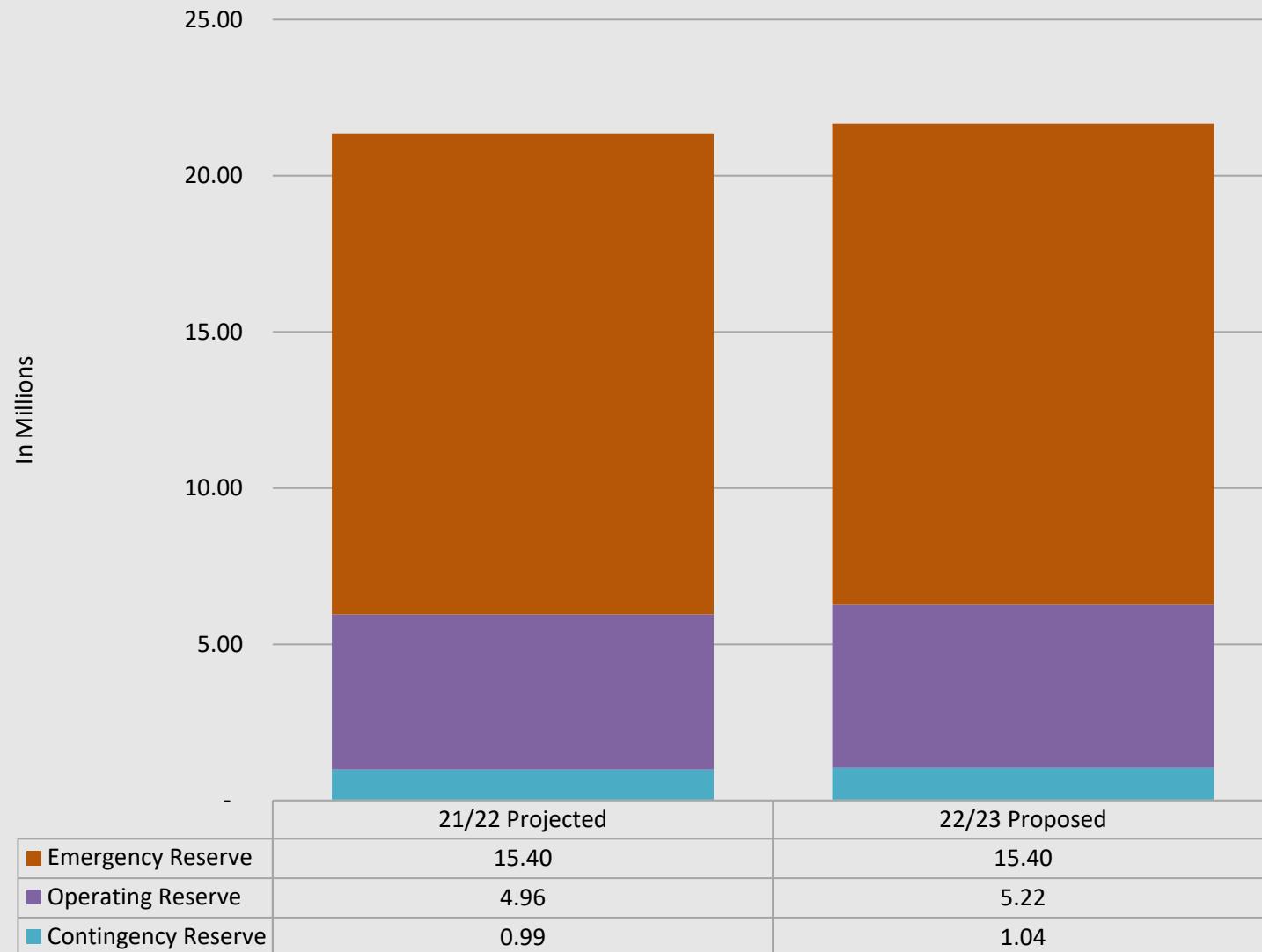


Operating Position

(Surplus / Deficit)



General Fund Reserves



BUDGET BY DEPARTMENT



Overall General Fund Category Changes

Adjusted	By %	By \$
Salaries & Wages	6%	\$2,586,224
CalPERS	12%	\$1,950,750
Other Benefits	9%	\$1,115,480
Operating	5%	\$752,852
Internal Services	19%	\$1,350,770
Transfers Out	3%	\$140,586

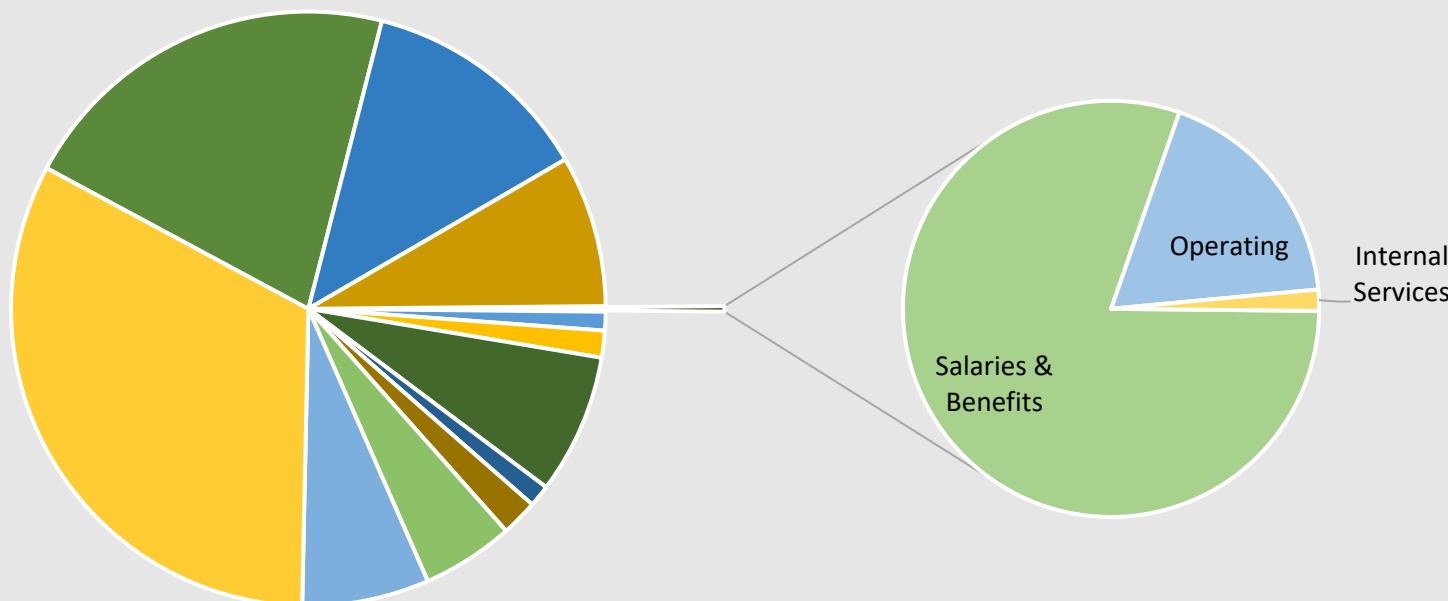
Comparison of FY22 and FY23 budgets; purple lines have been adjusted to remove one-time items for better comparison



City Council

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
346,600	329,850	-5%

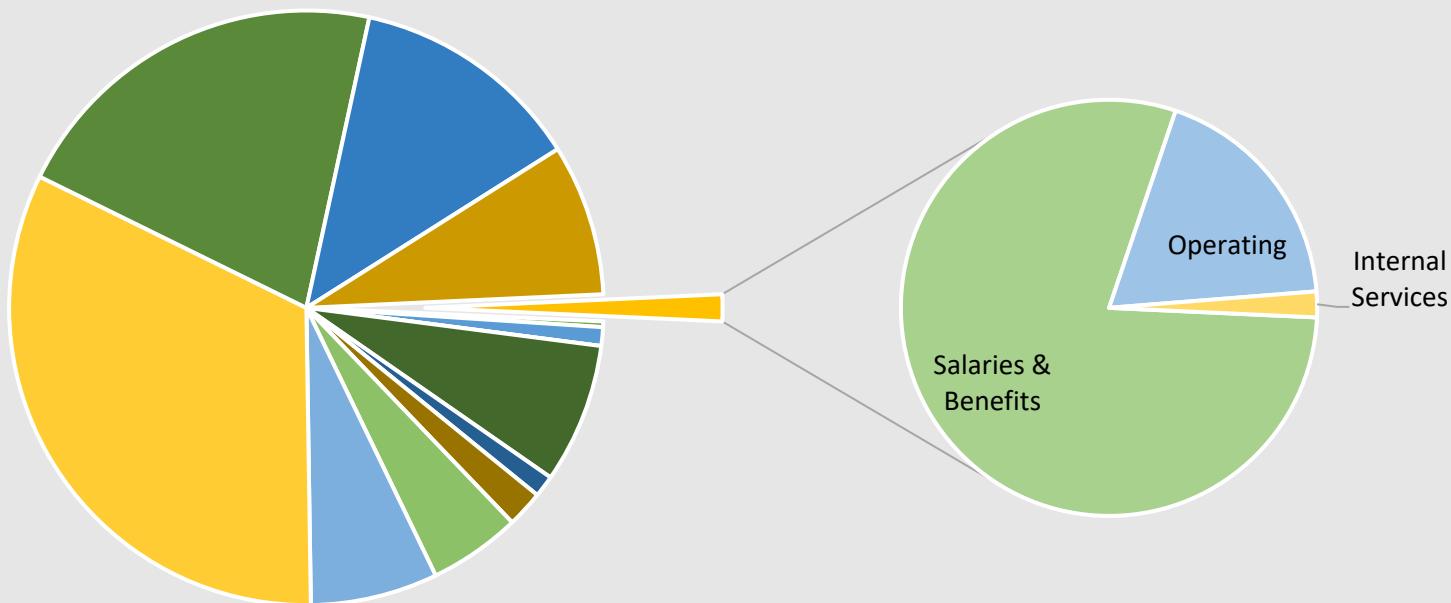
City Council expenditures are 0.3% of the FY 22/23 Proposed Budget



City Manager

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
1,550,090	1,595,050	3%

City Manager expenditures are 1.5% of the FY 22/23 Proposed Budget



City Manager

Proposed General Fund Decision Packages

- #711: Homeless Cleanup and Administration
 - Operating dollars for homeless encampment cleanup
- #713: Shelter Plus Care Match
 - Contract with Abode Services to provide supportive housing services
- #715: Shelter Services Increase
 - Costs for supporting shelter services have increased
- #717: Community Outreach
 - Operating dollars to support communications
- #737: City Manager Office Staffing
 - Promote Assistant to the City Manager to Deputy City Manager, then delete Assistant to the City Manager position
 - Add 1 Management Analyst I/II position

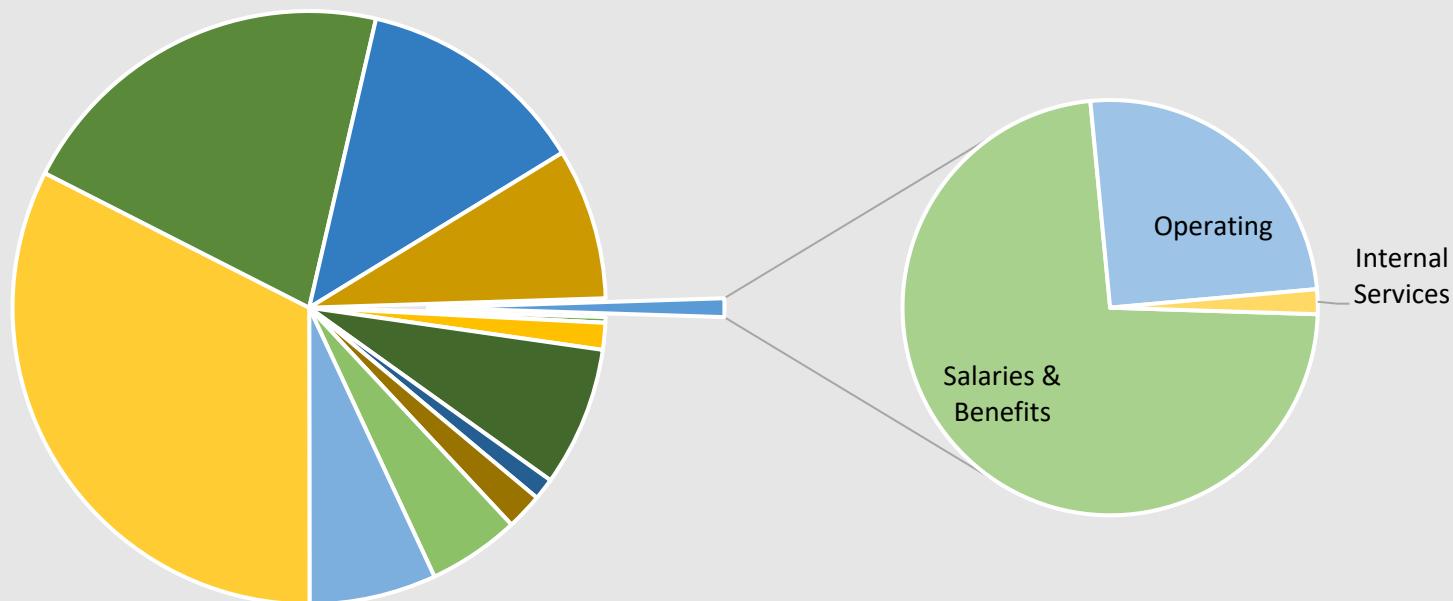
Relevant Priorities: Hiring/Workforce Stability, Housing/Homelessness, & Climate Change



City Clerk

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
1,132,111	1,111,150	-2%

City Clerk expenditures are 1.0% of the FY 22/23 Proposed Budget



City Clerk

Proposed General Fund Decision Packages

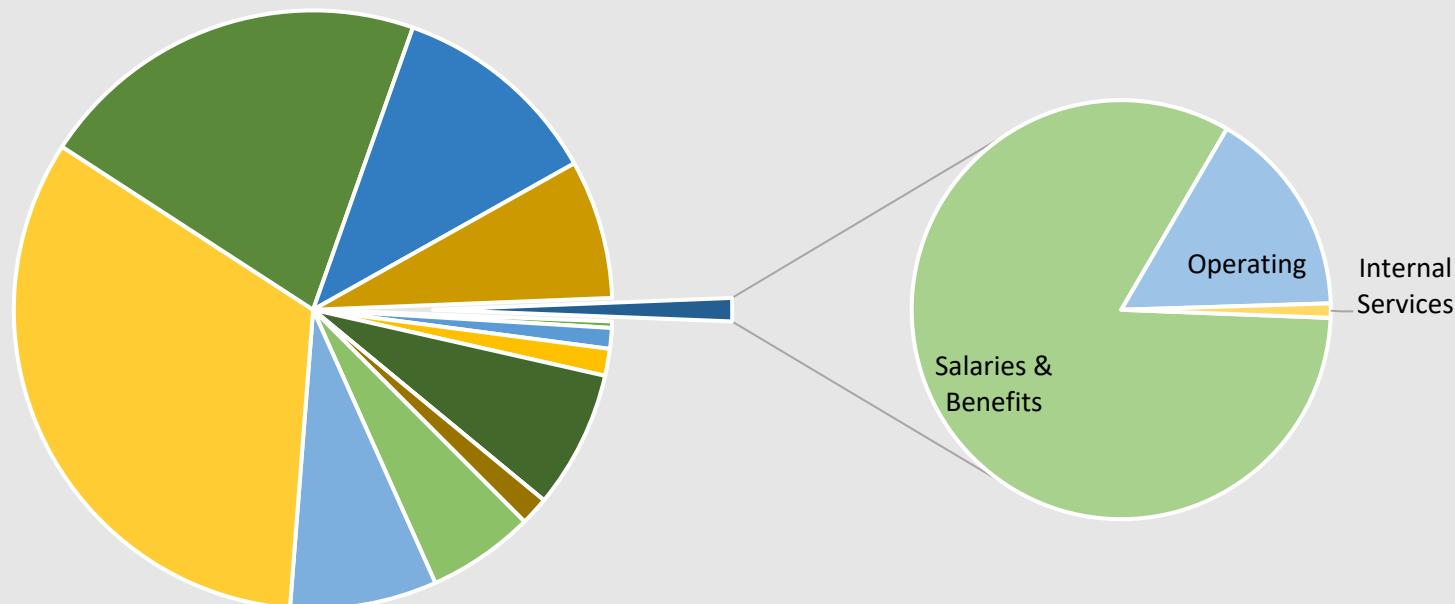
- #699: New Position – Management Analyst I/II
 - Add 1 Management Analyst I/II position
- **Relevant Priority: Hiring/Workforce Stability**



City Attorney

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
1,334,488	1,290,250	-3%

City Attorney expenditures are 1.2% of the FY 22/23 Proposed Budget



City Attorney

Proposed General Fund Decision Packages

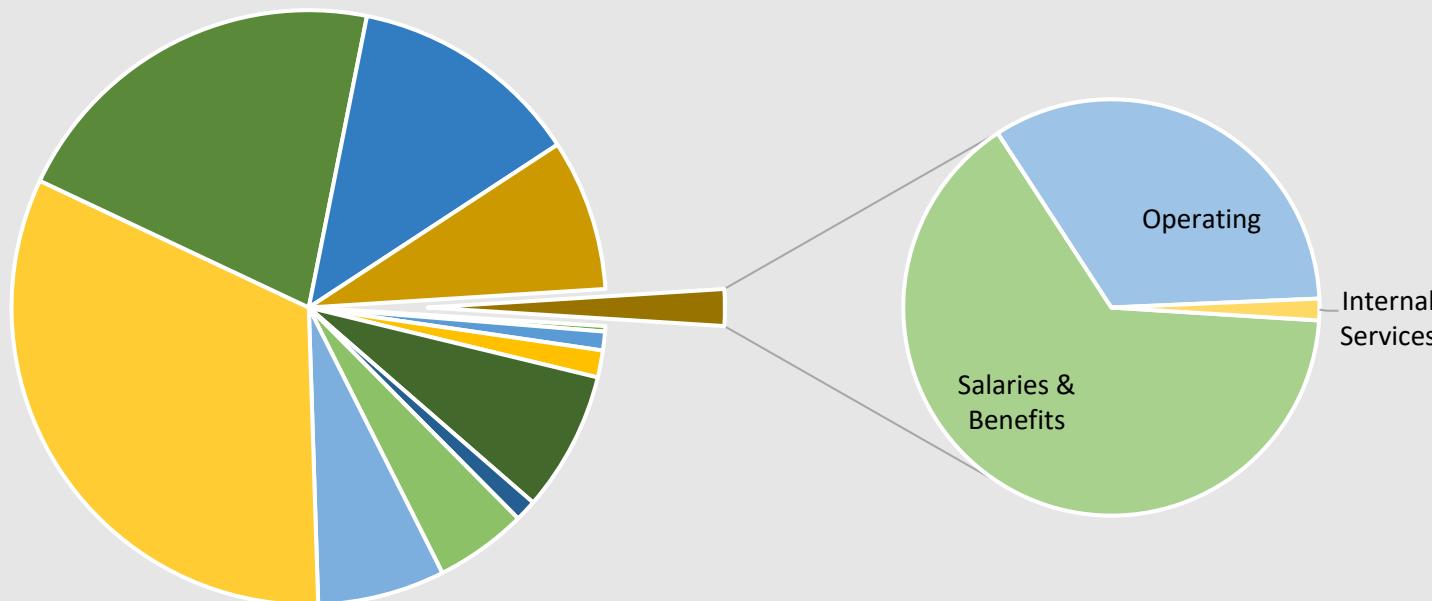
- #696: New Position – Legal Secretary
 - Add 1 Legal Secretary position
- **Relevant Priority: Hiring/Workforce Stability**



Human Resources

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
1,711,693	2,168,700	27%

Human Resources expenditures are 2.0% of the FY 22/23 Proposed Budget



Human Resources

Proposed General Fund Decision Packages

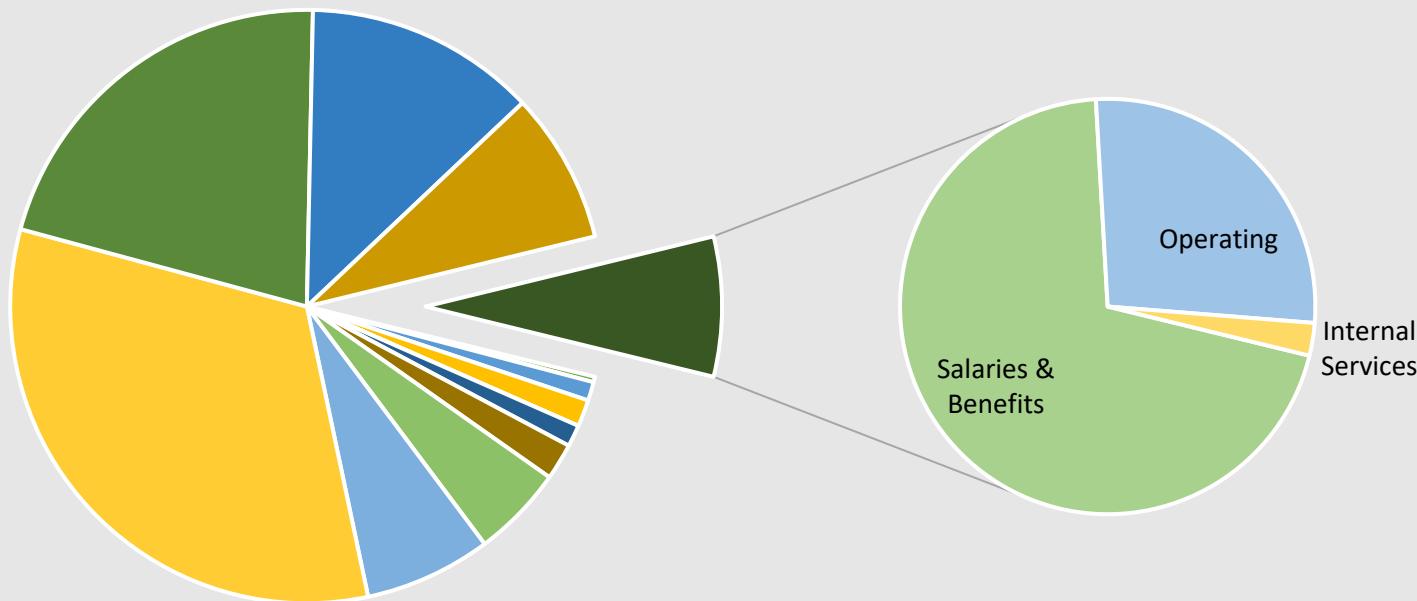
- #734: Management Supervisor Academy
 - Additional ongoing operating budget to support a new management/supervisor training program
 - **Relevant Priority: Hiring/Workforce Stability**



Finance

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
7,933,233	8,298,480	5%

Finance expenditures are 7.6% of the FY 22/23 Proposed Budget



Finance

Proposed General Fund Decision Packages

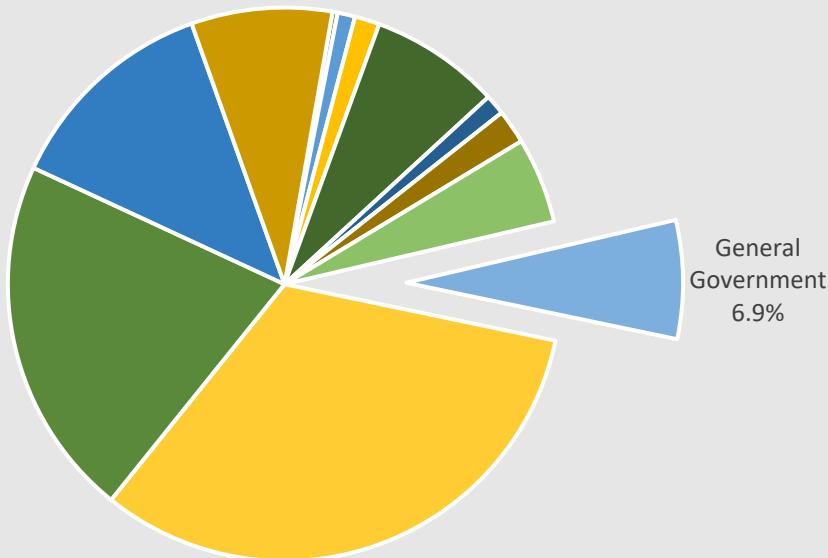
- #701: Reallocation – Administrative Assistant
 - Delete 1 Office Assistant I/II position and replace with 1 Administrative Assistant position
- #702: Reallocation – Management Analyst I/II
 - Delete 1 Purchasing Manager position and replace with 1 Management Analyst I/II position
- #712: Cyber Security
 - Additional ongoing operating budget for cyber security programs due to Work From Anywhere program
- #718: Matching Funds for PS Radio Upgrade
 - Non-recurring expense; matching funds for the Public Safety Radio and Communication Upgrade Project for Napa County
- **Relevant Priorities: Hiring/Workforce Stability & Economic Development & Recovery**



General Government

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
8,080,041	7,598,600	-6%

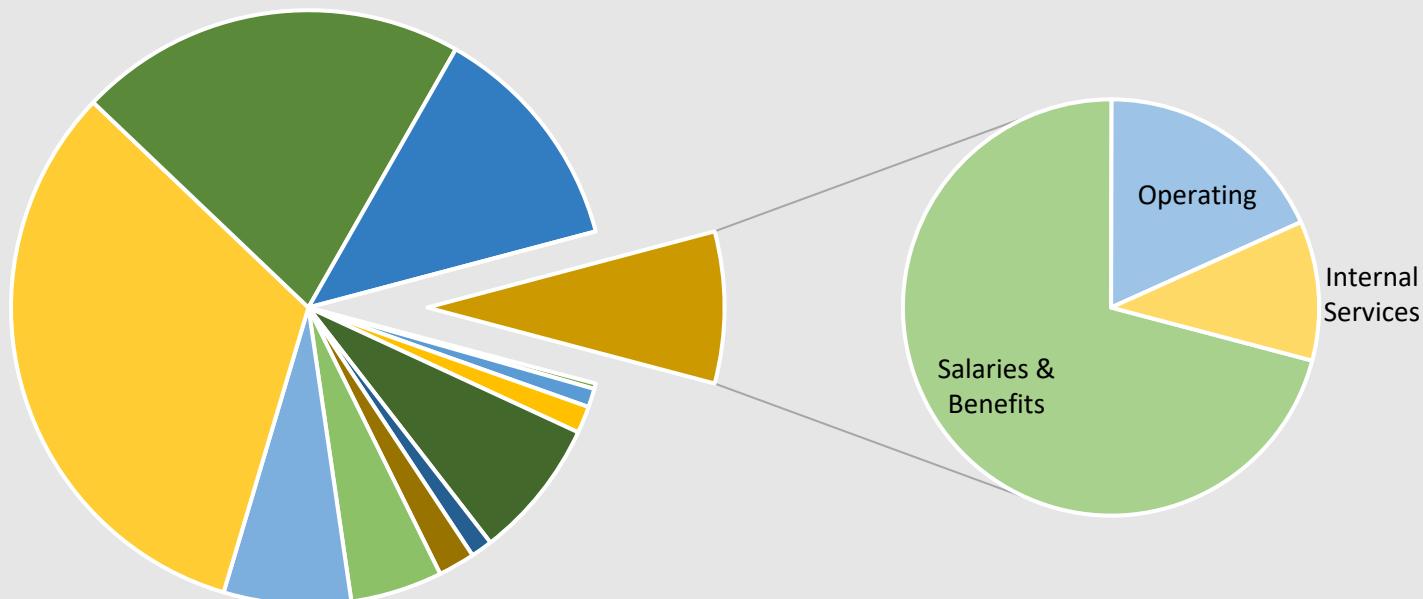
General Government expenditures are 7.0% of the FY 21/22 Proposed Budget, and includes City-wide items such as transfers to reserves, leave payouts, and the public-access television channel.



Parks & Recreation Services

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
7,865,221	8,976,620	14%

Parks & Rec expenditures are 8.2% of the FY 22/23 Proposed Budget



Parks & Recreation Services

Proposed General Fund Decision Packages

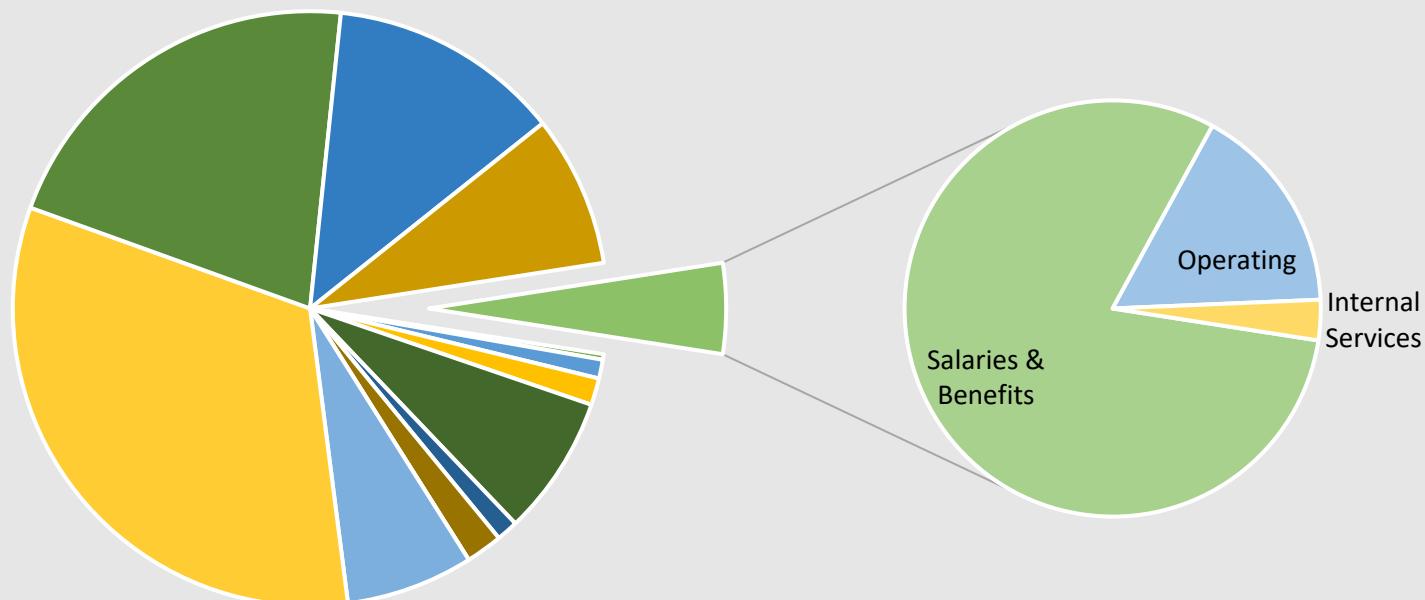
- #697: Main Street Boat Dock
 - One-time funding for critical repairs
- #700: Napa Lighted Art Festival
 - Restore ongoing operating budget for the Festival, which had been cut in FY21
- #720: Special Event Permits
 - Increase operating revenue and expenditure budgets due to Special Events
- #724: Parks Facility Supplies
 - Increase operating revenue and expenditure budgets due to rentals of sports fields, picnic areas, and Oxbow Commons
- #727: Parks Division Manager Vehicle Request
 - Add 1 Fleet vehicle to be assigned to the Parks division manager
- **Relevant Priorities: Hiring/Workforce Stability & Economic Development & Recovery**



Community Development

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
5,804,900	5,457,980	-6%

Community Development expenditures are 5.0% of the FY 22/23 Proposed Budget



Community Development

Proposed General Fund Decision Packages

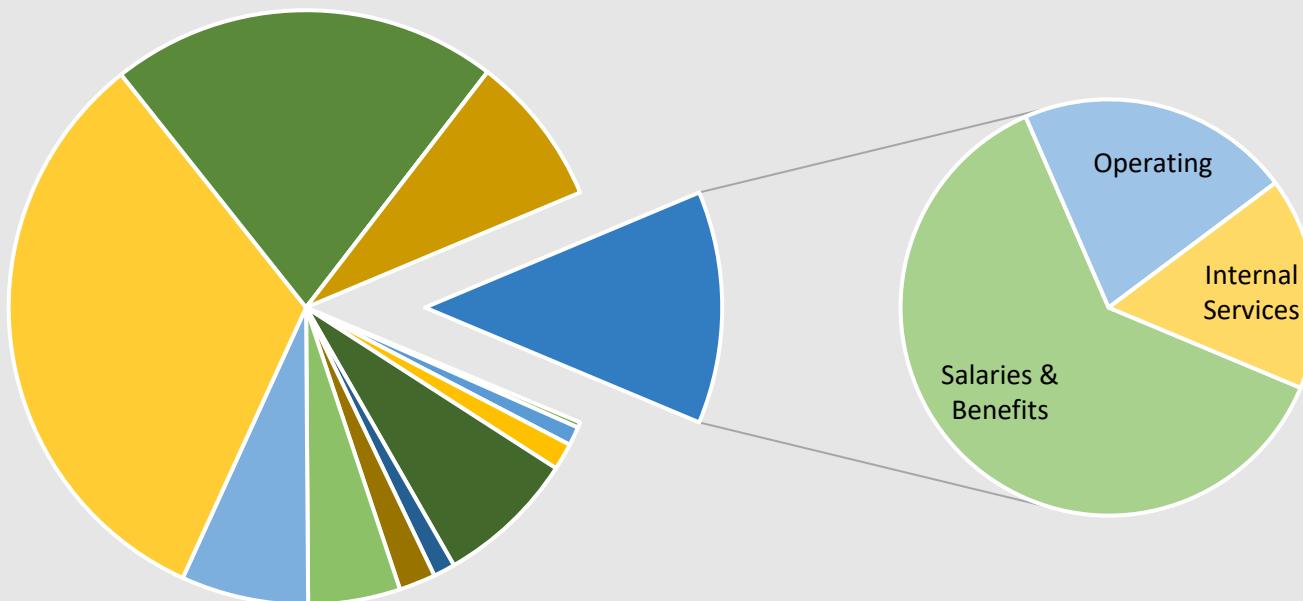
- #710: Senior Permit Technician Reallocation
 - Delete 1 Deputy Chief Building Official position and replace with 1 Senior Permit Technician position (new classification)
- **Relevant Priorities: Hiring/Workforce Stability**



Public Works

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
11,593,762	13,775,810	19%

Public Works expenditures are 12.6% of the FY 22/23 Proposed Budget



Public Works

Proposed General Fund Decision Packages

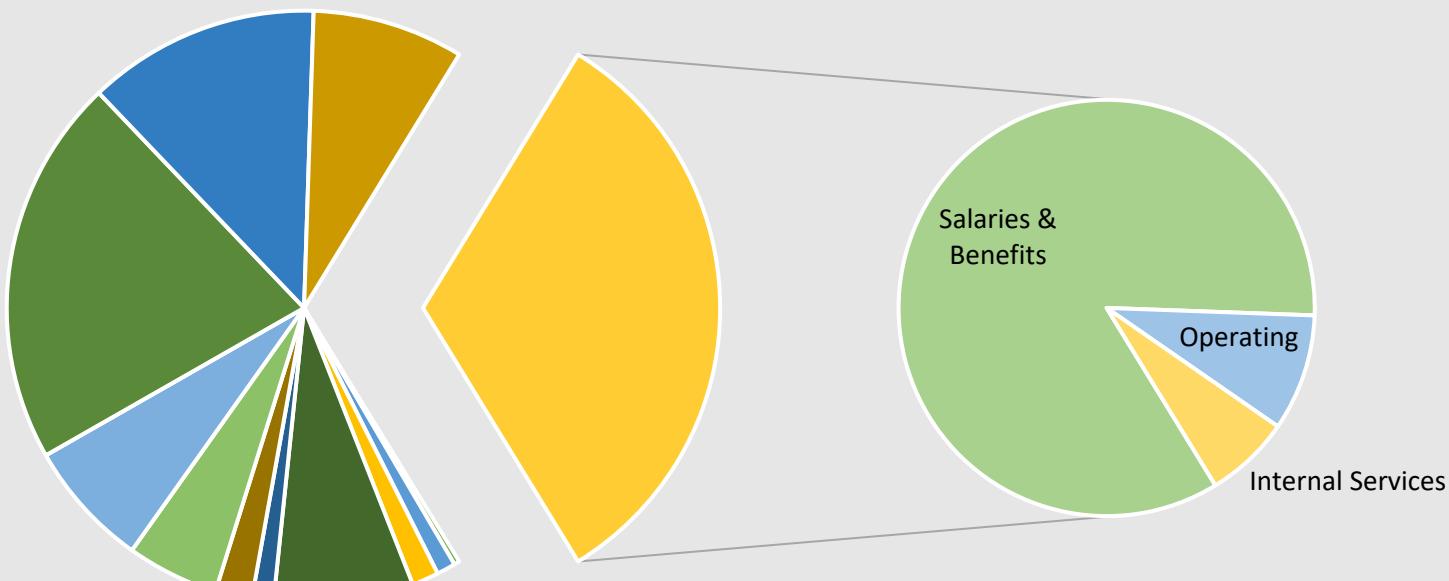
- #704 Vehicle for Construction Manager
 - Add 1 Fleet vehicle for the Construction Manager
- #706 Property Manager to Analyst Reclassification
 - Delete 1 Property Manager position and add 1 Management Analyst I/II position
- #707 Electrical Supervisor
 - Delete 1 Senior Engineering Aide Flex position and add 1 Electrical Supervisor position
- #708 Sr Construction Inspector Vehicle
 - Add 1 Fleet vehicle for the Senior Construction Inspector
- #709: Reclass SMW III to SMW I/II
 - Delete 1 Street Maintenance Worker III position and add 1 Street Maintenance Worker I/II position
- **Relevant Priorities: Hiring/Workforce Stability & Economic Development & Recovery**



Police Department

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
33,116,803	35,454,490	7%

Police expenditures are 32.5% of the FY 22/23 Proposed Budget



Police

Proposed General Fund Decision Packages

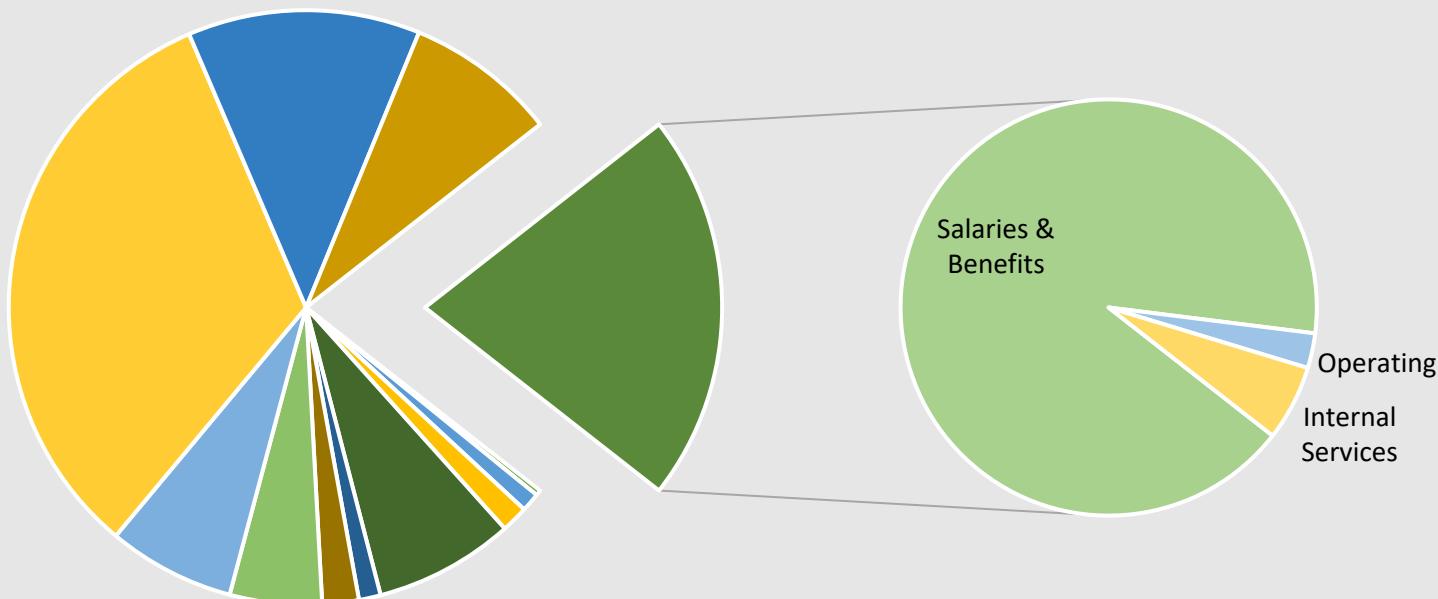
- #716 Dispatch Software & Hardware Maintenance
 - Additional ongoing cost for new 911 system
- #726 Consulting Services for CAD RFP
 - One-Time cost for consulting services to issue RFP for new Computer Aided Dispatch system; will result in additional costs for new CAD in future budgets
- **Relevant Priorities: Hiring/Workforce Stability & Economic Development & Recovery**



Fire Department

2021/22 Adjusted Budget	2022/23 Proposed Budget	% Change
23,608,193	23,040,340	-2%

Fire expenditures are 21.2% of the FY 22/23 Proposed Budget



Fire

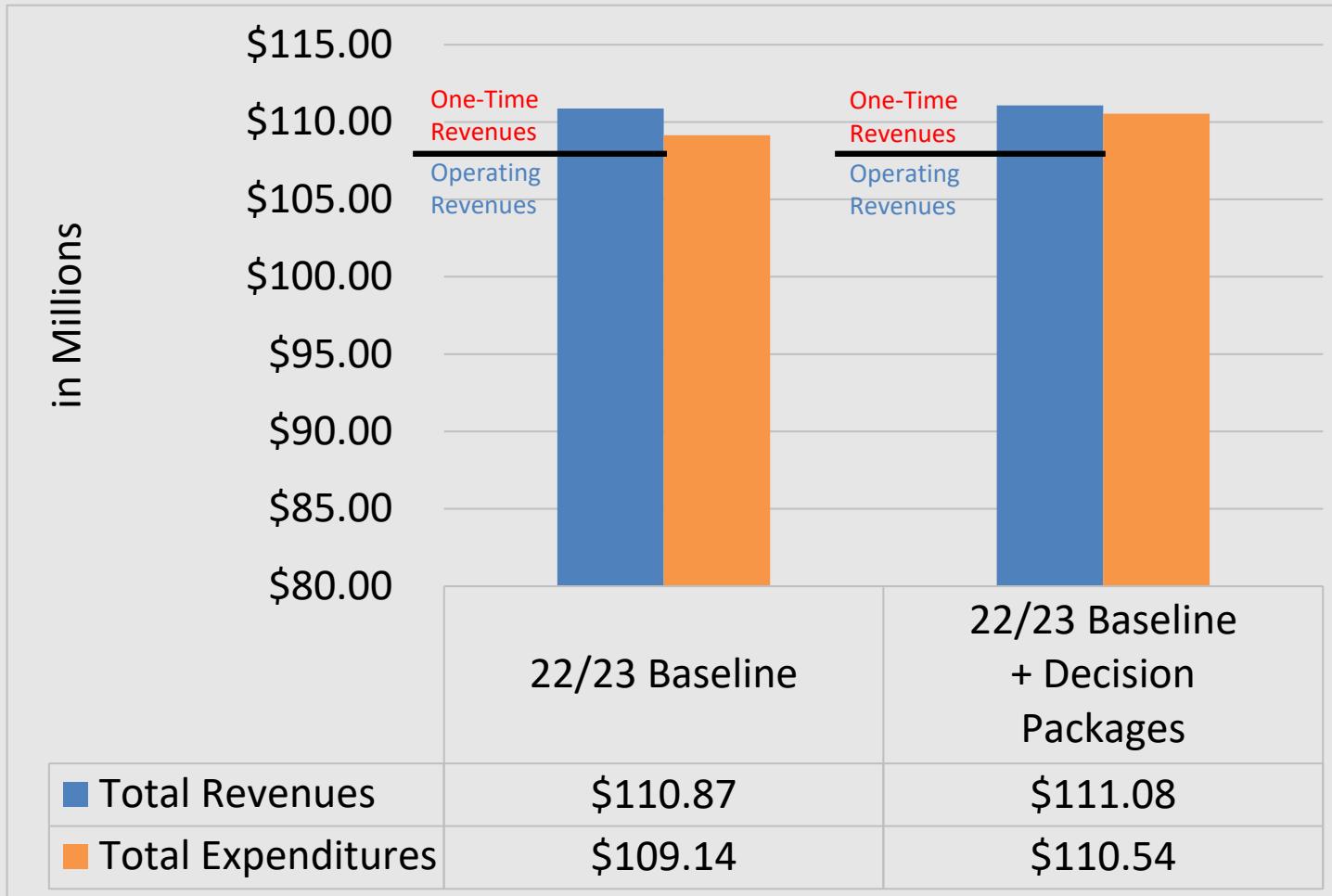
Proposed General Fund Decision Packages

- #695 FLSA Premium Pay
 - Additional ongoing operating budget to correct historical underbudgeting of FLSA premium pay
- #732 Fire Administration – 1600 Clay Street
 - Additional ongoing operating budget for rent and utilities at new Fire Administration offices at 1600 Clay Street
- **Relevant Priority: Hiring/Workforce Stability**



Revenues vs Expenditures

General Fund After Decision Packages



Utilities: Solid Waste & Recycling

	2021/22 Adjusted	2022/23 Proposed
Revenues	41,556,000	43,786,000
Expenditures	41,696,698	43,546,510
Net Impact of Operations	-140,698	239,490
Non-Recurring Revenues	0	503,200
Non-Recurring Expenditures	1,003,100	503,200
Net Impact of Non-Recurring	-1,003,100	0



Utilities: Water

	2021/22 Adjusted	2022/23 Proposed
Revenues	36,357,000	35,798,400
Expenditures	39,243,229	38,401,990
Net Impact of Operations	-2,886,229	-2,603,590
Non-Recurring Revenues	6,659,350	718,000
Non-Recurring Expenditures	11,408,540	663,300
Net Impact of Non-Recurring	-4,749,190	54,700



Utilities

Proposed Decision Packages

- #693 Waste Prevention Specialist
 - Add 1 Waste Prevention Specialist position for Solid Waste & Recycling division for SB 1383 implementation
- #735 New Tilt Trailer for Water Distribution
 - Add 1 Fleet tilt trailer for Water Distribution
- **Relevant Priorities: Hiring/Workforce Stability, Climate Change & Economic Development & Recovery**



Housing Funds

Proposed Decision Packages

- #731: LT Housing Specialist
 - Add 1 Limited-Term Housing Specialist position; up to 12 months, funded by developer
- **Relevant Priorities: Hiring/Workforce Stability & Housing/Homelessness**



Parking Funds

Proposed Decision Packages

- #723: LT Community Service Officer
 - Add 1 Limited-Term Community Service Officer position along with leased vehicle
- **Relevant Priorities: Hiring/Workforce Stability & Economic Development & Recovery**



ARPA Funds

Community Recovery Bank

- Consistent with ARPA's intent to support the recovery of communities
 - On March 15, 2022, Council supported the creation of a "Community Recovery Bank" to be funded with \$1.15M of ARPA funds
 - Remainder of ARPA funds allocated as part of proposed budget consistent with Council direction
 - Tonight, staff will provide a brief update regarding:
 - City's current survey to engage the community on potential projects/programs
 - Preview of next steps in the process for allocation of these funds



Community Recovery Bank Funding Survey

Community online survey initiated April 1, 2022 to get feedback from the public and help prioritize areas of community need

Community Recovery Bank Survey

How should the City of Napa use \$1.15M in ARPA funds?

The Napa City Council recently approved the allocation of the City's \$15.12 million in American Rescue Plan Act (ARPA) funding. The City will primarily use the funding to address core infrastructure needs and support Council priorities on homelessness, economic recovery and workforce stability.

A "Community Recovery Bank" has been established to support immediate economic stabilization for local households and businesses, with a total allocation to this bank of \$1,150,000.

**The City of Napa is seeking feedback from the public to help prioritize areas of community need.
The Napa City Council will use this important data to guide decisions and discussions on how best to distribute these Community Recovery Bank funds.**

272 responses received as of April 12th
Survey will remain open until **April 22nd**



Community Recovery Bank Grant Process

- Currently developing grant guidelines and process
- Prioritizing criteria for funding based on community input via survey
- City will be messaging regarding how to apply for funding from the Community Recovery Bank
- Anticipating that the application period will be through the summer



Next Steps

- April 19th – Today's budget workshop
- June 7th – Public budget hearing
- June 21st –
 - City Council budget adoption
 - ARPA Community Recovery Bank – Review of Grant Process
- July 1st – New fiscal year begins
- Early August – Adopted budget book published



Recommendations

- Provide input regarding proposed Budget and Decision Packages
- Provide direction to staff to incorporate recommended decision packages into Budget document for consideration in June.



End of Presentation



From: Christina Benz [REDACTED]

Sent: Tuesday, April 19, 2022 9:41 AM

To: Clerk <clerk@cityofnapa.org>; Scott Sedgley <ssedgley@cityofnapa.org>; Mary Luros <mluros@cityofnapa.org>; Liz Alessio <lalessio@cityofnapa.org>; Bernie Narvaez <bnnarvaez@cityofnapa.org>; Beth Painter <bp@bethpainter.com>

Cc: Lynne Baker [REDACTED]; Jim Wilson [REDACTED]>; Linda Brown <LBrown [REDACTED]>; Marilyn Knight-Mendelson [REDACTED]

Subject: Comments on Item 13.A City Budget Workshop

[EXTERNAL]

I am submitting comments on behalf of Napa Climate NOW! for items in the Recommended Decision Packages for FY 2022/23.

We would like to express our support for the creation of a Deputy City Manager position supported by a Management Analyst I/II to be responsible for the implementation of citywide Climate initiatives, among other responsibilities (as proposed on page 35). As detailed in the Draft 2040 General Plan, the climate initiatives have a broad reach and will involve actions by the Housing, Planning, Public Works, and Economic Development Departments. Oversight and coordination from the City Manager's office will be crucial to efficient implementation. We ask that the job description include expertise in climate change issues and that this responsibility be allotted the majority of the additional FTE time.

We note that two vehicle purchases are requested by the Department of Public Works (pages 11 and 16). We ask that the City Council purchase electric vehicles or plug-in hybrids for these uses to curb emissions in line with the recently adopted Climate Emergency Resolution. If electric vehicles or plug-in hybrids are not available for the required use, we ask that the City consider leasing ICE vehicles until appropriate EVs become available.

Thank you for your consideration.

Chris Benz

