



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

Tuesday, August 6, 2024

**3:30 PM Afternoon Session
No 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. PUBLIC COMMENT:**

***See page 6 for procedures to provide public comments to Council.**

4. CONSENT CALENDAR:**4.A. [279-2024](#) City Council Meeting Minutes**

Recommendation: Approve the minutes from the July 16, 2024 Regular Meetings of the City Council.

Attachments: [ATCH 1 - July 16, 2024 Draft Regular Meeting Minutes](#)

4.B. [196-2024](#) Amendment to DocuSign Contract Lifecycle Management Master Services Agreement

Recommendation: Authorize the City Clerk to execute Amendment No. 3 to City Agreement No. C2021-302 with DocuSign Inc. in the increased amount of \$10,000, for a total amount not to exceed \$228,712.35, to provide additional professional services related to the DocuSign CLM (Contract Lifecycle Management) product.

Attachments: [ATCH 1 - Draft amendment No 3. to Agreement C2021-302](#)
[ATCH 2 - Amendment No 2. to Agreement C2021-302](#)
[ATCH 3 - Amendment No 1. to Agreement C2021-302](#)
[ATCH 4 - Agreement No. C2021-302](#)

4.C. [273-2024](#) Agenda and Meeting Management Software Subscription and Services

Recommendation: Authorize the City Clerk to execute Amendment 2 to City Agreement number C2020-145 with Granicus, LLC in the increased amount of \$16,000.00, for a total Agreement amount not to exceed \$300,906.96 to provide additional analysis and training related to the agenda and meeting management of City of Napa public meetings.

Attachments: [ATCH 1 - Draft Amendment No. 2 to Agreement C2020-145](#)
[ATCH 2 - Amendment No. 1 to Agreement C2020-145](#)
[ATCH 3 - Agreement No. C2020-145](#)

- 4.D. [286-2024](#) **Treasurer's Quarterly Investment Report on the City's Investment Portfolio for the Quarter Ended June 30, 2024**
- Recommendation:** Receive the Treasurer's Quarterly Investment Report on the City's investment portfolio for the period ending June 30, 2024.
- Attachments:** [ATCH 1 - City of Napa Quarterly Investment Report 2024-06-30](#)
[ATCH 2 - Napa Quarterly Investment Report 2024-06-30](#)
[APNDX - Investment Policy](#)
- 4.E. [284-2024](#) **Monthly Budget and Investment Statement**
- Recommendation:** Receive the Monthly Budget and Investment Statement as of May 31, 2024.
- Attachments:** [ATCH 1 - May 2024 Budget Investment Statement](#)
- 4.F. [274-2024](#) **Abatement Services Agreement**
- Recommendation:** Authorize the City Manager to negotiate and execute an agreement with Yerba Buena Engineering and Construction for an amount not to exceed \$200,000 for the clean-up and abatement of homeless encampments, and other associated trash debris within the City of Napa; and determine that this action is exempt from CEQA.
- 4.G. [276-2024](#) **Water Meter Equipment Replacement**
- Recommendation:**
- 1) Determine that the proposed amendment and new contract with Badger Meter, Inc. meets the requirements for a "specialty item" as set forth in Napa Municipal Code Section 2.91.050; and
 - 2) Authorize the Utilities Director to negotiate and execute an amendment to the existing contract with Badger Meter, Inc. in the increased amount of \$130,000 for a total contract amount not to exceed \$350,000 for Fiscal Year 2024, for the purchase of water service meters and associated items for use in the municipal water distribution system; and
 - 3) Authorize the Utilities Director to negotiate and execute a contract in an amount not to exceed \$400,000 with Badger Meter, Inc. for Fiscal Year 2025, for the purchase of water service meters and associated items for use in the municipal water distribution system; and
 - 4) Determine that the actions authorized by this item are exempt from CEQA.
- Attachments:** [ATCH 1 - Written Determination for Specialty Items](#)

4.H. [283-2024](#)**Water Quality Monitoring Laboratory Analyses****Recommendation:**

1) Determine that the proposed amendment and new contract with Vitisystems, Inc., dba Caltest Analytical Laboratory, meets the requirements for a "specialty item" as set forth in Napa Municipal Code Section 2.91.050; and

2) Authorize the Utilities Director to negotiate and execute an amendment to the existing contract with Vitisystems, Inc., dba Caltest Analytical Laboratory, in the increased amount of \$100,000 for a total contract amount not to exceed \$650,000 for Fiscal Year 2024 for water quality monitoring laboratory analyses; and

3) Authorize the Utilities Director to negotiate and execute a contract with Vitisystems, Inc., dba Caltest Analytical Laboratory, in an amount not to exceed \$600,000 for Fiscal Year 2025, for water quality monitoring laboratory analyses; and

4) Determine that the actions authorized by this item is exempt from CEQA.

Attachments:

[ATCH 1 - Written Determination for Specialty Items](#)

5. COMMISSION INTERVIEWS AND APPOINTMENTS:**5.A. [253-2024](#)****Planning Commission Membership****Recommendation:**

Interview applicants and appoint one individual to the Planning Commission to fill either the unexpired remaining term of Mr. Massaro's ending December 31, 2024; or, fill the unexpired remaining term plus an additional full term ending December 31, 2026.

Attachments:

[ATCH 1 - Redacted Applications](#)

6. ADMINISTRATIVE REPORTS:**6.A. [271-2024](#)****League of California Cities 2024 Voting Delegate and Alternate****Recommendation:**

Appoint a City Council Voting Delegate and up to two Alternates to the General Assembly at the League of California Cities Annual Conference & Expo held October 16 - 18, 2024.

Attachments:

[ATCH 1 - League of California Cities 2024 Voting Delegate Packet](#)

7. COMMENTS BY COUNCIL OR CITY MANAGER:**8. CLOSED SESSION:**

- 8.A. [291-2024](#) CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6):
City designated representatives: Steve Potter, Heather Ruiz, MJ Tueros, Rajneil Prasad, Sabrina Wolfson and Zach Curren.
Employee organization: Napa City Firefighters Association (NCFA).
- 8.B. [292-2024](#) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code section 54956.9):
State Workers' Compensation Appeals Board, Case No. ADJ13266074.

9. ADJOURNMENT:

The next regularly scheduled meeting for the City Council of the City of Napa is August 20, 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, August 1, 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.