



CITY OF NAPA

MEETING MINUTES - Draft

CITY COUNCIL OF THE CITY OF NAPA

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

Tuesday, May 16, 2023

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 Luros, Councilmember Narvaez, Vice Mayor Painter, and Mayor Sedgley

2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental items:

Item 4: Email from Marc Nanes.

Items 6.A., 6.B., and 8.A.: PowerPointPresentations from City Staff.

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

3. SPECIAL PRESENTATIONS:

3.A. [192-2023](#) Mental Health Awareness Month

Mayor Sedgley and members of Council read the proclamation. Kristine Haataja, Vice Chair of the Napa County Mental Health Board, and Cassandra Eslami, Napa County Mental Health Division Director, accepted the proclamation and provided brief remarks.

3.B. [187-2023](#) National Public Works Week

Mayor Sedgley and members of Council read the proclamation. Julie Lucido, Public Works Director, accepted the proclamation and provided remarks.

4. PUBLIC COMMENT:

(See supplemental document in Attachment 1)

Gary Pitkin, Napa Police Captain - provided comments in acknowledgment of National Police Week.

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

A motion was made by Councilmember Luros, seconded by Councilmember Alessio, to approve the Consent Agenda with item 5.F. pulled for comment. The motion carried by the following vote:

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

5.A. [191-2023](#) City Council Meeting Minutes

Approved the minutes from the May 2, 2023 Regular Meeting of the City Council.

5.B. [193-2023](#) Old Sonoma Road Mixed Use Development

Approved the second reading and final passage, and adopted Ordinance O2023-005 amending Napa Municipal Code (NMC) Title 17 to add a new Chapter 17.33 establishing the Old Sonoma Road Mixed-Use Master Plan zone district (MP: OSR-MU) and amending the zoning map to rezone an 8.6 acre parcel at 2344 Old Sonoma Road, APN: 004-291-015, and an adjacent parcel of approximately 2,911 square feet from Public, Quasi-Public (PQ-P) district to the MP: OSR-MU, and determining that the actions authorized by the ordinance were adequately analyzed by a previous CEQA action.

Enactment No: O2023-005

5.C. [131-2023](#) Classification Plan and Salary for Economic Development Program Coordinator in the Community Development Department

Adopted Resolution R2023-046 amending the City Classification Plan by adopting the new classification specification and salary range for Economic Development Program Coordinator and deleting the classification specifications for Development Project Coordinator and Senior Development Project Coordinator; and amending the Budget Staffing Plan by adding two (2) Economic Development Program Coordinator positions, and deleting one (1) Development Project Coordinator position and one (1) Senior Development Project Coordinator position.

Enactment No: R2023-046

5.D. [135-2023](#) Citywide Landscape Maintenance Assessment District, Fiscal Year 2023-2024

1. Adopted Resolution R2023-047 to order the City Engineer to prepare and file the Preliminary Engineer's Report describing the improvements to be maintained by the Citywide Landscape Maintenance Assessment District for Fiscal Year 2023-2024, and determining that the actions authorized by this resolution are exempt from CEQA; and

2. Adopted Resolution R2023-048 of intention to approve the Preliminary Engineer's Report, levy and collect assessments, and give notice of a Public Hearing to consider approval of the Citywide Landscape Maintenance Assessment District for Fiscal Year 2023-2024, and determining that the actions authorized by this resolution are exempt from CEQA.

Enactment No: R2023-047 R2023-048

5.E. [139-2023](#) Joint Powers Agreement for Fire Services

Adopted Resolution R2023-049 authorizing the Fire Chief to execute on behalf of the City a Joint Powers Agreement for Fire Services with Napa County and American Canyon Fire Protection District.

Enactment No: R2023-049

5.F. [148-2023](#) CAL FIRE Urban and Community Forestry Grant

The Item was pulled by Councilmember Narvaez to acknowledge the action and commend the work of staff to obtain the grant funding.

A motion was made by Councilmember Narvaez, seconded by Vice Mayor Painter, that to adopt Resolution R2023-050: (1) authorizing the Parks and Recreation Services Director on behalf of the City to accept a grant from the State of California through the California Department of Forestry and Fire Protection (CAL FIRE) for Urban and Community Forestry Management in the amount of \$510,908, with a City match of up to \$174,388; (2) approving both revenue and expenditure budget adjustments to appropriate grant revenue in the Nonrecurring General Fund in the amount of \$510,908, as documented in Council Budget Amendment No. 29P11; (3) authorizing the Parks & Recreation Services Director to negotiate and execute an agreement with Davey Resource Group, Inc. for the CAL FIRE Urban and Community Forestry Grant Project in an amount of up to \$516,606; (4) authorizing the Parks & Recreation Services Director on behalf of the City to support the Napa County Resource Conservation District in their inter-jurisdictional application to the U.S. Department of Agriculture for an Urban and Community Forestry Grant for tree planting and related activities and utilize the CAL FIRE grant funds or in-kind services to satisfy the matching requirements; and (5) determining that the actions authorized by this resolution are exempt from CEQA. The motion carried by the following vote:

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

Enactment No: R2023-050

5.G. [188-2023](#) Alston Park Water Tank Demolition

Authorized the Utilities Director to execute change orders in an amount not to exceed \$25,000 on Agreement No. C2023-088 with Garney Pacific Inc. in the original amount of \$122,692, for a total contract amount not to exceed \$147,692 and determine this action is exempt from CEQA.

6. ADMINISTRATIVE REPORTS:**6.A. [154-2023](#) Council Spotlight - City Clerk's Department**

(See supplemental document in Attachment 1)

Tiffany Carranza, City Clerk; Samantha Pascoe, Deputy City Clerk, and Paulette Cooper, Office Assistant II, provided the report.

There were no requests to comment from members of the public.

6.B. [151-2023](#) Quarterly Recruitment Update

Human Resources Director Heather Ruiz provided the report.

Mayor Sedgley called for public comment; there were no requests to speak from members of the public.

Discussion was turned over to Council. Brief questions and comments ensued.

7. CONSENT HEARINGS:

7.A. [169-2023](#) Regulations for Interruptible Surplus Agricultural Water Service, Water for Temporary Purposes, Water Conservation, and Water Shortage

The Mayor pulled the item for discussion, and opened the public hearing. He posed various questions regarding Interruptible Ag service accounts, and suggested brief changes to the ordinance. Brief Council discussion ensued.

Phil Brun, Utilities Director, provided clarification and responded to questions.

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

A motion was made by Councilmember Narvaez, seconded by Councilmember Luros to close the public testimony. The motion passed unanimously.

A motion was made by Councilmember Luros, seconded by Councilmember Alessio, to approve the first reading and introduction of an ordinance amending Napa Municipal Code Section 13.04.050 (from "Metered Rates for Interruptible Surplus Agricultural Water Service" to "Interruptible Surplus Agricultural Water Service"), Section 13.04.350 (from "Water for Construction Purposes" to "Water for Temporary Purposes"), Chapter 13.09 (from "Permanent Water Conservation Regulations" to "Water Conservation Regulations"), and Chapter 13.10 (from "Moderate Water Shortage Regulations" to "Water Shortage Regulations"); repealing Napa Municipal Code Chapter 13.12 ("Severe Water Shortage Regulations"); and determining that the actions authorized by this ordinance are exempt from CEQA. The motion carried by the following vote:

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

8. PUBLIC HEARINGS:**8.A. [172-2023](#)** Extension of Interim Zoning Ordinance and Temporary Moratorium

(See supplemental document in Attachment 1)

Senior Planner Michael Walker provided the staff report.

Mayor Sedgley called for disclosures; there were none.

Mayor Sedgley opened public testimony. There were no requests to speak from members of the public.

Mayor Sedgley closed public testimony.

Brief comments and questions ensued from Council.

A motion was made by Councilmember Luros, seconded by Councilmember Narvaez, to adopt Ordinance O2023-006 extending for 22 months and 15 days Urgency Interim Ordinance No. O2023-004 of the City Council of the City of Napa, State of California, implementing the City's October 22 General Plan Update, commonly known as the City of Napa 2040 General Plan, by amending Title 17 of the Napa Municipal Code to (1) add interim zoning districts and associated interim zoning regulations, (2) amend the zoning map to rezone certain properties to the new interim zoning districts (3) establish interim procedures for review of permit applications, pending the adoption of a comprehensive update to the zoning code, and (4) impose a temporary moratorium on new or expanded service stations, and determining the actions authorized by this Ordinance are exempt from CEQA or have been adequately analyzed and addressed by a previous CEQA action.. The motion carried by the following vote:

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

Enactment No: O2023-006

9. COMMENTS BY COUNCIL OR CITY MANAGER:

Councilmember Narvaez invited members of the public to attend the Memorial Day event, hosted by Napa American Legion, at Veteran's Memorial Park at 11:30 a.m. on May 29, 2023.

CITY COUNCIL RECESS: 5:05 P.M.

6:30 P.M. EVENING SESSION

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

10.A. Roll Call:

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

11. PLEDGE OF ALLEGIANCE:

12. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental documents:

Item 14.A.:

- PowerPoint Presentation from City Staff
- Emails from Susan Gregory, Wes Jones, and Dalton Piercey

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

13. PUBLIC COMMENT: None.

14. PUBLIC HEARINGS:

14.A. [163-2023](#)

Devlin Bed and Breakfast Appeal

(See supplemental documents in Attachment 2)

Senior Planner Michael Allen provided the staff report.

Mayor Sedgley called for disclosures; members provided them.

Mayor Sedgley offered the appellant and applicant an opening statement. Robert Devlin provided a statement supporting his request to operate a bed and breakfast inn at the property.

Mayor Sedgley opened public testimony.

Harold Leggett - spoke in support of Mr. Devlin's appeal.

Mike Bolen - spoke in support of Mr. Devlin's appeal.

Brent Augustine - Spoke in support of Mr. Devlin's appeal.

Katrina Klam - spoke in support of Mr. Devlin's appeal.

Judy Buffington - provided comments regarding the process; and spoke in support of Mr. Devlin's appeal.

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

Mayor Sedgley offered the appellant an opportunity to rebut comments; Mr. Devlin declined.

Discussion was turned over to Council for deliberation.

Individual Council comments and questions ensued. Staff and the appellant responded to questions and provided further clarification.

A motion was made by Vice Mayor Painter, seconded by Councilmember Alessio, to adopt Resolution R2023-051 denying an appeal and upholding the Planning Commission's denial of a use permit to operate a bed and breakfast inn at 962 Jackson Street. The motion carried by the following vote:

Aye: 4 - Alessio, Luros, Painter, and Sedgley

No: 1 - Narvaez

Enactment No: R2023-051

15. COMMENTS BY COUNCIL OR CITY MANAGER:

Vice Mayor Painter thanked her fellow Councilmembers for signing up for the Napa Climate Summit, "Moving Forward Faster," to take place on May 23, 2023. She shared that more information on the public event was available on eventbrite.com.

16. ADJOURNMENT: 7:34 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**

May 16, 2023

FOR THE CITY COUNCIL OF THE CITY OF NAPA

AFTERNOON SESSION:

SUBMITTED PRIOR TO THE CITY COUNCIL MEETING

4. PUBLIC COMMENT:

- 1) Email from Marc Nanes received on May 12, 2023.

6. ADMINISTRATIVE REPORTS:

6.A Council Spotlight – City Clerk’s Department

- PowerPoint Presentation from City Staff.

6.B Quarterly Recruitment Update

- PowerPoint Presentation from City Staff.

8. PUBLIC HEARINGS:

8.A Extension of Interim Zoning Ordinance and Temporary Moratorium

- PowerPoint Presentation from City Staff.

Thank You Mayor Sedgley, and Vice Mayor Painter for allowing me to speak here today.

My name is Marc Nanes. I have been a resident of Napa for the past 23 years.

I am here today because I am concerned about the dangerous rhetoric I hear in the news each day. Most of which I am able to tune out or simply ignore. But when that rhetoric shows up at my doorstep, where it can be seen or heard by my child, or by my neighbor's children, then I cannot abide, I can no longer simply ignore it.

And so today I call your attention to an issue that I see as the very worst of American culture, and it is on display for all to see right here in Napa, just across town at 3020 Brown's Valley road. For years, the resident living at this location, has posted messages on a large billboard in front of his house, first on the back of his pickup truck parked in the street, and more recently in his driveway. I'm sure you all have seen it. And I am sure that you are all as equally disgusted and fed up as I am.

And my question for you is, how can we sit idly by and do nothing, and allow for this kind of fear mongering to go unchecked? How can we allow someone to spread his hate and misinformation around our community? Now, I understand that he does this while hiding behind the protections of the first amendment to the constitution, and I am not here to challenge his right to free speech. Let me repeat that, I am not here to challenge his right to free speech.

But when his messages cross the line into hate speech, albeit veiled and nonsensical and crude, then it becomes a danger to our community, because of its potential to "incite lawless action". This kind of speech is not protected by the first amendment, if it is the sort of speech that can lead others to commit criminal acts. So I ask you, are we just sitting back and waiting for something bad to happen, simply because the first amendment gives someone the right to say what they want?

I call your attention to the hateful crime committed in Pittsburgh in 2018, when a 46 year-old lunatic shot up a synagogue and killed 11 people? Just prior to this heinous act, he posted anti-semitic comments online, which included clear mentions of what he intended to do. And when nobody intervened, he was able to carry out his crime.

Now I am not suggesting that our guy on Brown's Valley Rd. is capable of such an act, but I do know his recent postings were very clearly anti-semitic (anti-Jewish), and while I won't dignify this individual by quoting him here in this venue, I will tell you that as a Jewish member of this community, it gives me great consternation that he has been allowed to continue his deranged postings for years!

And as you all know, his postings are not just anti-Jewish, they are anti-American, they are anti-Napa, they are anti-government, anti-science, anti-LGBTQ, and most certainly, anti-common sense. And they are targeted at the most vulnerable members of our community, who might not know enough, to see these messages for the conspiracy nonsense that they are.

So today I am asking you all to help me, and to help the Napa community, shut down this hate mongering, shut down this dangerous propaganda, and to not allow this resident, or any other, to promote hate and provoke violence in our community. There is no place for hate in this community. Napa is no place for anti-semitism, no place for discrimination of anyone because of their religious beliefs, or the color of their skin, no place for discrimination against the LGBTQ community, no place for hate! Thanks You Very Much for Your Time.



City of Napa's Monthly Spotlight

City Clerk's Department
May 16, 2023



DID YOU KNOW? ...



The office of the Professional Municipal Clerk is the oldest among public servants.

The early keepers of the archives were often called remembrancers, and before writing came into use, their memory was public record.

In England, the Office of the City Clerk can be traced back to 1272 A.D.

Department Staff

City Clerk

Tiffany Carranza, CMC

Deputy City Clerk

Samantha Pascoe, CMC

Management Analyst

(Records)

Gretchen Emmert

Office Assistant II

Paulette Cooper

Imaging Clerk

Carlyce Banayat

Management Analyst

(PRA/Projects)

Tayler McDonald



WHAT WE DO...

- Primary link between City Council, City staff, and the public
- Serves as Liaison for the Mayor and City Councilmembers
- Prepares official meeting agendas, agenda packets, minutes and publishes video archives
- Municipal Code and charter administration
- Records and prepares all approved city laws (ordinances), resolutions, and charter amendments.
- Municipal Elections
- Records Management
- Provides access to public information (California Public Records Act)
- Manage the recruitment/appointment process of City's Boards, Commissions and committees
- Political Reform Act Filing Officer
- Administers Oaths of Office
- Accepts Claims and Subpoenas
- Coordinates ceremonial functions, proclamations, certificates of appreciation, etc.
- Serves as Sister City liaison
- Public Information Officers ("PIO")



Internal Services

Records Management

Manages the Citywide Records Management Program:

- Proper maintenance, retention, storage, and preservation of records
- Accessibility of Records – Maintains public portal (Laserfiche)
- Appropriate Destruction of Records

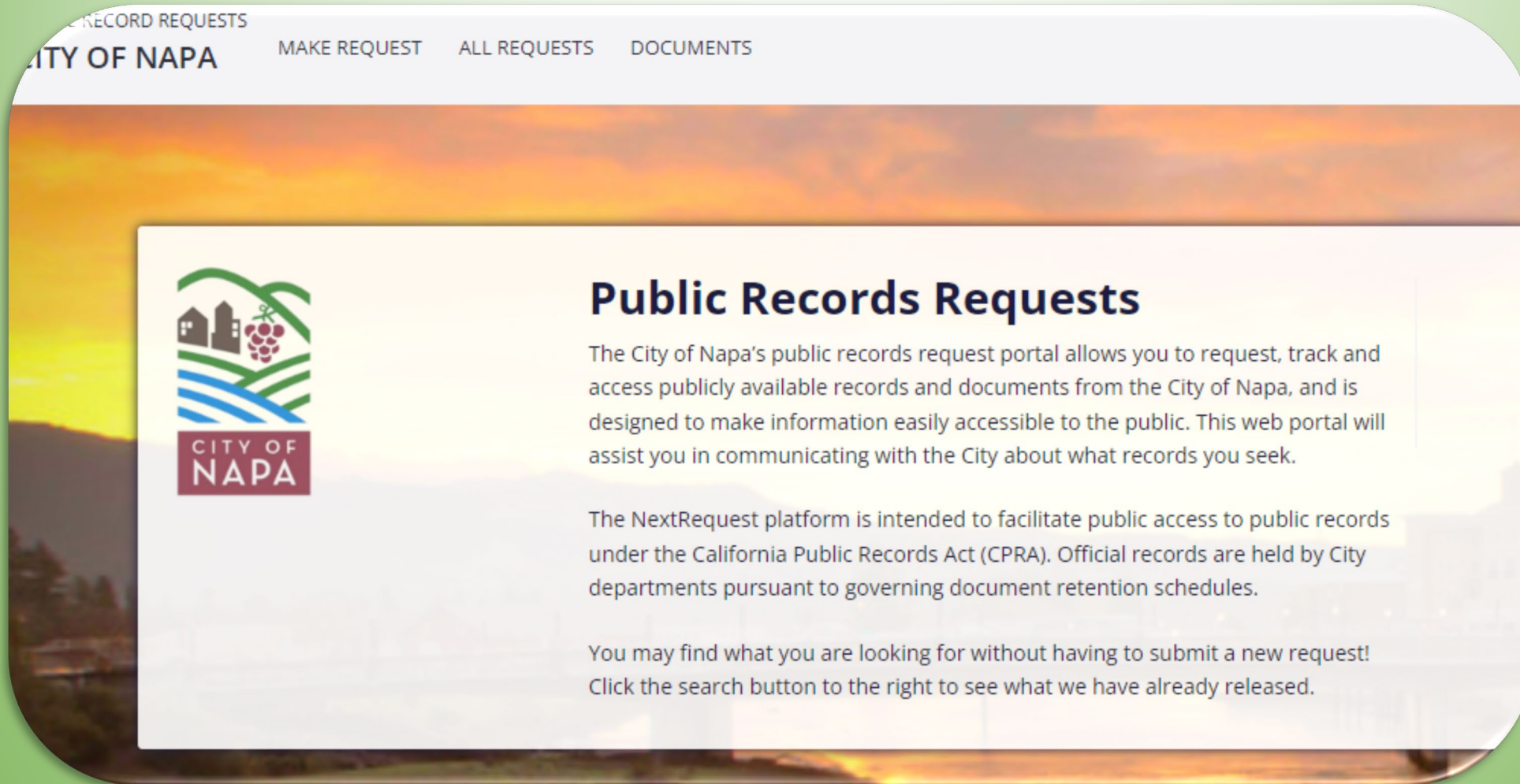


Public Records Act Requests

The California Public Records Act (CPRA) was enacted to provide access to information that enables the public to monitor the workings of their government.

The City Clerk Department manages the process and works with departments to respond to records requests and to ensure compliance with the CPRA.

- Receives and responds to Citywide Public Records Request
- Maintains Public Portal - NextRequest



<https://cityofnapa.nextrequest.com/>

LOOKING AT NUMBERS...

Responded to 328 requests in calendar year 2022 which was an increase of 19% from year prior; and 43% increase from 2020.

Online Public Records

Home > Government > Departments > City Clerk > Public Records Search

Public Records Search

If you are experiencing issues downloading or printing you need to disable pop-ups.

To access the records portal visit the site directly by [clicking this link](#).

LOOKING AT NUMBERS...

Documents processed in 2022

- 368 Agreements (347 manually / 21 electronically)
- 85 Amendments (76 manually / 9 electronically)
- 41 Contract Change Orders
- 115 City Council Resolutions
- 10 Housing Authority Resolutions
- 13 Ordinances

....and many more!

Welcome to The City of Napa's Online Records Portal

Public Document Center

Search in Public Portal



SEARCHING TIPS AND TRICKS

QUICK SEARCH-ENTRY ID#

QUICK SEARCH-CONTRACTS or AGREEMENTS by NUMBER

QUICK SEARCH-RESOLUTIONS or ORDINANCES by NUMBER

BROWSE ORDINANCES

BROWSE RESOLUTIONS

BUDGET ADJUSTMENT FORMS

COMPLETE AGENDA PACKETS-CITY COUNCIL

CONTRACTS/AGREEMENTS-001 GOODS AND SERVICES

CONTRACTS/AGREEMENTS-115 REAL PROPERTY

Granicus-Legistar City Council and Boards, Commissions and Committees Documents

Browse Building Records

Additional Building Records Such as Permits in eTRAKIT

Agenda Management

LOOKING AT NUMBERS...

Meeting Agendas, Packets and Minutes:

In 2022...

- City Council - 34
- Housing Authority Board - 9
- Public Finance Authority – 3
- Proclamations - 32



Agendas & Minutes

ATTACHMENT 1

CITY OF NAPA

Select Language ▼

Home Legislation Council Calendar Board and Commission Meetings

List View Calendar View

arch: 2023 All Meeting Bodies

notes closed captions

Search Council Calendar Help

6 records Group Export

Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Video
1/17/2023	3:30 PM	City Hall Council Chambers 3:30 PM Afternoon Session 6:30 PM Evening Session	Meeting details	Agenda	Minutes	Video
1/23/2023	4:15 PM	City Hall Council Chambers SPECIAL MEETING - 4:15 PM	Meeting details	Agenda	Minutes	Video
1/31/2023	9:00 AM	City of Napa Senior Activity Center 1500 Jefferson Street, Napa SPECIAL MEETING - 9:00 AM	Meeting details	Agenda	Minutes	Not available

Page 11 of 35

Page 20 of 72

Boards, Commission and Committee Recruitment

ATTACHMENT 1

City Boards, Committees, and Commissions

1. Bicycle and Pedestrian Advisory Commission
2. Building and Fire Code Board of Appeals
3. Civil Service Commission
4. Community Development Block Grant (CDBG) Advisory Committee
5. Cultural Heritage Commission
6. Disability Access Board of Appeals
7. Housing Authority Board
8. Parks, Recreation and Trees Advisory Commission
9. Planning Commission
10. Public Art Steering Committee
11. Public Finance Authority (PFA)
12. Senior Center Advisory Commission

County Boards / City representatives

1. Napa County Library Commission
2. Napa County Mosquito Abatement District Board
3. Napa Public Access Cable TV
4. Napa Sanitation District Board
5. Napa Valley Transportation Authority (NVTa) Active Transportation Advisory Committee (ATAC)
6. Napa Valley Transportation Authority (NVTa) Citizen Advisory Committee (CAC)

Boards, Commission and Committee Recruitment

LOOKING AT NUMBERS...

In 2022...

- 6 Recruitments
- 1 ongoing recruitment
- 32 appointments made
- 1 Nomination Committee Meeting



Application Deadline Extended!

Do you want to make a difference in your community? Do you have expertise you could share? The City Clerk has announced new Board openings and is now accepting applications from Napa residents!

A total of 7 openings are available:

- 2 to serve on the Community Development Block Grant (CDBG) Advisory Committee. This committee gives advisory to City Council on matters regarding the Community Development Block Grant program.
- 4 to serve on the Senior Advisory Commission, which makes recommendations to the City Council and the Parks and Recreation Services Director.



City of Napa - Local Government · Follow

August 17, 2021 · 🌐

[para español 🇺🇸] If you're looking to make a difference in your community a position on a board or commission! There are a total of 17 open positions.

- Bicycle and Trails Advisory Commission
- Building and Fire Code Board of Appeals
- Community Development Block Grant Advisory Committee... See more

See Translation



Have an impact. Make a difference.

APPLY FOR A CITY BOARD OR COMMITTEE

APPLICATIONS DUE AUGUST 27 @ 5 PM



ATTACHMENT 1

CLERK ANNOUNCES BOARD, COMMITTEE AND COMMISSION OPENINGS!

THE CITY OF NAPA IS LOOKING FOR **EIGHT** DEDICATED & ENTHUSIASTIC CITIZENS TO SERVE ON THE FOLLOWING:

- **CIVIL SERVICE COMMISSION:**
1 OPENING, CITY COUNCIL APPOINTMENT
- **COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY COMMITTEE (CDBG):**
1 OPENING
- **CULTURAL HERITAGE COMMISSION:**
3 OPENINGS
ONE SEAT SHALL FILL THE REQUIREMENT OF PRESERVATION PROFESSIONAL
- **NAPA COUNTY LIBRARY COMMISSION:**
1 OPENING, CITY OF NAPA REPRESENTATIVE
- **NAPA PUBLIC ACCESS CABLE TV BOARD:**
1 OPENING
- **PARKS, RECREATION, AND TREES ADVISORY COMMISSION:**
1 OPENING, HIGH SCHOOL REPRESENTATIVE

APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN: FRIDAY, JUNE 2, 2023

APPLICATIONS AVAILABLE ONLINE FOR SUBMISSION:

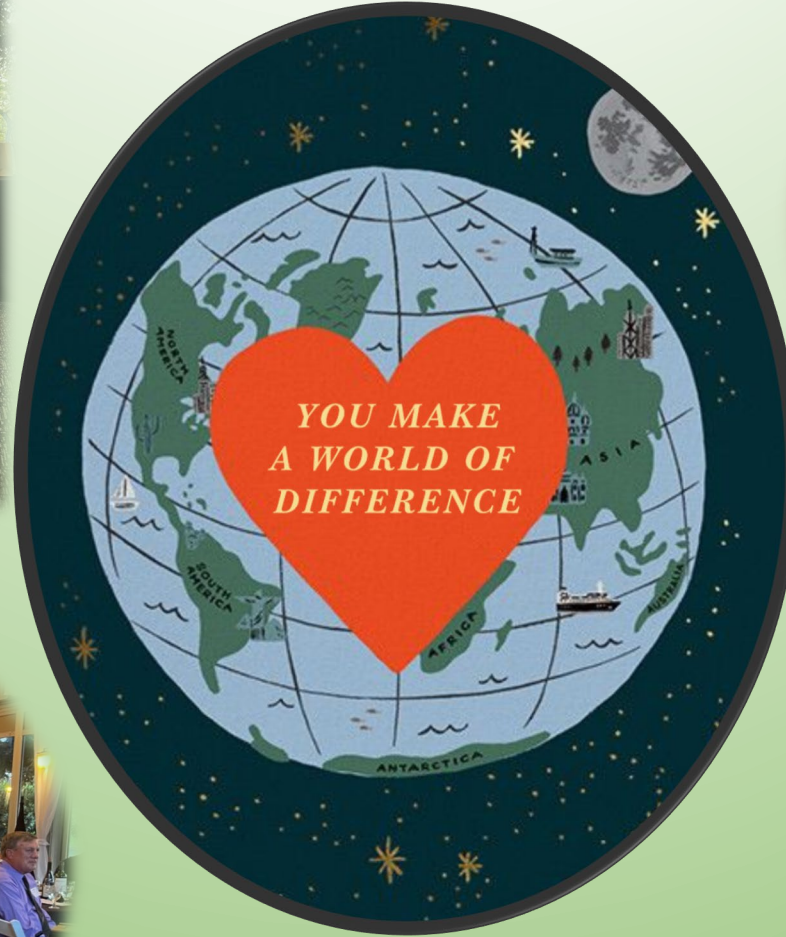
VISIT THE CITY OF NAPA AT WWW.CITYOFNAPA.ORG AND CHOOSE BOARDS COMMISSIONS AND COMMITTEES FROM THE CITY CLERK'S PAGE

CITY CLERK OFFICE - CITY HALL
955 SCHOOL STREET IN NAPA
PHONE: 707-257-9503
EMAIL: CLERK@CITYOFNAPA.ORG

visit www.cityofnapa.org and choose Boards, Commissions & Committees from the City Clerk's Page

Board, Commission and Committee Recognition Dinner

ATTACHMENT 1





SAVE THE DATE!

**Join us for light refreshments and
the unveiling of the
2000 Board and Commission
time capsule.**

***Thursday, June 22, 2023
City Hall***

More information to come



- Time Capsule Event
- Implement an online public comment tool to improve efficiencies for collecting, sharing and managing comments from the public
- Update Administrative regulations and procedures for Records Managers and coordinators
- Coordinate Citywide department staff training for records management and agenda management
- Continue Records Inventory Project

Thank you!

ATTACHMENT 1

City Council Regular Meeting
5/16/2023 **ATTACHMENT 1**
Supplemental - Item 6.B.
From: City Staff



Quarterly Recruitment Update

Human Resources

May 16, 2023

Full-Time Recruitment Metrics

(FY22/23 Q3)

Metric	Total
Recruitments Completed	23
Positions Filled	26
Total Current Vacancies	49 in Q3 FY22-23 56 in Q2 FY22-23
Current Active Recruitments	18



Part-Time Recruitment Metrics

(FY22/23 Q3)

Metric	Total
Recruitments Requested	4
Recruitments Completed	2
Positions Filled	3
Upcoming Recruitments	8

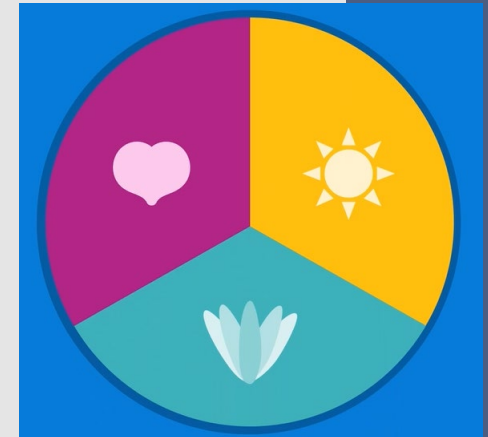


Employee Turnover



Highlights

- EAP Offerings and Mental Health Resources for City Employees & Family Members



CLAREMONT
Powered by  uprisehealth



- Quarterly Mid-Manager Meeting held in March

Highlights



- Public Safety New Hires and Promotions in Fire & Police Departments

Highlights





Highlights



- Job Fairs & Hiring Events at:
 - CareerPoint Napa
 - Sonoma State University
 - Napa Valley College



- Bright Futures 8th Grade Career Expo

Highlights



Page 26 of 35
Page 35 of 72



Highlights

- Diversity Ads & Targeted Recruitment Advertising Efforts



ATTACHMENT 1



"Since I came to the United States, it was my desire to work for the City of Napa, but I believed it was something impossible.

Now that I work for the City of Napa, I am proud, and with great satisfaction, I can say that my dream came true. With the same satisfaction I represent and serve my community by always doing my best in everything I do."

**Jesus Tapia, Street Maintenance Worker II
Public Works Department**



"Desde que llegué a los Estados Unidos era mi deseo trabajar para la ciudad de Napa, pero creía que era algo imposible.

Ahora que trabajo para la ciudad de Napa, estoy orgulloso y con mucha satisfacción puedo decir que mi sueño se hizo realidad. Con la misma satisfacción represento y sirvo a mi comunidad dando siempre lo mejor de mí en todo lo que hago."

**Jesus Tapia, Street Maintenance Worker II
Public Works Department**

Highlights

- New Personalized Webpage with Employee Testimonials!



"Working for the City of Napa has allowed me to grow quickly within my career. I am grateful for the many opportunities I've been given over the last several years, and I am honored to serve the community in which I live."

**Morgan Simone, Administrative Assistant
Finance Department**



"I enjoy working for the City of Napa because I'm surrounded by a supportive group of people from across all City departments who are truly dedicated to making our community and organization a better place! I have been fortunate enough to work in two different departments at the City of Napa, including the City Clerk's Office and Human Resources Department, which has given me the opportunity to learn new areas and continue growing my career in local government."

**Caitlin Saldanha, Management Analyst II
Human Resources Department**



"The City of Napa has provided a wonderfully unique environment to forge a career in public service. This organization is committed to exceptional customer service, work/life culture and serving the community with integrity and efficiency.

This is all made possible by the incredible folks that work for the City of Napa. I am honored to be amongst so many talented and dedicated coworkers."

**Seth Anderson, Senior Budget Analyst
Finance Department**



"It is a pleasure to work for the City of Napa, the place where I was born and raised.

I get to be a part of a team that is passionate about making a difference in our community."

**Fernando Salinas, Management Analyst I
Human Resources Department**

- Diversity, Equity & Inclusion (DEI) Training Program – Year 3

Highlights



- COVID-19 Prevention Program (CPP)

Highlights



THANK YOU!





Interim Zoning Ordinance

May 16, 2023

Interim Zoning Ordinance

- Urgency Ordinance Adopted April 18
- Eligible for 22-Month, 15-Day Extension
 - Through April 18, 2025
 - Continue Work On Municipal Code Updates
 - Establish Objective Standards – Service Stations & Drive-Through Uses
- Interim Zoning & Temporary Moratorium Expire Upon Adoption of New Regulations



Drive Throughs in AF Overlay

- Active Frontage Overlay (AF)
 - Prohibition of Drive-Through Uses
- General Plan Focus Area Goals & Policies
 - Promote pedestrian-oriented development
- Further Evaluation as part of Forthcoming Zoning Ordinance Updates



Action

Final action by the City Council:

- Adopt an Ordinance extending for 22 months and 15 days Urgency Ordinance No. O2023-004 of the City Council of the City of Napa, State of California, implementing the City's October 2022 General Plan Update, commonly known as the City of Napa 2040 General Plan by amending Title 17 of the Napa Municipal Code to (1) add interim zoning districts and associated interim zoning regulations, (2) amend the zoning map to rezone certain properties to the new interim zoning districts (3) establish interim procedures for review of permit applications pending the adoption of a corresponding update to the Napa Municipal Code, (4) impose a moratorium on new or expanded service stations and determining the actions authorized by this Ordinance are exempt from CEQA or have been adequately analyzed and addressed by a previous CEQA action.



ATTACHMENT 2

**SUPPLEMENTAL REPORTS &
COMMUNICATIONS Office of the City Clerk**

**City Council of the City of Napa
Regular Meeting**

May 16, 2023

FOR THE CITY COUNCIL OF THE CITY OF NAPA

EVENING SESSION:

SUBMITTED PRIOR TO THE CITY COUNCIL MEETING

14. PUBLIC HEARINGS:

14.A Devlin Bed and Breakfast Appeal

- PowerPoint Presentation from City Staff.
- 1) Email from Susan Gregory received on May 15, 2023.
- 2) Email from Wes Jones received on May 16, 2023.
- 3) Email from Dalton Piercey received on May 16, 2023.

EVENING SESSION:

SUBMITTED DURING THE CITY COUNCIL MEETING

14.A. Devlin Bed and Breakfast Appeal:

- 2) Document titled "One of Napa's Hottest Real Estate Neighborhoods; Can You Guess What It Went For?" received on May 16, 2023.

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EVENING SESSION:

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14. PUBLIC HEARINGS:

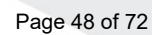
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PL22-0080 Devlin Bed & Breakfast Appeal

May 16, 2023



Devlin Bed & Breakfast

962 Jackson Street



Bed & Breakfast Inn Purpose

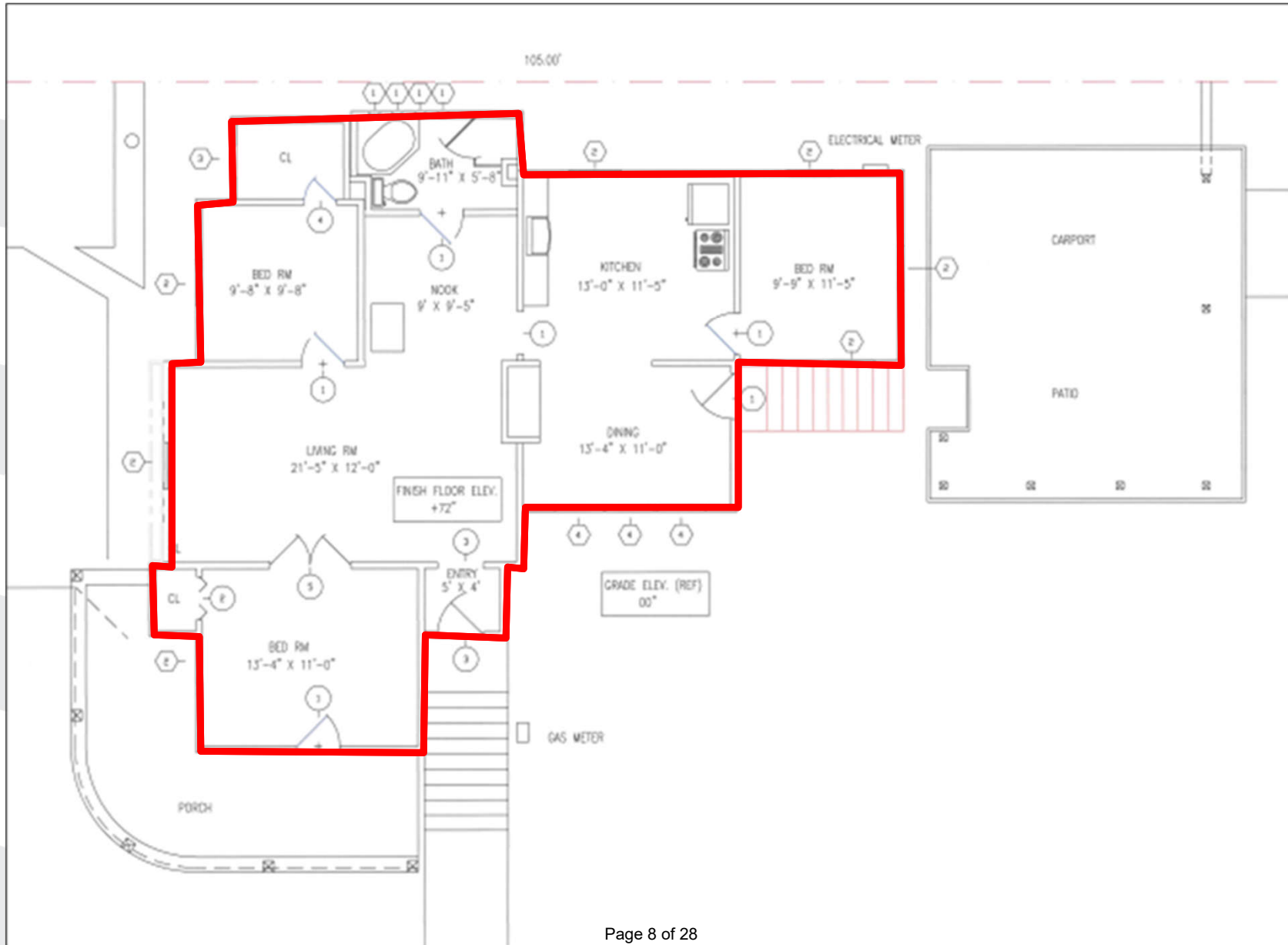
NMC Section 17.52.060.A

- 1. To assist in preservation and adaptive reuse of city historic resources.**
2. To serve visitors to the Napa Valley.
3. To assure compatibility with residential neighborhood surroundings.
4. To mitigate impacts on local rental housing stock, to the extent permitted by state law.

Devlin Home



Floor Plan



B&B Example

Churchill Manor – 741 Seminary

ATTACHMENT 1



B&B Example

ATTACHMENT 1

The White House Inn – 443 Brown Street



B&B Example

Goodman House - 492 Randolph

ATTACHMENT 1



Page 11 of 28

Page 55 of 72



B&B Example

ATTACHMENT 1

McClelland House – 1211 Division



B&B Example

Heath B&B – 741 Seminary

ATTACHMENT 1



Planning Commission's Denial

Planning Commission Denied the Use Permit application at their April 6, 2023 regular meeting.

Found proposal not consistent with GP goals and Zoning standards – “to assist in the preservation and adaptive reuse of historic resources.”

- Would not assist the preservation and adaptive reuse of a historic resource since home does not appear to need extensive renovations nor would the cost be more extensive than a typical home.
- Due to small size, (1,200 square feet, three bedrooms) the home is not in need of adaptive reuse.

Planning Commission's Denial

Planning Commission Denied the Use Permit application at their April 6, 2023 regular meeting.

- Unlike typical Victorian era home with larger floor plan and numerous bedrooms, formal dining room, drawing room and other ancillary rooms, is larger than the modern day, single-family's needs.
- Size of the subject home is typical, and in fact ideal, for its continued use as a single-family residence.

Planning Commission's Denial

Planning Commission Denied the Use Permit application by a vote of (3-1-0), Commissioner Kelly voted no on the denial and Commissioner Hurtado was absent.



Basis for Appeal

Appellant:

Commissioner Kelly was correct when acknowledged ordinance doesn't preclude his residence from becoming a bed and breakfast inn and other commissioners mistaken in denying his use permit application.

Staff Response:

Primary purpose for bed and breakfast inn conversion to assist in the preservation and adaptive reuse of City historic resources, also a use permit is required.

Basis for Appeal

Staff Response:

Specific purpose of use permit per NMC Chapter 17.60 (Use Permits) is for uses which may be suitable only in specific locations in a zoning district or which require special consideration in their design, operation or layout to ensure compatibility with surrounding uses.

The bed and breakfast request not suitable for the home at the proposed location because the B & B conversion was not needed to assist in preservation and adaptive reuse of a historic resource because home not in need of extensive renovation and due to its small size is not in need of adaptive reuse.

Basis for Appeal

Appellant:

Logic applied by Staff and Commission seems to be if it's smallish, in good shape and isn't a stately Victorian, then it doesn't qualify as a bed and breakfast inn, even though those standards aren't clearly stated in the bed and breakfast ordinance or General Plan. Mr. Devlin mentions that none of this was stated to him prior to his reading the staff report.

Staff Response:

Purpose for a bed and breakfast conversion to assist in the preservation and adaptive reuse of a historic resource, Staff interprets the B and B code section as being most applicable to a typical historic Victorian,

Recommendation

Adopt a resolution denying an appeal and upholding the Planning Commission's denial of a Use Permit to operate a bed and breakfast inn at 962 Jackson Street and determining the action is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15061(b)(4) which exempts projects that are disapproved.

End of Presentation



From: [Samantha Pascoe](#)
To: [Clerk](#)
Subject: Fw: 962 Jackson St...proposed B&B
Date: Tuesday, May 16, 2023 9:29:14 AM

From: Susan Gregory <[REDACTED]>
Sent: Monday, May 15, 2023 3:25 PM
To: Planning Department <planningdepartment@cityofnapa.org>
Subject: Fwd: 962 Jackson St...proposed B&B

From: Susan Gregory <[REDACTED]>
Date: May 15, 2023 at 3:24:25 PM PDT
To: mallen@cityofnapa.org
Subject: 962 Jackson St...proposed B&B

I received notice of the proposed B&B and did not respond at that time, but I was glad when it was denied. I live at Main & Jackson, the house being discussed is at Adrian & Jackson, a half-block from me and one I enjoy looking at from my front porch.

It's a great property, one I would have wanted to purchase had it been available when I bought my home in 1993.

I believe that our neighborhood would be best served by this house remaining a single family home. There are two B&B's about 8 houses south of me on Main St., and I believe a number of AirB&B's as well as another B&B north of me on Main St, and in the near vicinity.

Buying a home in Napa is difficult due to high prices, but also due to lack of inventory. And there are surely more than enough hotel rooms existing and planned for downtown Napa. I hope you will make a decision that lends itself to our local citizenry versus the transient tourist population.

We're important, too!

Respectfully submitted,

Susan Gregory
[REDACTED]

Napa

Sent from my iPad

From: [Clerk](#)
To: [Clerk](#)
Subject: FW: DEVLIN BED& BREAKFAST - 962 JACSKON STREET (PL22-0080)
Date: Tuesday, May 16, 2023 9:39:11 AM

From: Wes [REDACTED]
Sent: Tuesday, May 16, 2023 8:26 AM
To: PlanningCommission <PlanningCommission@CityOfNapa.org>
Subject: RE: DEVLIN BED& BREAKFAST - 962 JACSKON STREET (PL22-0080)

[EXTERNAL]

Dear Planning Commissioners,

This a resubmittal of my letter of 3/14/2023 opposing the application DEVLIN BED & BREAKFAST – 962 JACSKON STREET (PL22-0080).

In addition to the letter below, I would like to add the following:

- This is really an application for an Airbnb. We have an existing permitting process in place for evaluating and approving short-term rental houses in Napa. If it cannot successfully obtain a permit under the existing process, than is it certainly not acceptable to be approved under the Bed & Breakfast rules. Approving an end-run around the rules sets a dangerous precedent for every residential neighborhood in the City.
- If the appeal is based on the Bed & Breakfast rules not being specific, the argument is specious. Looking for loopholes to claim ‘there’s no rule against it’ results in overly-convoluted rules. If, as I understand it, the rules allow for the discretion of the Commission, that is precisely why that is in place. It allows the Commission to evaluate individual cases on their merit and not have to create rules that specify every possible factor, which would be not only impractical, but impossible.
- There exist many such short-term rental businesses within the downtown area, for better and worse. Allowing this business activity to creep into solid residential neighborhoods will erode the value of said neighborhoods.

I hope the Commission will appreciate the negative impact of this proposal and, again, reject it.
Sincerely,

Wes Jones, Owner
[REDACTED]

Napa, CA 94559

From: Wes [REDACTED]
Sent: Tuesday, March 14, 2023 7:32 PM
To: 'PlanningCommission@CityOfNapa.org' <PlanningCommission@CityOfNapa.org>
Subject: DEVLIN BED& BREAKFAST – 962 JACSKON STREET (PL22-0080)

Dear Planning Commissioners,

This letter is a comment on the notice: DEVLIN BED & BREAKFAST – 962 JACSKON STREET (PL22-0080).

I am the property owner located next to the proposed B&B and I am strongly opposed to the proposal for the following reasons:

- This is a residential neighborhood, not a Bed & Breakfast neighborhood.
- The disruption of having short-term occupants will interfere with the enjoyment of my property, and that of the neighborhood by its full-time residents.
- Responding to the disruptions places the onus on the neighbors to police the business, one that has no business being in a residential neighborhood.
- The dire shortage of Napa housing should prohibit considering the loss of a residentially-zoned single family residence into a B&B.

I hope the Commission will appreciate the negative impact of this proposal and reject it.

Sincerely,

Wes Jones, Owner

[REDACTED]

Napa, CA 94559

To:
Council Members
The City Of Napa
5/6/2023
From:
Dalton J. Piercey, Statement

Dear Council Members:

I apologize, I had made plans to attend the Council Meeting tonight but unfortunately I recalled that I have a meeting tonight at 7 pm. I have been a Secretary at that meeting now for five years. So I have made the choice to communicate to you via letter some information in concern of the Devlin B&B.

Yet this first, I remember back to one of the Council meetings I attended that was in concern of the Smoking Cat on Main St. I was in the pro position and Muriel Fagiani was in the opposing position. Muriel came forward and offered a story about an oatmeal cookie that she would purchase from Rossi's Deli. It was quite a story in which she recounted memories that imaged time and culture. All in all I was handedly whipped in the debate with the questionable Smoking Cat not getting permitted for music. These many years later I discovered that what Muriel was doing was to integrate some knowledge of our times in Napa, and our culture. Adding culture and our history into discussion's adjoining the important planning information; we can view issue's with a community perspective.

I find myself now in that place where I have to offer the same.

I lived for a few years in the cubby hold, at the dead-end of Adrian Avenue by the school. From our front porch we could see the Devlin Home in its splendor with canopies on first and second floors hanging perfectly six inches above the privet hedges that encircled the front of the property. The top floor with its ship style porch and the Captain whom sat on the porch most every afternoon. The audio of Giants games, big band radio and news could be heard from behind those hedge's. The Devlin home was the jewel on Adrian and Jackson. My mother loved it so much my parents attempted try to buy it at one time.

Now getting to my point, the Devlin Home is a unique structure with a history and by it's construction levies a distinct mark on our Napa culture. Napa is now having a successful visitors industry coming to fruition in our downtown. For myself I can now see the second income from music events and a music industry rising as well. Success is what I would offer to describe this period. As a child growing up in a large based tourist industry Honolulu Hawaii, we cannot forget why people like to take vacations. There are many reasons but certain elements are vital to that success. And those I say are, discovery and adventure. That is the flip side of our movement to offer those seeking a vacation. And the element that feeds discovery and adventure is the uniqueness of our community with the present and historical culture. In planning when the city makes quick decisions with-out considering those elements too, it is a blind form of obstructionism. The Delvin Home is a culturally unique element in our community and a part of our history. I am asking that you insert this ideology into this discussion of the home. For as a bed and breakfast in can perform the strategic activity of inspiring individuals to come to our community seeking discovery and adventure upon viewing its uniqueness. I say simply for that premise it should be a Bed & Breakfast.

Thank You:
Dalton J. Piercey

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13. PUBLIC COMMENT:

- 2) Document titled "One of Napa's Hottest Real Estate Neighborhoods; Can You Guess What It Went For?" received on May 16, 2023.

This home in one of the Bay Area's hottest real estate neighborhoods sold below asking price. Can you guess what it went for?

Take our quiz to see if you can price this aquatic-inspired three-bedroom farmhouse in one of Napa's hottest neighborhoods

By Annie Vainshtein | Feb. 20, 2022 | Updated: Feb. 18, 2022 3:22 p.m.

962 Jackson Street in Central Napa

Let's take a look at the property:

What makes it unique:

From its beachy wraparound veranda to the ocean-inspired color scheme, this farmhouse isn't a cookie-cutter example of a typical Central Napa home, but it is an example of the draw the neighborhood is continuing to experience ever

since the pandemic began. Central Napa, which runs west of the Napa River and is a quick ride over to downtown, has seen a 30% growth in home values over the past two years, according to an analysis from The Chronicle. Many of the buyers who are coming to Napa are people relocating from other parts of the Bay Area, said Coldwell Banker realtor Farrah Garber, who listed the home. "Everybody that came didn't want to leave the house," she added, saying the house attracted a lot of buyers who appreciated its many unique quirks: high ceilings, an abundance of windows, and a large basement perfect for a workshop or a wine cellar, to name a few. But the property also needed work: the floors, an air conditioning and heating system, and a kitchen renovation. Some buyers also couldn't get behind its aquarium-esque feel, especially those who were looking for a more traditional home. "It didn't go with the Napa Valley lifestyle," said Garber. "If it was in San Diego, it would have been very much with the market." In fact, that's where the seller went.