



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

Tuesday, June 16, 2020

3:30 PM Afternoon Session

6:30 PM Evening Session

****See CORONAVIRUS (COVID-19) - Notice of Meeting Procedures, On Pages 7-8**

**The Council Chambers will be closed to the public.
This meeting will be conducted as a Teleconference.**

City Hall Council Chambers

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

CITY COUNCIL

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

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 provisions on pages 7-8 for providing public comment.**

4. CONSENT CALENDAR:**4.A. [189-2020](#) 2020 Amended City Council Calendar**

Recommendation: Adopt a resolution establishing the amended 2020 City Council Calendar by approving the addition of the regular meeting of the City Council on June 23, 2020.

Attachments: [ATCH 1 - Resolution](#)
[EX A - Proposed 2020 Amended City Council Calendar](#)
[ATCH 2 - Hyperlink to online Napa Municipal Code Chapter 2.04.050](#)

4.B. [172-2020](#) Agenda and Meeting Management Software Subscription and Services

Recommendation: Authorize the City Clerk to execute a 5-year agreement with Granicus, LLC for a total contract amount not to exceed \$266,192.55 for the term of July 1, 2020 through June 30, 2025 to provide ongoing services related to the agenda and meeting management of City of Napa public meetings.

Attachments: [ATCH 1 - Agreement](#)

4.C. [190-2020](#) Monthly Budget and Investment Statement

Recommendation: Receive the Monthly Budget and Investment Statement as of April 30, 2020.

Attachments: [ATCH 1 - Monthly Budget and Investment Statement as of April 30, 2020](#)

4.D. [43-2020](#) Statement of Investment Policy

Recommendation: Adopt a resolution to adopt the City's Statement of Investment Policy for FY 2020/21 and delegate authority to the City Treasurer to invest funds in accordance with the Statement of Investment Policy.

Attachments: [ATCH 1 - Resolution](#)
[EX A - Statement of Investment Policy](#)
[ATCH 2 - Memo from PFM Asset Management LLC](#)

- 4.E. [187-2020](#) **Public Safety Dispatching Services provided to the County of Napa**
- Recommendation:** Authorize the Police Chief, on behalf of the City, to execute an amendment to Agreement No. C2013 363 for Public Safety Dispatching Services between the City of Napa and the County of Napa to extend the term for an additional year and increase the City's annual compensation to \$2,097,574 for fiscal year 2020-21.
- Attachments:** [ATCH 1 - Amendment No. 6 to Agreement No. C2013 363](#)
[ATCH 2 - Agreement No. C2013 363 with Amendments Nos. 1-5](#)
- 4.F. [145-2020](#) **Law Enforcement Records Management Software, Licensing and Services**
- Recommendation:** Authorize the City Manager, on behalf of the City, to execute an agreement with Mark43 to implement a Records Management System (RMS) to replace the current I/LEADS Records Management System and provide ongoing Software as a Service (SaaS). The agreement will have an initial term of six years for a total cost of \$1,574,400, which will allow the City to comply with federal requirements to transition to the National Incident-Based Reporting System (NIBRS) by January 1, 2021.
- Attachments:** [ATCH 1 - Mark43 Software License and Services Agreement](#)
[ATCH 2 - Mark43 Implementation Statement of Work](#)
- 4.G. [173-2020](#) **Lease with the California State Lands Commission**
- Recommendation:** Adopt a resolution authorizing the Public Works Director to execute a 25-year lease with the California State Lands Commission for the continued use and maintenance of an existing 48-inch diameter storm water outfall structure into the Napa River and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
[ATCH 2 - State Lands Lease](#)
- 5. ADMINISTRATIVE REPORTS:**
- 5.A. [170-2020](#) **Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19)**
- Recommendation:** Continue the Proclamation of Local Emergency; and authorize the City Manager to take actions necessary as the Director of Emergency Services, to respond to the Coronavirus (COVID-19).
- 5.B. [171-2020](#) **Slow Streets Program: A Proposal from the Napa County Bicycle Coalition**
- Recommendation:** Receive a report from staff regarding the infeasibility of implementing the proposed Slow Streets Program due the City's fiscal emergency and the resources that would be necessary to further evaluate, develop and implement the program.
- Attachments:** [ATCH 1 - Napa County Bicycle Coalition memo \(May 14, 2020\)](#)

6. CONSENT HEARINGS:

- 6.A. [2213-2019](#) **Downtown Business Promotions Tax Area - 2021 Levy of Taxes**
- Recommendation:** Adopt a resolution levying taxes in the Downtown Business Promotions Tax Area (DBPTA) for 2021 in accordance with Napa Municipal Code Chapter 3.28; and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - 2021 Annual Report and Budget for the DBPTA](#)
- 6.B. [2214-2019](#) **Oxbow Business Promotions Assessment Area - 2021 Levy of Taxes**
- Recommendation:** Adopt a resolution levying taxes in the Oxbow Business Promotions Assessment Area for 2021 in accordance with Napa Municipal Code Chapter 3.29; and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - 2021 Annual Report and Budget for the Oxbow BPAA](#)
- 6.C. [163-2020](#) **Downtown Parking Assessment Area - 2021 Levy of Assessment**
- Recommendation:** Adopt a resolution levying assessments in the Downtown Parking Assessment Area for 2021 in accordance with Napa Municipal Code Chapter 3.30; and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - Downtown Parking Assessment Area - 2021](#)
[EX B - Downtown Parking Assessment Area Boundary](#)

7. COMMENTS BY COUNCIL OR CITY MANAGER:

CITY COUNCIL RECESS

6:30 P.M. EVENING SESSION

8. CALL TO ORDER:

8.A. Roll Call:

9. PLEDGE OF ALLEGIANCE:**10. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:****11. PUBLIC COMMENT:******See provisions on pages 7-8 for providing public comment.**

12. PUBLIC HEARINGS/APPEALS:**12.A. [155-2020](#)****City of Napa FY 2020/21 Budget Update Adoption****Recommendation:**

1. Adopt a resolution approving and adopting the budget updates for the Fiscal Year 2020/21.
2. Adopt a resolution approving the City-Wide Position Staffing Plan.

Attachments:

[ATCH 1 - Resolution Approving Budget Updates](#)
[EX A - Expenditure Budgets by Fund](#)
[EX B - CIP Project Budgets](#)
[EX C - Interfund Transfers](#)
[EX D - Fleet Replacements and Purchases](#)
[ATCH 2 - Resolution Amending Staffing Plan](#)
[EX A - City-Wide Position Staffing Plan](#)
[EX B - City Departments and Divisions](#)
[EX C - Part-Time Budgets by Fund and Department](#)
[ATCH 3 - PowerPoint Presentation](#)

12.B. [165-2020](#)**Thomas Earl House Bed and Breakfast****Recommendation:**

(1) Approve the first reading and introduction of an ordinance approving a Planned Development Overlay district (PD-39) establishing the development standards for the Thomas Earl House located at 1221 Seminary Street and determining that the actions authorized by this ordinance are exempt from CEQA, (2) adopt a resolution approving a Use Permit to convert an existing historic residence to a bed and breakfast inn with 10 guest rooms and to authorize a parking reduction located at 1221 Seminary Street and determining that the actions authorized by this resolution are exempt from CEQA, and (3) adopt a resolution approving a Certificate of Appropriateness for major alterations to a Local Landmark located at 1221 Seminary Street and determining that the actions authorized by this resolution are exempt from CEQA.

Attachments:

[ATCH 1 - Use Permit Resolution with EXS A and B](#)
[ATCH 2 - Certificate of Appropriateness Resolution](#)
[ATCH 3 - PD Ordinance with EXS A and B](#)
[ATCH 4 - Project Plans \(Reduced\)](#)
[ATCH 5 - JUDD Historical Evaluation](#)
[ATCH 6 - Parking Survey](#)
[ATCH 7 - Project Narrative](#)
[ATCH 8 - Operations and Standards Manual](#)
[ATCH 9 - CHC Minutes Excerpts 03-12-20](#)
[ATCH 10 - CHC Staff Report 03-12-20](#)
[ATCH 11 - PC Minutes Excerpts 05-21-20](#)
[ATCH 12 - CHC 03-12-20 Public Correspondence](#)
[ATCH 13 - PC 05-21-20 Public Correspondence](#)

12.C. [2200-2019](#)**Polvora Card Room****Recommendation:**

(1) Approve the first reading and introduction of an ordinance amending Napa Municipal Code Chapters 5.16, 17.10, and 17.52 to authorize a card room as a conditionally permitted use in the Community Commercial District, to increase the number of card tables permitted in the City from five to nine, to increase the allowable number of patrons at a card table from 10 to 15 and to allow alcohol to be consumed in a card room and determining that the actions authorized by this ordinance are exempt from CEQA; and (2) adopt a resolution approving a Use Permit to operate a nine-table card room at 505 Lincoln Avenue and determining the actions authorized by this resolution are exempt from CEQA.

Attachments:

[ATCH 1 - Ordinance](#)

[ATCH 2 - Resolution](#)

[ATCH 2 - Exhibit A - Wagering Limits Schedule](#)

[ATCH 3 - PC Report - Minutes - PC Communications](#)

[ATCH 4 - Proposed Amendments](#)

[ATCH 5 - Project Description and Plans](#)

[ATCH 6 - Applicant letter offering table fee](#)

[ATCH 7 - June 4, 2020 DOJ Letter](#)

[ATCH 8 - Letter from CostaLaw](#)

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

The next regularly scheduled meeting for the City Council of the City of Napa is June 23, 2020.

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 Friday, June 12, 2020 at 5:00 p.m.

Tiffany Carranza, City Clerk

**** CORONAVIRUS (COVID-19) - Notice of Meeting Procedures ******TELECONFERENCE MEETING**

In order to slow the spread of the Coronavirus (COVID-19) pandemic, the City will conduct this meeting as a teleconference in compliance with the Governor's Executive Orders N-29-20 and N-63-20, and members of the City Council or City staff may participate in this meeting telephonically or electronically. The City Council Chambers will be closed to the public, and members of the public may participate in the meeting by viewing the meeting live, and providing comments, as described below.

VIEWING THE MEETING LIVE

All members of the public are invited to view the meeting live on: (a) local cable TV Channel 28; or (b) 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).

PROVIDING COMMENTS VIA TELEPHONE

If you would like to provide comments via telephone during the Council meeting, you must submit a request to the City Clerk by no later than 3:00 p.m. on Tuesday, June 16, 2020. The request may be submitted to the City Clerk by emailing clerk@cityofnapa.org, or by calling (707) 257-9503. When submitting the request, please identify your name, your telephone number (including the area code first), and the agenda item number and letter you would like to comment on. On the day of the Council meeting, a representative from the City Clerk's Office will call you to connect you to the Council meeting to allow you to provide your comments to the Council via telephone.

PROVIDING WRITTEN COMMENTS VIA EMAIL TO BE READ AT THE MEETING

Any member of the public may provide a written comment to the City Council before or during the meeting by sending it to the City Clerk via email at: clerk@cityofnapa.org. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO COUNCIL FOR JUNE 16, 2020 MEETING – PLEASE READ"; and (2) it is received by the City Clerk prior to the time for public comment during the meeting for that agenda item. Please be aware that any public comments received that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. Due to potential technological delays in transmission, the public is encouraged to submit any comments to the City Clerk early, in order to ensure they are received in time to be read into the record.

PROVIDING WRITTEN COMMENTS IN PAPER FORM TO BE READ AT THE MEETING

Any member of the public may provide a written comment in a paper form (handwritten or typed) to the City Council if it is received by no later than 3:00 p.m. on Tuesday, June 16, 2020, by either: (a) placing the comment in an envelope addressed to the attention of the City Clerk, and depositing it in the “NIGHT DEPOSIT - PAYMENTS” slot located at the front door of City Hall at 955 School Street; or (b) making arrangements for a personal delivery in advance, by calling the City Clerk’s office at 707-257-9503. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the comment includes “COMMENT TO COUNCIL FOR JUNE 16, 2020 MEETING – PLEASE READ”; and (2) it is received by the City Clerk prior to 3:00 p.m. on June 16, 2020. Please be aware that any public comments received that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. The public is encouraged to submit any comments to the City Clerk early, in order to ensure they are received in time to be read into the record.

PROVIDING SUPPLEMENTAL WRITTEN COMMENTS

Any member of the public may provide supplemental written comments to the City Council before or during the meeting, beyond the 500 word limit for comments read into the record, 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).

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.

The City of Napa thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

MEETING DATES:

The City Council meets regularly on the first and third Tuesday of each month; additional meetings may be scheduled as needed.

INFORMATION AVAILABLE FOR CITY COUNCIL MEETINGS:

Information and documents related to items on this agenda are available on the City's website at www.cityofnapa.org; you may also contact the City Clerk for information 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 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), 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 advance notice of at least three business days prior to the meeting.

TRADUCCIONES EN ESPAÑOL / SPANISH-LANGUAGE TRANSLATIONS:

Esta agenda identifica los asuntos que serán considerados en una junta del poder legislativo. Todas las juntas del poder legislativo están abiertas al público, y se invita a los miembros del público a asistir y dirigirse directamente ante el poder legislativo. Si usted desea recibir una copia de esta agenda o información relacionada en español, por favor póngase en contacto con la Secretaria de la Ciudad al 707-257-9503 o por correo electrónico a Clerk@cityofnapa.org.

CONDUCT OF CITY COUNCIL MEETINGS:

Meetings are conducted 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).

Members of the public may address the Council at designated times and are expected to conduct themselves with courtesy and respect. Speakers should direct comments to the Mayor and City Councilmembers, not the audience. Speakers are expected to yield the floor when the time limit is identified and comply with the City's Rules of Order. Speaking times are limited to no more than three minutes per person, with the exception of certain hearings and appeals, or at the discretion of the Mayor or City Council.

PUBLIC COMMENT (INCLUDING CONSENT CALENDAR AND ADMINISTRATIVE REPORTS):

The public may directly address the City Council on any subject within the Council's subject matter jurisdiction, including any matter that is not on the agenda. Speaking time is limited to no more than three (3) minutes per person, unless modified at the discretion of the Mayor or City Council.

If the matter is not on the agenda, or if the matter is on the Consent Calendar, or is an Administrative Report, submit a speaker card or request to speak during the Public Comment portion of the meeting.

Speaker cards are not required if the speaker otherwise makes a clear and timely request to address the Council, but do promote the efficient and orderly progress of the meeting. Information on Speaker Cards is subject to disclosure under the California Public Records Act.

CONSENT CALENDAR:

These items are considered routine and may be approved by a single vote. Only the Mayor or a majority of the City

Council may authorize public input after the consent calendar is introduced.

ADMINISTRATIVE REPORTS

Only the Mayor or a majority of the City Council may authorize public input after an administrative report item is introduced.

CONSENT HEARINGS:

These items are considered routine and may be approved by a single vote; 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/APPEALS

During any public hearing or appeal, 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 hearing. All other speakers will be limited to 3 minutes.

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-judicative 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-judicative decision made by City Council must be filed no later than the 90th day following the date on which such decision becomes final.