



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

Tuesday, March 3, 2020

**3:30 PM Afternoon Session
No Evening Session**

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:****4. CONSENT CALENDAR:**

- 4.A. [17-2020](#) **Emergency Repair of Browns Valley Creek Damage to Browns Valley Road at Valley Glen Lane****
- Recommendation:** Determine there is a need to continue the emergency action to execute and implement contracts for the design, permitting and construction of the creek bank and sidewalk repairs adjacent to Browns Valley Creek at Browns Valley Road and Valley Glen Lane, and determine that the actions authorized by this item are exempt from CEQA.
- 4.B. [30-2020](#) **Amended 2020 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 March 31, 2020.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - 2020 Proposed Amended Calendar](#)
[ATCH 2 - Hyperlink to online Napa Municipal Code Chapter 2.04.050](#)
- 4.C. [31-2020](#) **Napa County Library Commission Membership****
- Recommendation:** Appoint new member, Kate W. Graham, as the City of Napa Representative to the Napa County Library Commission for a term effective immediately and ending January 31, 2023.
- Attachments:** [ATCH 1 - Applications](#)
- 4.D. [50-2020](#) **Bike Month Napa County - May 2020****
- Recommendation:** Adopt a resolution authorizing the Public Works Director to approve a donation of \$1,000 to Napa County Bicycle Coalition in support of Bike Month in Napa County for May 2020.
- Attachments:** [ATCH 1 - Resolution](#)

- 4.E. [35-2020](#) **Classification Specification and Salary Range for Park Ranger I/II and Senior Park Ranger**
- Recommendation:** Adopt a resolution Amending the City Classification Plan by Adopting the Classification Specification and Salary Range for Park Ranger I/II and Senior Park Ranger; and authorizing the Assistant City Manager to execute Amendment No. 1 to the Memorandum of Understanding with NCEA-SEIU, Local 1021.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - Park Ranger I.II Classification Specification](#)
[EX B - Senior Park Ranger Classification Specification](#)
[EX C - Amendment No. 1 to C2019-325 Between the City of Napa and the](#)
- 4.F. [27-2020](#) **Budget Staffing Plan for Building Division of the Community Development Department**
- Recommendation:** Adopt a resolution authorizing the City Manager to amend the Budget Staffing Plans to add one Limited Term Office Assistant to the Community Development Department Building Division.
- Attachments:** [ATCH 1 - Resolution](#)
- 4.G. [34-2020](#) **City Manager's Office Budget Staffing Plan Update**
- Recommendation:** Adopt a resolution authorizing the City Manager to amend the FY 2019/20 Budget Staffing Plan to Add two Limited Term Management Fellow positions and Delete one Limited Term Deputy City Manager position in the City Manager's Office.
- Attachments:** [ATCH 1 - Resolution with EX A](#)
- 4.H. [6-2020](#) **Enterprise Resource Planning (ERP) software for managing information and systems for payroll, human resources, utility billing, collections, and other financial services**
- Recommendation:** Adopt a resolution: (1) authorizing the City Manager to execute a contract with Tyler Technologies, Inc. for: (a) providing software, hardware, and implementation services to upgrade the City's Enterprise Resource Planning (ERP) system and providing annual maintenance for five years in the amount not to exceed \$3,959,200; and (b) providing an option for an additional five years of annual maintenance at the City's discretion not to exceed an additional \$1,631,892; (2) authorizing the City Manager to amend the FY 2019/20 Budget Staffing Plan to add two Limited Term Accounting Technicians and add one Limited Term Systems Analyst in the Finance Department; and (3) approving the transfer of \$2,425,000 from the Non-Recurring General Fund to the IT Replacement Fund and the appropriation of \$4,425,000 in the IT Replacement Fund for the ERP Implementation Project budget, as documented in Budget Adjustment No. BE2003501.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A- Contract and Statement of Work](#)
[EX B - Budget Adjustment](#)

- 4.I. [46-2020](#) **State Grant to the City for the Law Enforcement Specialized Units Program**
- Recommendation:** Adopt a resolution authorizing acceptance of a Law Enforcement Specialized Units Program Grant to fund services provided to survivors of domestic violence and their children from the California Office of Emergency Services, in the amount of \$203,143 with a local match from the City of \$67,714; and approving a transfer of \$67,714 from the General Fund to the Non-Recurring General Fund and increases to the Non-Recurring General Fund revenue and expenditure budgets in the total amount of \$270,857, as documented in Budget Adjustment No. BE2003504.
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - Budget Adjustment No. BE2003504](#)
[EX B - CalOES Notification of Application Approval](#)
- 4.J. [48-2020](#) **Grant from California Fire Foundation**
- Recommendation:** Authorize the Fire Chief to execute all documents necessary to accept a grant from the California Fire Foundation in the amount of \$12,185, and increasing both revenue and expenditures in the Non-Recurring General Fund by \$12,185 as documented in Budget Adjustment No. BE2003503.
- Attachments:** [ATCH 1 - Budget Adjustment Form](#)
[ATCH 2 - Award Letter 2020](#)
- 4.K. [47-2020](#) **2019 Annual Fire Inspection Compliance Report**
- Recommendation:** Adopt a resolution approving the 2019 Annual Fire Inspection Compliance Report prepared pursuant to California Health and Safety Code Sections 13146.2 - 13146.4 (SB 1205).
- Attachments:** [ATCH 1 - Resolution](#)
[EX A - 2019 Fire Inspection Compliance Report](#)
- 4.L. [36-2020](#) **Budget Appropriation for Measure T Preliminary Engineering Work**
- Recommendation:** Adopt a resolution authorizing a budget appropriation in the amount of \$250,000 for preliminary engineering work related to the projects Soscol Avenue Rehabilitation, Coombs Street and S. Coombs Street Rehabilitation, and Laurel Street Rehabilitation from the undesignated Measure T Fund balance, and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
[ATCH 2 - Budget Adjustment Form](#)

4.M. [13-2020](#)**Agreement for Construction Management Services
(Highway 29 Water Main Freeway Crossings Project)****Recommendation:**

1. Authorize the Utilities Director to execute an amendment to Agreement No. C2017-225 with Alta Group, Inc., in the amount of \$150,000, for a total contract amount not to exceed \$400,000, for additional construction management services in support of the Highway 29 Water Main Freeway Crossings Project; and
2. Approve a transfer of \$150,000 from the Water Fund CIP Reserve Account to the Non-Recurring Water Fund, and increase revenue and expenditures by \$37,500 for each of the following CIP projects: Freeway Crossing at Laurel Street (DR15F116), Freeway Crossing at Third Street (DR15F117), Freeway Crossing at Pine Street (DR15F118), and Freeway Crossing at Old Sonoma Road (DR15F206), as documented in Budget Adjustment No. BE2003502; and
3. Determine that the actions authorized by this resolution are exempt from CEQA.

Attachments:

[ATCH 1 - Budget Adjustment Form No. BE2003502](#)
[ATCH 2 - City Contract C2017-225 \(Alta Group, Inc.\)](#)

4.N. [49-2020](#)**Summary Abandonment of a Waterline Easement****Recommendation:**

Adopt a resolution authorizing the summary abandonment of a Waterline Easement affecting a portion of property located at 790 Lincoln Avenue (APNs 001-193-004 and 001-193-016) and determining that the actions authorized by this resolution are exempt from CEQA.

Attachments:

[ATCH 1 - Resolution](#)
[EX A - Legal Description](#)

4.O. [5-2020](#)**Second Amendment to City-Northern Recycling and Waste Processing Agreement****Recommendation:**

Authorize the Utilities Director to execute the Second Amendment to City Agreement No. 2010-147 with Northern Recycling Operations and Waste Services, LLC ("Northern") for continued delivery of recyclables and compostable materials to the City's Materials Diversion Facility ("MDF") through December 31, 2030 (with up to five extensions of one-year each).

Attachments:

[ATCH 1 - Second Amendment to City Agreement No. 2010-147](#)

5. ADMINISTRATIVE REPORTS:5.A. [16-2020](#)**Fiscal Year 2019/20 Mid-Year Financial Report****Recommendation:**

Receive the Mid-Year Financial Report for Fiscal Year 2019/20.

Attachments:

[ATCH 1 - Mid-Year Report, Fiscal Year 2019/20](#)

- 5.B. [52-2020](#) **Audited Comprehensive Annual Financial Report (CAFR),
Single Audit and Popular Annual Financial Report (PAFR)
for the Fiscal Year ended June 30, 2019**

Recommendation: Receive the City's Comprehensive Annual Financial Report (CAFR),
Single Audit and Popular Annual Financial Report (PAFR) for the fiscal
year ended June 30, 2019.

Attachments: [ATCH 1 - Hyperlink Comprehensive Annual Fin Report FY ended 6-30-20](#)
[ATCH 2 - Hyperlink Single Audit Fiscal Year ended June 30, 2018](#)
[ATCH 3 - Hyperlink Popular Annual Fin Report FY ended 6-30-2019](#)

6. CLOSED SESSION:

- 6.A. [56-2020](#) **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED
LITIGATION (Government Code Section 54956.9(d)(2)):
Significant exposure to litigation in one potential case.**

7. REPORT ACTION TAKEN IN CLOSED SESSION:

8. COMMENTS BY COUNCIL OR CITY MANAGER:

9. ADJOURNMENT:

A special meeting for the City Council of the City of Napa is scheduled for March 4, 2020. The next regularly scheduled meeting for the City Council of the City of Napa is March 17, 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, February 28, 2020 at 3:30 p.m.

Tiffany Carranza, City Clerk

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.