



## **REGULAR MEETING AGENDA FOR THE CITY COUNCIL**

**Tuesday, September 21, 2021**

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

**City Hall Council Chambers**

*955 School Street  
Napa, CA 94559  
[www.cityofnapa.org](http://www.cityofnapa.org)*

### **CITY COUNCIL**

***Mayor Scott Sedgley  
Vice Mayor Liz Alessio  
Councilmember Mary Luros  
Councilmember Bernie Narvaez  
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. SPECIAL PRESENTATIONS:****3.A. [352-2021](#) Latinx Heritage Month**

**Recommendation:** Proclaim September 15 - October 15, 2021 as Latinx Heritage Month in the City of Napa.

**Attachments:** [ATCH 1- Proclamation](#)

**4. ADMINISTRATIVE REPORTS:****4.A. [266-2021](#) COVID-19 Financial Update, September 2021**

**Recommendation:** Receive and discuss financial update from Robert Eyler, PhD, regarding impacts of COVID-19 on economic metrics.

**Attachments:** [ATCH 1 - City of Napa EFA Indicators](#)

**5. PUBLIC COMMENT:**

**\*See Page 7 for procedures to provide comments to Council.**

**6. CONSENT CALENDAR:****6.A. [347-2021](#) City Council Meeting Minutes**

**Recommendation:** Approve the September 7, 2021 Regular Meeting Minutes.

**Attachments:** [ATCH 1 - September 7, 2021 Regular Meeting Minutes DRAFT](#)

- 6.B. [350-2021](#) **Building and Fire Code Board of Appeals and Disability Access Board of Appeals Membership**
- Recommendation:** 1. Reappoint three incumbents, Stanley R. Blough, Gina Biter-Mundt, and John McBroom, to the Building and Fire Code Board of Appeals, with a two-year term expiring September 30, 2023; and
2. Reappoint three incumbents, Doug A. Weir, serving as a Disability Community member, Gina Biter-Mundt, and John McBroom to the Disability Access Board and of Appeals, with a two-year term expiring September 30, 2023.
- Attachments:** [ATCH 1 - Bldg and Fire Code Board of Appeals Applications](#)  
[ATCH 2 - Disability Access Board of Appeals Applications](#)
- 6.C. [353-2021](#) **Teleconferenced Public Meetings**
- Recommendation:** Adopt a resolution authorizing the City Manager to implement teleconferenced public meetings during the proclaimed local emergency related to COVID-19.
- Attachments:** [ATCH 1 - Resolution](#)
- 6.D. [253-2021](#) **CDBG Disaster Assistance Funding**
- Recommendation:** Adopt a resolution authorizing the Utilities Director to submit an application for an allocation of grant funding of up to \$530,000 and execute a grant agreement and any amendments thereto with the State of California for the CDBG-Disaster Recovery Program and/or CDBG-Mitigation Program and determining that the actions authorized by this resolution are exempt from CEQA.
- Attachments:** [ATCH 1 - Resolution](#)
- 6.E. [309-2021](#) **Budget Adjustments for Labor Agreements**
- Recommendation:** Approve budget changes to City funds due to updated labor agreements, as documented in Budget Adjustment Form BE2209504.
- Attachments:** [ATCH 1 - Budget Adjustment BE2209504](#)
- 6.F. [331-2021](#) **Monthly Budget and Investment Statement**
- Recommendation:** Receive the Monthly Budget and Investment Statement as of July 31, 2021.
- Attachments:** [ATCH 1 - July 2021 Budget Investment Statement](#)

- 6.G. [344-2021](#) Human Resources Department Reorganization**
- Recommendation:** Adopt a resolution (1) amending the City Staffing Plan by adding two Management Analyst I/II positions and one Human Resources Coordinator position and deleting one Safety Analyst position in the Human Resources Department; (2) approving the use of the General Fund Contingency Reserve to partially fund these positions; and (3) approving expenditure budget increases in the General Fund of \$197,560 and in the Risk Fund of \$44,980, as documented in Budget Adjustment BE2209505.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Budget Adjustment BE2209505](#)  
[EX B - Proposed HR Department Organization Chart](#)
- 6.H. [288-2021](#) On-Call Right of Way Consulting Services**
- Recommendation:** Authorize the Public Works Director to execute on behalf of the City agreements with three professional right of way consulting firms: (1) Interwest Consulting Group, Inc., (2) Universal Field Services, Inc., and (3) Associated Right of Way Services, Inc., for task-order based on-call right of way consulting services, each in an amount not to exceed \$250,000.
- Attachments:** [ATCH 1 - Agreement with Interwest Consulting Group](#)  
[ATCH 2 - Agreement with Universal Field Services](#)  
[ATCH 3 - Agreement with Associated Right of Way Services](#)
- 6.I. [290-2021](#) On-Call Civil Engineering Services**
- Recommendation:** Authorize the Public Works Director to execute on behalf of the City agreements with six professional civil engineering firms: (1) BKF Engineers, (2) dk Associates, Inc., (3) Dokken Engineering, (4) GHD Inc., (5) Sonoma RSA, Inc., and (6) Wood Rodgers, Inc. for task-order based on-call civil engineering services, each in an amount not to exceed \$500,000.
- Attachments:** [ATCH 1 - Agreement with BKF Engineers](#)  
[ATCH 2 - Agreement with dk Associates, Inc](#)  
[ATCH 3 - Agreement with Dokken Engineering](#)  
[ATCH 4 - Agreement with GHD Inc](#)  
[ATCH 5 - Agreement with Sonoma RSA, Inc.](#)  
[ATCH 6 - Agreement with Wood Rodgers, Inc.](#)
- 6.J. [291-2021](#) On-Call Architectural Consulting Services**
- Recommendation:** Authorize the Public Works Director to execute on behalf of the City agreements with two architectural consulting firms: (1) Interactive Resources, Inc. and (2) Jeff Katz Architectural Corporation for task-order based on-call architectural consulting services, each in an amount not to exceed \$500,000.
- Attachments:** [ATCH 1 - Agreement with Interactive Resources, Inc.](#)  
[ATCH 2 - Agreement with Jeff Katz Architectural Corporation](#)

- 6.K. [334-2021](#) **On-Call Environmental Consulting Services**
- Recommendation:** Authorize the Public Works Director to execute on behalf of the City an agreement with Prunuske Chatham, Inc., for task-order based on-call environmental consulting services, in an amount not to exceed \$500,000.
- Attachments:** [ATCH 1 - Agreement with Prunuske Chatham, Inc.](#)
- 6.L. [339-2021](#) **Bridge Assessment & Repair Project**
- Recommendation:** Adopt a resolution (1) adding the Bridge Assessment & Repair Project to the City's Five-Year Capital Improvement Program, and (2) approving the use of \$50,000 of the General Fund Contingency Reserves to fund an increase to the expenditure budget of the Capital Improvement Fund of \$50,000 for the Project, as documented in Budget Adjustment Form No. BE2209503.
- Attachments:** [ATCH 1 - Resolution](#)  
[EX A - Budget Adjustment No. BE2209503](#)
- 6.M. [340-2021](#) **Pearl Street Parking Structure Repair**
- Recommendation:** Approve the use of \$100,000 of the Parking Special Revenue Fund Balance to fund an increase to the expenditure budget of the Downtown Parking Garage Maintenance budget of \$100,000 for the Pearl Street Garage repair, as documented in Budget Adjustment Form No. BE2209502.
- Attachments:** [ATCH 1 - Budget Adjustment Form No. BE2209502](#)
- 6.N. [345-2021](#) **Emergency Replacement of Oak Street Storm Drain**
- Recommendation:** Determine there is a need to continue the emergency action to execute and implement contracts for the construction to replace the Oak Street Storm Drain from Franklin Street to Brown Street, and determine that the actions authorized by this item are exempt from CEQA.

## 7. ADMINISTRATIVE REPORTS:

- 7.A. [313-2021](#) **Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19)**
- Recommendation:** Continue the Proclamation of Local Emergency authorizing the City Manager to take actions necessary to respond to the Coronavirus (COVID-19); and ratify actions taken by the City Manager in implementation of the Proclamation of Local Emergency.
- 7.B. [299-2021](#) **Quarterly Recruitment Update**
- Recommendation:** Receive presentation regarding the Quarterly Recruitment Update.
- Attachments:** [ATCH 1 - Quarterly Recruitment Update Presentation](#)

**8. COMMENTS BY COUNCIL OR CITY MANAGER:****9. CLOSED SESSION:**

- 9.A. [360-2021](#) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED  
LITIGATION (Government Code Section 54956.9(d)(4)):  
Initiation of litigation in two cases.

**10. ADJOURNMENT:**

The next regularly scheduled meeting for the City Council of the City of Napa is October 5, 2021.

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, September 16, 2021 at 5:00 p.m.

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Tiffany Carranza, City Clerk

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

In order to slow the spread of the Coronavirus (COVID-19) pandemic, in compliance with the Governor's Executive Orders N-29-20, N-63-20, and N-08-21, any member of Council or City staff may participate in this meeting telephonically or electronically.

**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. All persons in attendance will be required to wear a face mask regardless of vaccination status.

**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](mailto: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](http://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.

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

**GENERAL PROCEDURES FOR PUBLIC FINANCING AUTHORITY MEETINGS****MEETING DATES:**

"The Public Financing Authority of the Napa Enhanced Infrastructure Financing District" ("Authority") is the governing body of the "Napa Enhanced Infrastructure Financing District" ("EIFD"). The Authority meets annually and as necessary to perform the responsibilities under the Napa EIFD law "Government Code Sections 53398.50 - 53398.88"), including the review and approval of an Infrastructure Financing Plan (and any proposed amendments to that Plan), and the consideration of issuance of bonds to finance the projects defined by the Infrastructure Financing Plan.

**INFORMATION AVAILABLE FOR CITY COUNCIL MEETINGS:**

Information and documents related to this meeting are available on the City's website at [www.cityofnapa.org](http://www.cityofnapa.org); or by contacting the City Clerk by email at [clerk@cityofnapa.org](mailto: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 Authority Members 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 Napa EIFD offers its public programs, services, and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. The Napa EIFD 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](mailto: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 Public Authority 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](mailto: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 PUBLIC FINANCING AUTHORITY MEETINGS:**

The Public Financing Authority 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 10, R2016-5). 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 PUBLIC FINANCING AUTHORITY:**

Any member of the public may directly address the Public Financing Authority regarding: ( a) any matter identified on the agenda; or (b) during the Public Comment portion of the meeting for any matter within the Public Financing Authority's subject matter jurisdiction that is not identified on the agenda. Each speaker is requested to submit a speaker card or request to speak before the item is called to be addressed by Authority Members (for Public Comment, Consent Calendar, Administrative Reports, 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 Authority Members. Information on Speaker cards is subject to public disclosure under the California Public Records Act.

Speakers should direct comments to Public Financing Authority, 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 or at the discretion of the Public Financing Authority to address special circumstances. The Public Financing Authority 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:**

The public may directly address the Public Financing Authority on any matter within the Public Financing Authority's subject matter jurisdiction, including any matter that is not on the agenda. However, State law strictly limits the Public Financing Authority'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 Public Financing Authority.

**ADMINISTRATIVE REPORTS:**

Items on the Administrative Reports portion of the agenda do not require a public hearing prior to Public Financing Authority taking the identified action.

**PUBLIC HEARINGS:**

During any public hearing, an opportunity will be provided for public testimony when any person may directly address the Public Financing Authority. 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 Public Financing Authority under the Procedures to Directly Address the Public Financing Authority (above).

**CLOSED SESSION:**

The Public Financing Authority 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 Public Financing Authority, 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 PUBLIC FINANCING AUTHORITY:**

If a person wishes to file a legal challenge to any decision made by the Public Financing Authority, 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 Public Financing Authority 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 Public Financing Authority must be filed no later than the 90th day following the date on which such decision becomes final.