



# CITY OF NAPA

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

## MEETING MINUTES - Final

### CITY COUNCIL

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

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Tuesday, September 1, 2020

3:30 PM

City Hall Council Chambers

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**3:30 PM Afternoon Session**  
**6:30 PM Evening Session**

In order to slow the spread of the Coronavirus (COVID-19) pandemic, the City conducted this meeting as a teleconference in compliance with the Governor's Executive Orders N-29-20 and N-63-20.

#### **3:30 P.M. AFTERNOON SESSION**

#### **1. CALL TO ORDER: 3:30 P.M.**

##### **1.A. Roll Call:**

**Present:** 5 - Councilmember Alessio, Vice Mayor Gentry, Councilmember Luros, Councilmember Sedgley, and Mayor Techel

#### **2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

City Clerk Carranza announced the following supplemental items:

Item 5.B.:

- PowerPoint Presentation by City Staff.
- Proclamation P2020-006 Authorizing the temporary rounding of charges for services at the Materials Diversion Facility to offset a shortage of coins resulting from the Coronavirus pandemic (COVID-19).

Item 5.C.: PowerPoint Presentation by City Staff.

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

#### **3. PUBLIC COMMENT:**

Jim Hinton, resident, provided comment via telephone - voiced frustrations regarding the timing of public comment during the August 18, 2020 Council meeting, and spoke regarding access to recreational cannabis.

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

## Approval of the Consent Agenda

Item 4.F. was pulled by Councilmember Sedgley.

A motion was made by Councilmember Luros, seconded by Councilmember Alessio, to approve the Consent Agenda with item 4.F. pulled. The motion carried by the following vote:

**Aye:** 5 - Alessio, Gentry, Luros, Sedgley, and Techel

- 4.A. 261-2020** Gann Appropriation Limits for Fiscal Year 2020/21
- Adopted Resolution R2020-106 establishing the Gann appropriations limit for Fiscal Year 2020/21.**
- Enactment No: R2020-106
- 4.B. 278-2020** Revenue and Audit Consulting Services from Hinderliter, de Lllams and Associates (HdL)
- Authorized the City Manager to execute Amendment 1 to Agreement C2020-091 with Hinderliter de Lllamas & Associates (HdL) for Revenue Audit and Consulting Services, in the increased amount not to exceed \$250,000.**
- 4.C. 260-2020** Budget Staffing Plan for Building Division of the Community Development Department
- Adopted Resolution R2020-107 amending the City-Wide Position Staffing Plan to add one Permit Technician position, and approving a budget transfer of \$94,680 from the Community Development Department Building Division professional services budget to salaries and benefits, as documented in Budget Adjustment Form No. BE2109501.**
- Enactment No: R2020-107
- 4.D. 249-2020** Redwood Grove Subdivision, a 34-Unit Duplex Townhouse Project Located at 2033 Redwood Road
- Adopted Resolution R2020-108 approving the Final Map of Redwood Grove (Project No. ENG18-0009), to subdivide property located at 2033 Redwood Road into 34 townhouse lots, authorizing the Mayor to sign said Final Map, and determining that the actions authorized by this resolution are exempt from CEQA.**
- Enactment No: R2020-108
- 4.E. 256-2020** Chemical Supply Purchase Contracts for Potable Water Treatment Plant Facilities
- (1) Determined that the proposed contract with Olin, for the purchase of chemical supplies for potable water treatment plant facilities, meet the requirements for procurement of supplies via existing contracts with another public agency (North Bay Chemical Agency Pool), as set forth in Napa Municipal Code Section 2.91.060; and (2) Authorized the Utilities Director to execute contracts for Fiscal Year 2020-2021 with Thatcher in an amount not to exceed \$800,000 for aluminum sulfate, and**

with Olin in an amount not to exceed \$250,000 for sodium hydroxide (caustic soda) and sodium hypochlorite, for use at the three City of Napa potable water treatment facilities, and determine this action is exempt from CEQA.

**4.F. 203-2020** Traffic Signal Equipment Purchase Contract

Councilmember Sedgley pulled the item for discussion. Public Works Director Julie Lucido responded to questions regarding the undergrounding of utilities, capabilities for future camera installations at intersections, and clarified scope of request.

**A motion was made by Councilmember Sedgley, seconded by Councilmember Alessio, to authorize the Public Works Director to execute a contract with McCain, Inc., for traffic signal equipment required for the Automated Traffic Signal Management System (ATMS) program as part of the Measure T 5-year plan for FY2020/21 in an amount not to exceed \$145,193.13. The motion carried by the following vote:**

**Aye:** 5 - Alessio, Gentry, Luros, Sedgley, and Techel

**4.G. 268-2020** Napa Countywide Road Maintenance Act (Measure T) - Maintenance of Effort

**Adopted Resolution R2020-109 certifying Measure T Maintenance of Effort for Fiscal Year 2020.**

Enactment No: R2020-109

**4.H. 266-2020** Public Safety Dispatching Services Provided to the American Canyon Fire Protection District

**Authorized the City Manager to execute Amendment No. 6 to Agreement No. C2013 298, to extend the term for one year through June 30, 2021, for the City of Napa to provide Public Safety Dispatching Services to the American Canyon Fire Protection District.**

**5. ADMINISTRATIVE REPORTS:**

**5.A. 225-2020** League of California Cities Voting Delegate

Mayor Techel recommended that the Mayor be appointed as the voting delegate and that the Vice Mayor be appointed as the alternate.

**A motion was made by Councilmember Alessio, seconded by Councilmember Luros, to appoint Mayor Techel as the Voting Delegate and , and Vice Mayor Gentry as Alternate to the League of California Cities Annual Business Meeting, for the Annual Conference & Expo - October 7 -9, 2020. The motion carried by the following vote:**

**Aye:** 5 - Alessio, Gentry, Luros, Sedgley, and Techel

**5.B. 270-2020** Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19)

(See supplemental documents in Attachment 1)

City Manager Potter provided the staff report which included a review of Proclamation P2020-006 which he signed on August 26, 2020 authorizing the temporary rounding of charges for services at the Materials Diversion Facility to offset a shortage of coins resulting from the Coronavirus pandemic (COVID-19).

Council comments and questions ensued.

Utilities Director Phil Brun responded to questions regarding water bill increases over the summer months, which are typically larger use months.

City Manager Potter responded to questions regarding the process for agendaizing future city council agenda items.

Mayor Techel called for Public comment.

Jim Hinton, resident, provided comment via telephone - suggested that the City open up access to the Council Chambers for the public to participate in person.

**A motion was made by Councilmember Alessio, seconded by Councilmember Luros, to 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, including the issuance of Proclamation P2020-006 which authorized the temporary rounding of charges for services at the Materials Diversion Facility to offset a shortage of coins resulting from the Coronavirus pandemic (COVID-19). The motion carried by the following vote:**

**Aye:** 5 - Alessio, Gentry, Luros, Sedgley, and Techel

Enactment No: P2020-006

**5.C. 259-2020** Equal Employment Opportunity Annual Report, and Equity and Inclusion Plan - 2019/2020

(See supplemental documents in Attachment 1)

Acting Human Resources Director, MJ Tueros, provided the staff report.

Council comments and questions ensued.

**A motion was made by Councilmember Luros, seconded by Vice Mayor Sedgley, to adopt Resolution R2020-110 approving the 2019 Equal Employment Opportunity Annual Report and approving the 2020 Equity and Inclusion Plan. The motion carried by the following vote:**

**Aye:** 5 - Alessio, Gentry, Luros, Sedgley, and Techel

Enactment No: R2020-110

**6. COMMENTS BY COUNCIL OR CITY MANAGER:**

Councilmember Sedgley shared positive experiences he had over the past weekend while visting downtown.

**7. CLOSED SESSION:**

City Attorney Barrett announced the closed session items.

- 7.A. 285-2020** CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code Section 54956.9(d)(1)); Napa Superior Court Case No. 20CV000796.
- 7.B. 286-2020** CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Government Code Section 54956.9(d)(4)): Initiation of litigation in one case.

**CITY COUNCIL RECESS: 4:43 P.M.****6:30 P.M. EVENING SESSION****8. CALL TO ORDER: 6:30 P.M.****8.A. Roll Call:**

**Present:** 5 - Councilmember Alessio, Councilmember Luros, Councilmember Sedgley, Vice Mayor Gentry, and Mayor Techel

**9. PLEDGE OF ALLEGIANCE:****10. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

City Clerk Carranza announced the following supplemental items:

Item 12:

- Letter from Chris Craiker received on August 26, 2020 (over 500 words).
- Letter from Chris Craiker received on August 27, 2020 (less than 500 words).

Item 13.A.:

- PowerPoint Presentation by City Staff.
- Letter received from Valerie Clemen, Coombs & Dunlap, on behalf of Congress Valley Water District Board dated September 1, 2020.

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

**11. REPORT ACTION TAKEN IN CLOSED SESSION:**

City Attorney Barrett announced that there was no reportable action taken

in Closed Session.

## **12. PUBLIC COMMENT:**

(See supplemental document in Attachment 2)

Staff read submitted email comment from Chris Craiker in which he shared concerns regarding the process for submitting plans to the Building division.

## **13. ADMINISTRATIVE REPORTS:**

### **13.A. 258-2020** Water Supply Contract with Congress Valley Water District

(See supplemental documents in Attachment 2)

Utilities Director Phil Brun provided the staff report.

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

Council comments and questions ensued.

Utilities Director Brun and Community Development Director Smith responded to questions.

**A motion was made by Councilmember Gentry, seconded by Councilmember Alessio, to proceed with Option 1 as provided in the staff report and direct staff to negotiate an amendment to the Water Supply Contract with the Congress Valley Water District (City Agreement No. 5387) to continue providing wholesale water to the District. The motion carried by the following vote:**

**Aye:** 5 - Alessio, Gentry, Luros, Sedgley, and Techel

## **14. COMMENTS BY COUNCIL OR CITY MANAGER:**

Councilmembers Alessio and Sedgley shared comments following the Climate Action Committee Meeting that was held on Friday, August 28th and outlined next steps the committee hoped to take in the near future.

## **15. ADJOURNMENT: 7:20 P.M.**

**Submitted by:**

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**Tiffany Carranza, City Clerk**

**ATTACHMENT 1**

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

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

**September 1, 2020**

**FOR THE CITY COUNCIL OF THE CITY OF NAPA:**

**AFTERNOON SESSION:**

**5. ADMINISTRATIVE REPORTS:**

**5.B. Proclamation of Local Emergency to Respond to the Coronavirus (COVID-19).**

- PowerPoint Presentation by City Staff.
- Proclamation P2020-006 Authorizing the temporary rounding of charges for services at the Materials Diversion Facility to offset a shortage of coins resulting from the Coronavirus pandemic (COVID-19).

**5.C. Equal Employment Opportunity Annual Report, and Equity and Inclusion Plan – 2019/2020.**

- PowerPoint Presentation by City Staff.

***\*EMAILED OR HANDWRITTEN COMMENTS THAT WERE READ INTO THE RECORD BY CITY  
STAFF DURING THE MEETING.***

The background of the slide is a photograph of a historic street in Napa. It features a row of brick buildings, including a prominent circular building with a white dome. The street is lined with trees and flowers in the foreground.

# September 1, 2020 Local Emergency ( Coronavirus COVID-19) Update City Manager, Steve Potter



# Tier Framework

|  | Higher Risk → Lower Risk<br>of Community Disease Transmission |                       |                    |                   |
|--|---|-----------------------|--------------------|-------------------|
|  | Widespread<br>Tier 1  | Substantial<br>Tier 2 | Moderate<br>Tier 3 | Minimal<br>Tier 4 |
| Measures*  |   |                       |                    |                   |
| New cases**/100,000<br>population per day<br>( <u>7 day average</u> ; 7 day lag) | >7  | 4-7                   | 1-3.9              | <1                |
| Testing % Positivity<br>( <u>7 day average</u> ; 7 day lag)                      | > 8%  | 5-8%                  | 2-4.9%             | <2%               |

\*To advance to the next tier, a county must also meet health equity measures as described below.

\*\*Case rate will be determined using confirmed (by PCR) cases, and will not include state and federal inmate cases. Case rates include an adjustment factor for counties that are testing above the state average. The incidence is adjusted downwards in a graduated fashion, with a maximum adjustment at twice the State average testing rate.

# Risk Criteria

## Criteria used to determine low/medium/high risk sectors

- ✓ Ability to accommodate face covering wearing at all times (e.g. eating and drinking would require removal of face covering)
- ✓ Ability to physically distance between individuals from different households
- ✓ Ability to limit the number of people per square foot
- ✓ Ability to limit duration of exposure
- ✓ Ability to limit amount of mixing of people from differing households and communities
- ✓ Ability to limit amount of physical interactions of visitors/patrons
- ✓ Ability to optimize ventilation (e.g. indoor vs outdoor, air exchange and filtration)
- ✓ Ability to limit activities that are known to cause increased spread (e.g. singing, shouting, heavy breathing; loud environs will cause people to raise voice)

**PROCLAMATION NO. P2020-006**

**PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE TEMPORARY ROUNDING OF CHARGES FOR SERVICES AT THE MATERIALS DIVERSION FACILITY TO OFFSET A SHORTAGE OF COINS RESULTING FROM THE CORONAVIRUS PANDEMIC (COVID-19)**

WHEREAS, on March 15, 2020, the City Manager (acting as the Director of Emergency Services) issued Proclamation No. P2020-001 to proclaim the existence of a “local emergency based on the existence of conditions related to the novel coronavirus known as “SARSCoV-2,” named “coronavirus disease 2019” and abbreviated “COVID-19”; and

WHEREAS, the City Council has subsequently reviewed and ratified the actions taken by the City Manager related to the local emergency described in P2020-001 during multiple public Council meetings, notably including March 16, 2020 (R2020-037), March 31, 2020 (R2020-039), April 21, 2020 (R2020-055), the most recent prior ratification on August 18, 2020, and the planned recommended ratification of this proclamation on September 1, 2020; and

WHEREAS, the City has been notified by its bank that the COVID-19 pandemic has resulted in a serious shortage of coins, and the City is likely to not be able to obtain sufficient coins to make change for customers paying cash for services at the Materials Diversion Facility; and

WHEREAS, the Utilities Director has identified a short-term solution to mitigate the impacts of the coin shortage, as set forth in this Proclamation, by which non-cash payment will be encouraged, and all change will be provided without use of coins by rounding up the amount owed back in change, at a cost to the City of approximately \$200 per two-week period.

NOW, THEREFORE, BE IT PROCLAIMED by the City Manager of the City of Napa, in the capacity of the Director of Emergency Services of the City of Napa, as follows:

1. The City Manager hereby authorizes the Utilities Director (“Director”) to issue administrative directives to City staff responsible for managing and operating the Scalehouse at the Materials Diversion Facility to implement this Coin Shortage Proclamation, to include the elements set forth herein. The administrative directives shall include procedures by which the availability of coins for making change is regularly monitored, and these Coin Shortage procedures will only be implemented during

periods in which the City has insufficient coins available to make actual change. The administrative directives shall include the following elements:

a. Encourage payments by customers that do not require the City to provide coin change to the customer for the amount owed, including: electronic payment (bank card), payment by check, or payment of exact change.

b. For cash transactions that require coin change, round the amount of change given to the customer up to the next dollar. For example, if change due to the customer is between \$7.01 and \$7.99, the City would pay the customer change of \$8.00.

c. Establish accounting procedures to clearly document the actual cost for the service, and the actual amount received by the City; with daily cash reconciliations.

2. The term of any administrative directive issued under the Program shall be no longer than the duration of any health order by the State of California or Napa County in response to COVID-19. The Director shall monitor the implementation of the administrative directive under this Coin Shortage Proclamation in order to terminate it as soon as feasible.

3. This proclamation shall expire if not confirmed and ratified by the City Council within 21 days of the proclamation.

4. The City Manager hereby finds that the facts set forth in the recitals to this proclamation are true and correct, and establish the factual basis for this proclamation.

5. The City Manager hereby determines that the emergency actions authorized by this proclamation are exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines Section 15269.

6. This Proclamation shall take effect immediately upon its execution.

This proclamation is hereby issued by the City Manager, Director of Emergency Services.



Name: Steve Potter

Title: City Manager

Director of Emergency Services

Date: 8/26/2020, 2020



EXHIBIT B



# Equity & Inclusion Plan

2020

# Purpose

Attracting and retaining highly skilled employees is paramount to the City of Napa's success. The long-term success of the City is predicated on a workforce of highly competent, motivated people whose behavior exemplifies the stated values of the organization. In order to ensure the City attracts, hires and retains a high quality workforce, the City has developed equity and inclusion objectives outlined in this document.



## ***2019 Goals Achieved***

- Completed 99 competency-based recruitments for full-time classified positions, which resulted in quality hires based upon job requirements.
- Created a paperless New Hire Orientation enabling us to focus creating a positive first-day experience.
- Implemented a Performance Development pilot program with the Fire Department. Taking a more ongoing, qualitative approach to performance feedback will be facilitated by an integrated web-based tool.
- Provided the entire workforce with a web-based learning and development platform.
- Delivered Citywide Harassment Prevention trainings to all full-time and part-time employees.
- Established and/or updated the following Administrative Regulations: Gender Inclusion, Employee Identification, Family and Medical Leave Act, Pregnancy Disability Leave and Lactation Accommodation.
- Supported the organization in the E3 (Energized, Empowered and Engaged) Training.
- Provided DiSC profiles for departments and facilitated team building discussions.
- Partnered with LGBTQ Connection to provide training throughout the City.



# Enhancing the *City of Napa* Employment Brand

*Talented employees reflecting the community*





# Moving Forward – Attraction

New Import Export Link Delete Undo History

Document library Analytics MJ ▼

## Office Assistant

Job post for an Administrative role in Napa

By MJ Tueros

Draft Shared **Finished**

The City of Napa Human Resources Department is looking for you, a **dynamic** professional with incredible customer service skills and the ability to serve the public in a **positive** and professional manner. **You love** interacting with all members of our Napa community and pride yourself on your **empathetic** assistance to others.

You enjoy providing administrative support for our department, which may include receptionist duties, typing, processing, recordkeeping, filing, reporting, and other related work/special projects as assigned. In addition to meeting the qualifications listed below, you will have shown success in demonstrating:

- **Customer Service** – Provides excellent service to ensure a **positive** experience for both internal and external customers.
- **Communication** – Conveys clear, concise, and **transparent** messaging in the appropriate manner.
- **Attention to Detail** – Follows procedures, ensures high-quality output, and takes action.
- **Initiative** – Responds quickly, takes independent action, and goes above and beyond.

84 Textio Score Strong

Neutral tone



Finished by MJ Tueros  
January 24th, 2019 with a Textio Score of 84 and a neutral tone.

The header and footer of this job post has changed since it was finished.

Copy to clipboard  
for use in your other apps

Reuse this text  
in a new job post

Export to a file on  
your computer or Dropbox

Textio is currently comparing your writing to 135,442 recent Administrative job posts in California.



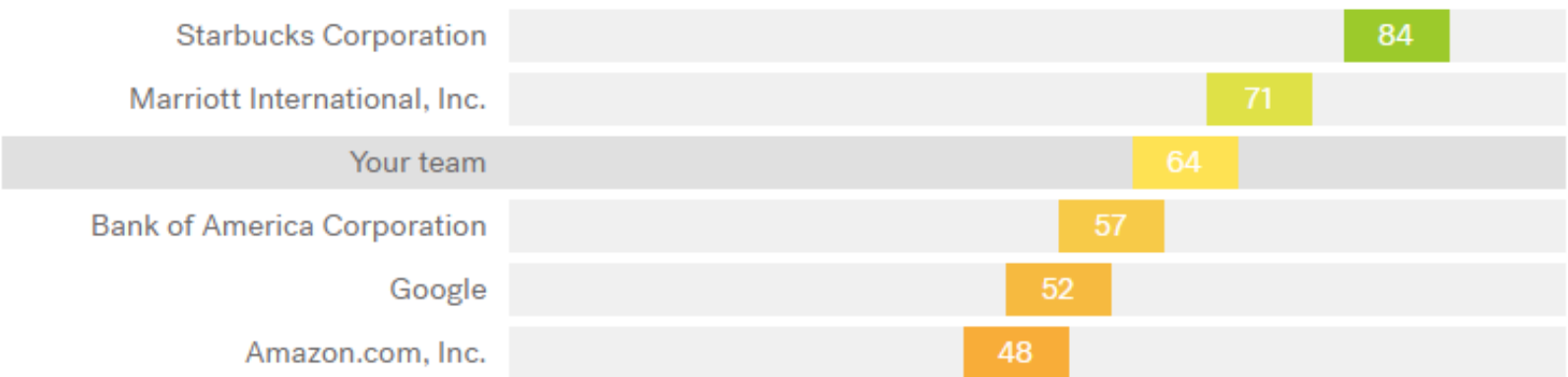
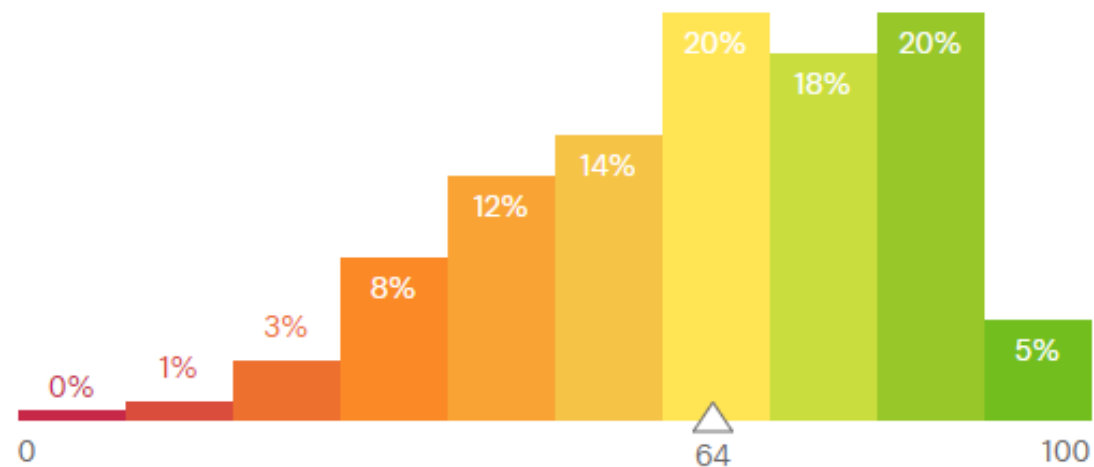
# Overall Textio Score vs. competition

Textio has analyzed the 117 job posts in your team's Textio Document Library, most of which are for **Government**, **Maintenance**, and **Sports/Recreation** roles. The Textio Index tracks and compares the average scores of thousands of companies, including your own. Until competitors are predicted, your team will be compared to some well-known companies. You can always search for any company to see their results.



Fair

Overall Textio Score

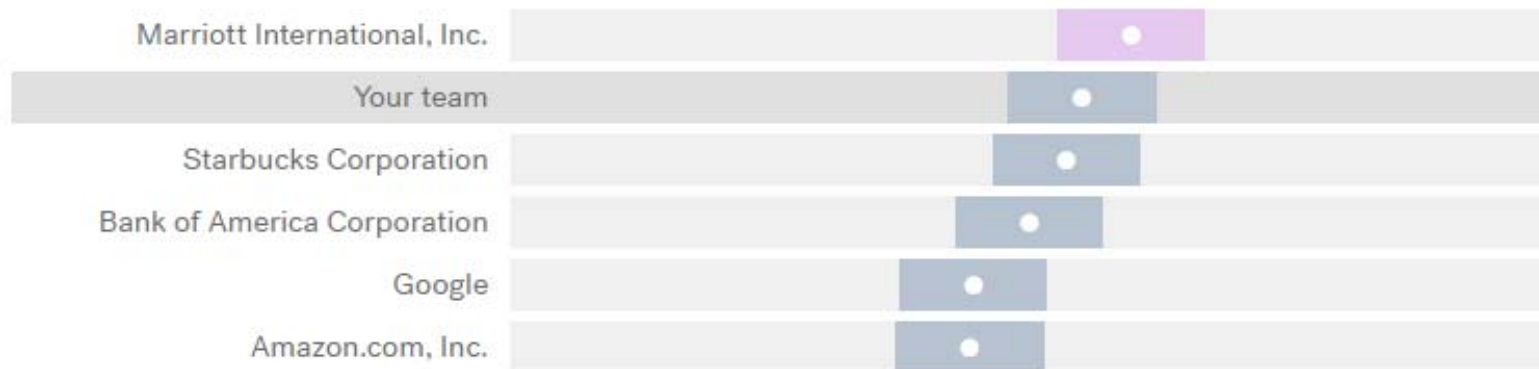
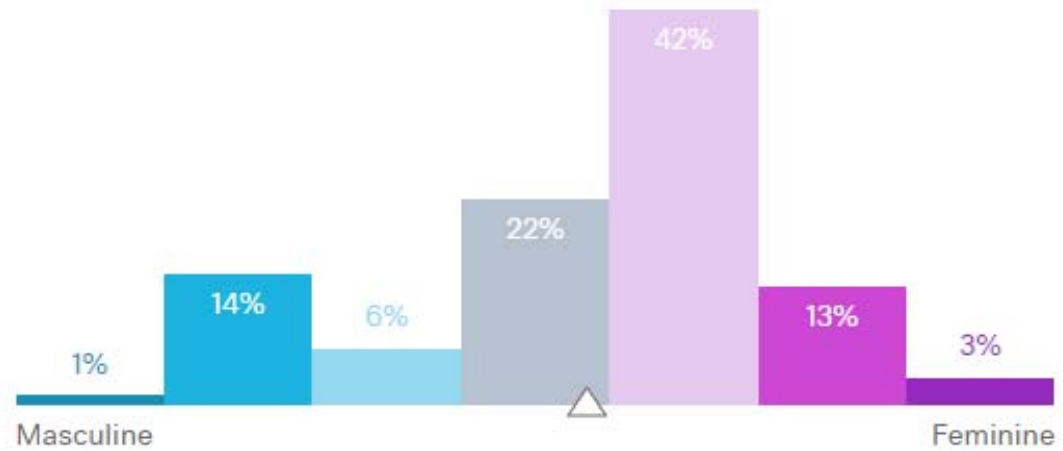


## Overall tone vs. competition



Neutral

Overall tone





Textio Score  
Very Strong

Neutral tone



Appeals to younger people

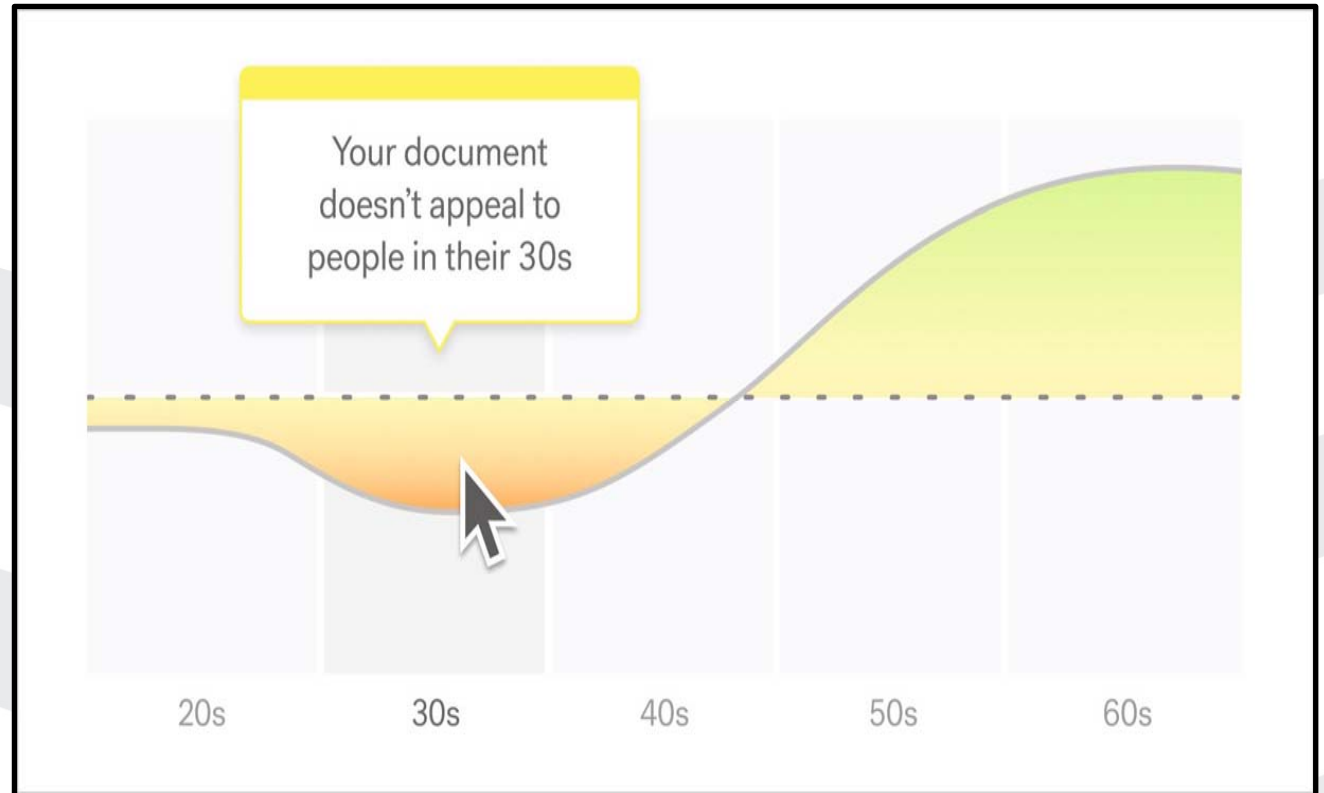


Finished by Gabrielle Petersen  
February 20th, 2020 with a  
Textio Score of 93.

**Copy to clipboard**  
for use in your other apps

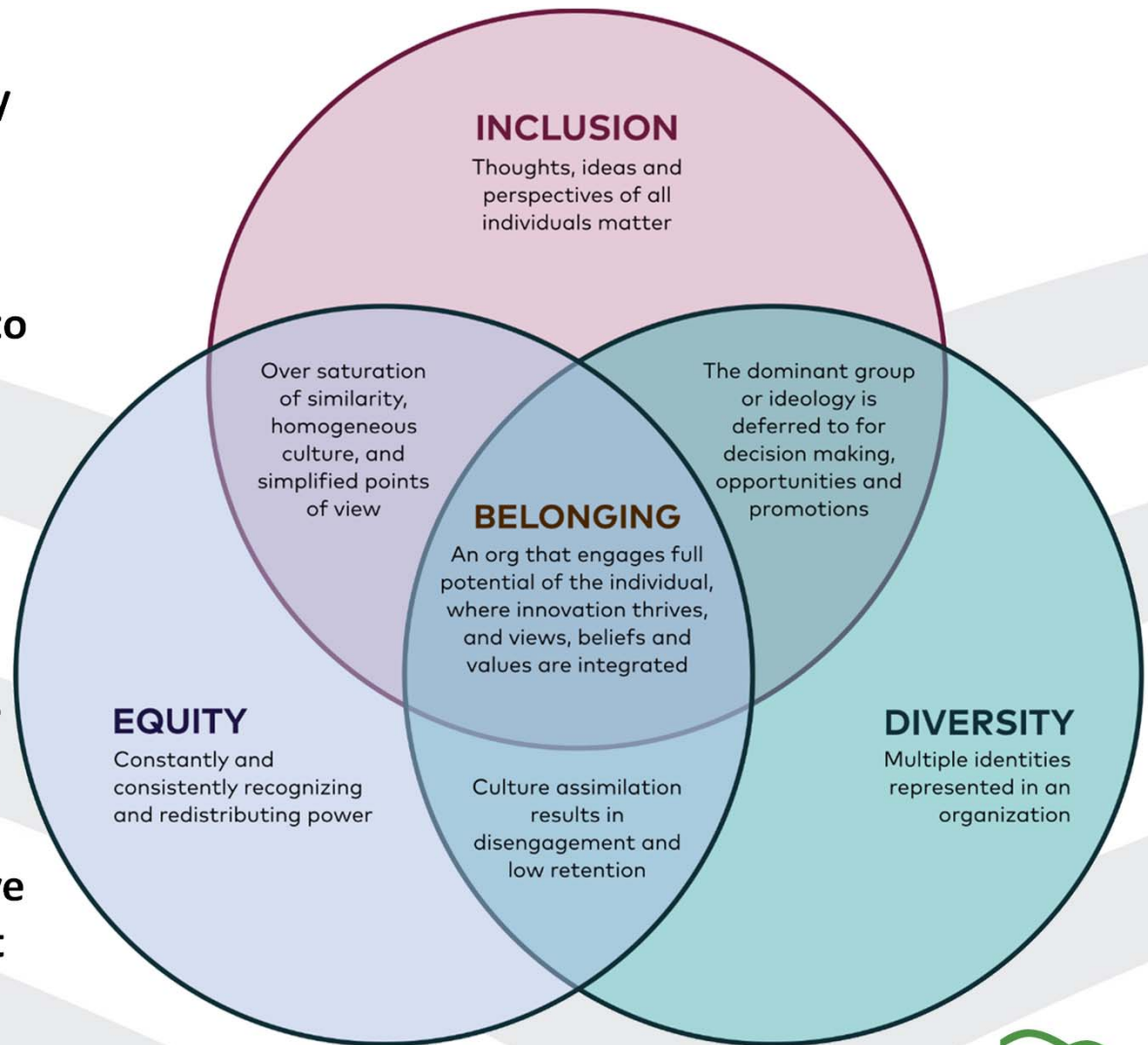
**Reuse this text**  
in a new job post

Textio is currently comparing your  
writing to 142,757 recent  
Administrative job posts in  
California.



# Objectives for 2020

- 1) Integrate new tools and technology to increase the quality and diversity of our applicants.
- 2) In partnership with operating departments, develop programs to enhance employee engagement and retention.
- 3) Increase training opportunities for all staff, with a focus on professional development and promoting from within whenever possible.
- 4) Develop innovative and creative strategies to improve recruitment of diverse candidates.
- 5) Quarterly updates on progress and key accomplishments.



# City of Napa Employee Diversity

| City of Napa Avail. Workforce |        | FT Employees |
|-------------------------------|--------|--------------|
| Ethnicity                     | %      | %            |
| Native American               | 0.20%  | 2.56%        |
| Asian/ Pacific Islander       | 2.70%  | 2.56%        |
| Black/ African American       | 0.80%  | 1.71%        |
| Hispanic/ Latinx              | 39.70% | 21.11%       |
| Other/ Multi-Ethnic           | 2.40%  | 2.35%        |
| White                         | 54.20% | 69.72%       |



# Diversity, Equity & Inclusion Training

- Create multi-year, multi-phase training program
- D,E,&I training for all employees
- Partnership with local organizations
- Employee Advisory Group
- Topics may include:
  - Implicit Bias
  - Cultural Awareness & Celebrating Diversity
  - Racial Justice & Equality
  - LGBTQ+, Gender Identity & Equality
  - Age & Ability





## ***Moving Forward***

*The employees at the City of Napa are inspired to serve our community. As we harness the strength of our unique set of experiences, perspectives, skills and ideas, we will maximize opportunities to discover and leverage our talents to benefit the residents we serve.*





***The City of Napa is an Equal Opportunity Employer, and we believe that a diverse, equitable and inclusive workplace will maximize our talents to benefit the residents we serve.***

*Ensuring that all employees and job applicants for employment are protected by federal, state and local laws designed to protect employees and job applicants from discrimination on the basis of race/ethnicity, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training and career development programs.*



**ATTACHMENT 2**

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

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

**September 1, 2020**

**FOR THE CITY COUNCIL OF THE CITY OF NAPA:**

**EVENING SESSION:**

**12. PUBLIC COMMENT:**

- Letter from Chris Craiker received on August 26, 2020 (over 500 words).
- Letter from Chris Craiker received on August 27, 2020 (less than 500 words).\*

**13. ADMINISTRATIVE REPORTS:**

**13.A. Water Supply Contract with Congress Valley Water District.**

- PowerPoint Presentation by City Staff.
- Letter received from Valerie Clemen, Coombs & Dunlap, on behalf of Congress Valley Water District Board dated September 1, 2020.

***\*EMAILED OR HANDWRITTEN COMMENTS THAT WERE READ INTO THE RECORD BY CITY  
STAFF DURING THE MEETING.***



*Craiker Associates*  
*Architects & Planners*  
*Inc., AIA/NCARB*

**“COMMENT TO COUNCIL FOR SEPTEMBER 1, 2020 MEETING – PLEASE READ”**

To the honorable Mayor of Napa and honorable council persons

Subject- Building Department

Your honors:

My recent register business section article regarding your City Building Department raised a few eyebrows. I wish to be abundantly clear that my support for the staff and workers are very serious. The City is missing a golden opportunity to move into the 21st-century by going all E- filing.

*“My Letter to City Manager Potter regarding my Architex column”*

Steve, if I appeared to add," personal comments and a tone" to my article, it was out of exasperation of a difficult process for a professional, let alone a homeowner, to navigate. I apologize if I appeared too subjective but, as a professional who has tried repeatedly to get permits and information, it is hard to maintain objectivity.

Make no mistake, the intent of my article was to support the City Building Department. My comments were positive for the personnel and negative regarding the process they have to go through. I did talk to Jason Williams and believe me he was most helpful and factual.

Just so you know, we don't have to wait in the lobby, but we have to make appointments weeks in advance and wait outside. The counter people are most courteous, helpful and accommodating. Once we are connected, all works well.

Let me tell you our history with one project. I'm trying to reconstruct the process from calendar notes, so forgive me if I'm off a day or so:

- We started a renovation in February 2020, just as COVID started to hit
- The Community Development Dept shut down in March and new rules emerged
- We made an appointment mid-May for the first submittal
- We submitted on June 9, 2020.
- We made a new appointment for resubmittal of the renovation on June 14th or 15th 2020.
- We submitted all seven sets of plans June 29th, 2020.
- We received the first Review comments on July 17, 2020, a reasonable timeline, and immediately made revisions.
- We made a new appointment for resubmittal about July 20th or 21st for a submittal appointment on July 29th.
- We made the appointment and resubmitted on the 29th
- We called on or about August 10th and were told the plans should be processed that week and available around August 14th. No appointment was made since

it wasn't clear if the plans would be complete or more information was required.

- I called today Tuesday August 18th and left a message about 9:00, although the Department voicemail is terribly flawed. (see below) Joanne called back and said plans were ready to pick up on Friday August 21st and we had to make an appointment, however I was told an encroachment permit had to be filed with Public Works, and the earliest we could make an appointment was Monday with Bret. While Joanne was able to make an appointment for me, when I was transferred to Bret's line, I got a voicemail and no way of confirming he'd be there.
- Our records show the Encroachment permit was submitted on July 29, 2020.

We are used to making multiple submittals, revising and returning plans and working with building staff in the past. Now with all the appointments to drop off or to pick up the permit, and lack of communication by other departments, it becomes frustrating.

It's not uncommon for a submittal such as the Encroachment permit to be lost or misplaced. This happens all the time by both parties, but if we had electronic submittals, both parties can easily look, check or resubmit. And when so much time lapses, all kinds of docs get lost or miss filled.

And what does the City do with 7 sets of plans submitted? Store them? Recycle? How many trees must give their lives for a permit?

While we are looking at improvements, the voicemail of both the Building and Planning department is pathetic. While other departments allow you to immediately go into English or Spanish and then transfer to individual stations, Community Development appears to discourage and minimize public access. There's no reason why a human voice couldn't answer the phones and transfer accordingly. If and when voicemail is required, it should be easy to choose English Spanish or go directly to stations. Try it and see.

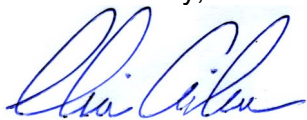
I am more than willing to work with the Community Development department to see what improvements can be implemented. As I noted in my article, there are alternate processes out there and change is never easy, but E-filing is the future.

I also suggested to Jason having a meeting with builders, developers and stakeholders to discuss options. I'm more than happy to implement this.

Please search Architex-corner. Or read the article in the link below.

[https://napavalleyregister.com/business/chris-craikers-architex-angle-want-a-building-permit-get-in-line/article\\_a1e01501-33f4-58ff-827b-cf336a0107b7.html](https://napavalleyregister.com/business/chris-craikers-architex-angle-want-a-building-permit-get-in-line/article_a1e01501-33f4-58ff-827b-cf336a0107b7.html)

Most Sincerely,



Chris Craiker AIA/NCARB  
President/Architect  
Cal.Lisc# 013566  
[chris@craiker.com](mailto:chris@craiker.com)

**From:** [Julia Conatser](#)  
**To:** [Clerk](#)  
**Cc:** [Craiker Office](#)  
**Subject:** Comment to council for Sept. 2020  
**Date:** Thursday, August 27, 2020 3:44:31 PM  
**Attachments:** [Chris Craiker Letter to City Council- condensed .pdf](#)

---

[EXTERNAL]

Hello,

On behalf of Chris Craiker, I have attached below the condensed letter to be read at the next City Council meeting. If you could please have it read in the evening it would be greatly appreciated.

Thank you!

--

***Julia Conatser,***

***Administrative Assistant  
Craiker Architects and Planners  
3154 Browns Valley Rd.  
Napa, CA 94558  
Office: 707-224-5060  
[www.craiker.com](http://www.craiker.com)  
[julia@craiker.com](mailto:julia@craiker.com)***



**“COMMENT TO COUNCIL FOR SEPTEMBER 1, 2020 MEETING – PLEASE READ”**

To the honorable Mayor of Napa and honorable council persons

Subject- Building Department

Your honors:

My recent register business section article regarding your City Building Department raised a few eyebrows. I wish to be abundantly clear that my support for the staff and workers are very serious. The City is missing a golden opportunity to move into the 21st-century by going all E- filing.

*“My Letter to City Manager Potter regarding my Architex column”*

Steve, if I appeared to add," personal comments and a tone" to my article, it was out of exasperation of a difficult process for a professional, let alone a homeowner, to navigate. I apologize if I appeared too subjective but, as a professional who has tried repeatedly to get permits and information, it is hard to maintain objectivity.

Make no mistake, the intent of my article was to support the City Building Department. My comments were positive for the personnel and negative regarding the process they have to go through. I did talk to Jason Williams and believe me he was most helpful and factual.

Just so you know, we don't have to wait in the lobby, but we have to make appointments weeks in advance and wait outside. The counter people are most courteous, helpful and accommodating. Once we are connected, all works well.

We are used to making multiple submittals, revising and returning plans and working with building staff in the past. Now with all the appointments to drop off or to pick up the permit, and lack of communication by other departments, it becomes frustrating.

It's not uncommon for a submittal such as the Encroachment permit to be lost or misplaced. This happens all the time by both parties, but if we had electronic submittals, both parties can easily look, check or resubmit. And when so much time lapses, all kinds of docs get lost or miss filled.

And what does the City do with 7 sets of plans submitted? Store them? Recycle? How many trees must give their lives for a permit?

While we are looking at improvements, the voicemail of both the Building and Planning department is pathetic. While other departments allow you to immediately go into English or Spanish and then transfer to individual stations, Community Development

appears to discourage and minimize public access. There's no reason why a human voice couldn't answer the phones and transfer accordingly. If and when voicemail is required, it should be easy to choose English, Spanish or go directly to stations. Try it and see.

I am more than willing to work with the Community Development department to see what improvements can be implemented. As I noted in my article, there are alternate processes out there and change is never easy, but E-filing is the future.

I also suggested to Jason having a meeting with builders, developers and stakeholders to discuss options. I'm more than happy to implement this.

Please search Architex-corner. Or read the article in the link below.

[https://napavalleyregister.com/business/chris-craikers-architex-angle-want-a-building-permit-get-in-line/article\\_a1e01501-33f4-58ff-827b-cf336a0107b7.html](https://napavalleyregister.com/business/chris-craikers-architex-angle-want-a-building-permit-get-in-line/article_a1e01501-33f4-58ff-827b-cf336a0107b7.html)

Most Sincerely,



Chris Craiker AIA/NCARB  
President/Architect  
Cal.Lisc# 013566  
[chris@craiker.com](mailto:chris@craiker.com)





# **Water Supply Contract with Congress Valley Water District**

**City Council  
September 1, 2020**

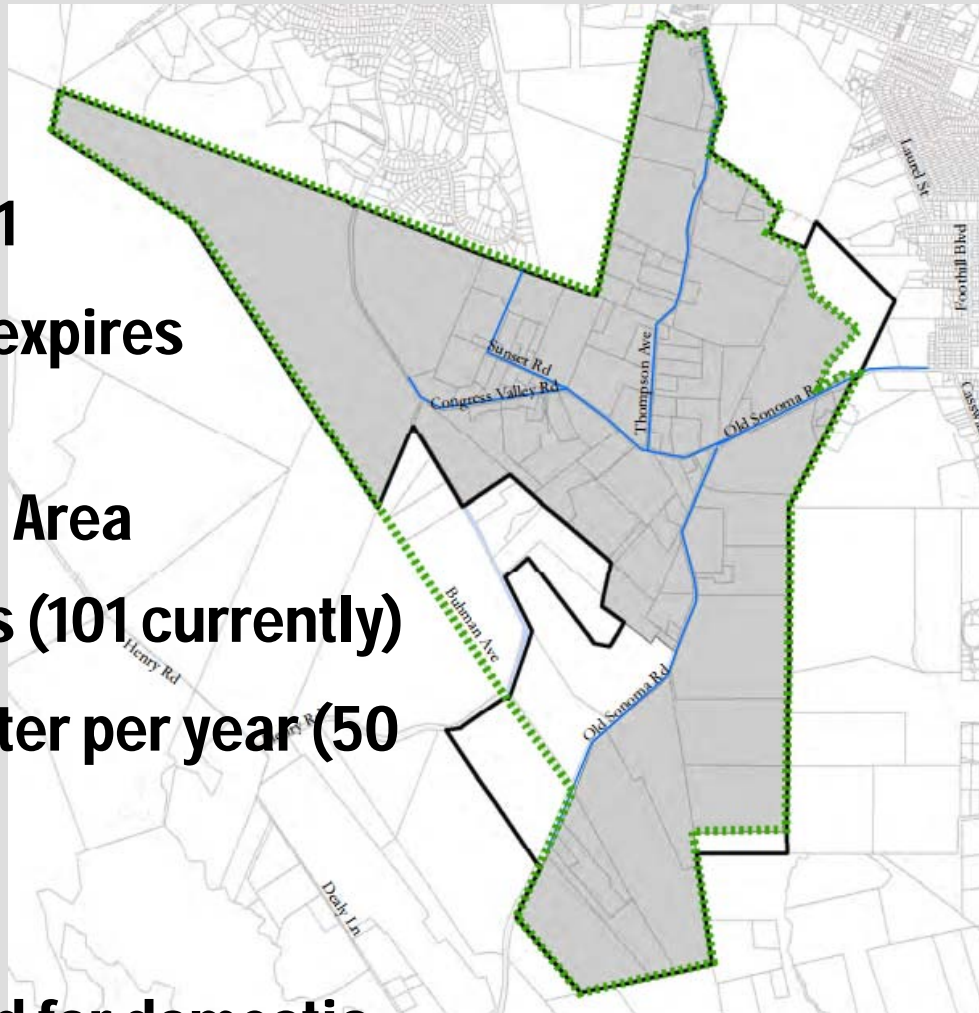
**Phil Brun, Utilities Director**





# Overview of Contract

- ☐ Supplied water to District since 1951
- ☐ Current contract expires July 1, 2022
- ☐ Specified Service Area
- ☐ Up to 140 Services (101 currently)
- ☐ Up to 100 AF of water per year (50 AF in 2019)
- ☐ Outside Rates
- ☐ Water can be used for domestic, agriculture and winery purposes



## **Current Status**

- ☐ **Draft LAFCO Water/Wastewater MSR analyzed five options for District and recommend dissolution and outside service connections to each customer.**
- ☐ **Land Use Element in General Plan Update does not currently address lands outside the City's RUL like the District.**
- ☐ **District has submitted request to City to negotiate a contract extension.**



# Options

| Status Quo   | Expand City SOI   | Individual Outside Customers  |
|--|---|---|
| <ul style="list-style-type: none"> <li>▪ Most efficient option.</li> <li>▪ Allows City to impose contractual limitations and obligations under contract with another government entity</li> <li>▪ District's preferred option</li> </ul> | <ul style="list-style-type: none"> <li>▪ Align City land use authority with municipal services</li> <li>▪ Should be considered in General Plan Update</li> <li>▪ Other parcels beyond District would need to be considered in SOI analysis</li> </ul> | <ul style="list-style-type: none"> <li>▪ Individual agreements</li> <li>▪ No restrictions on water use other than size of meter</li> <li>▪ District wants to remain in place to represent property owner's interests</li> </ul> |
| Staff Recommendation   | Desirable but Challenging   | Undesirable for City  |



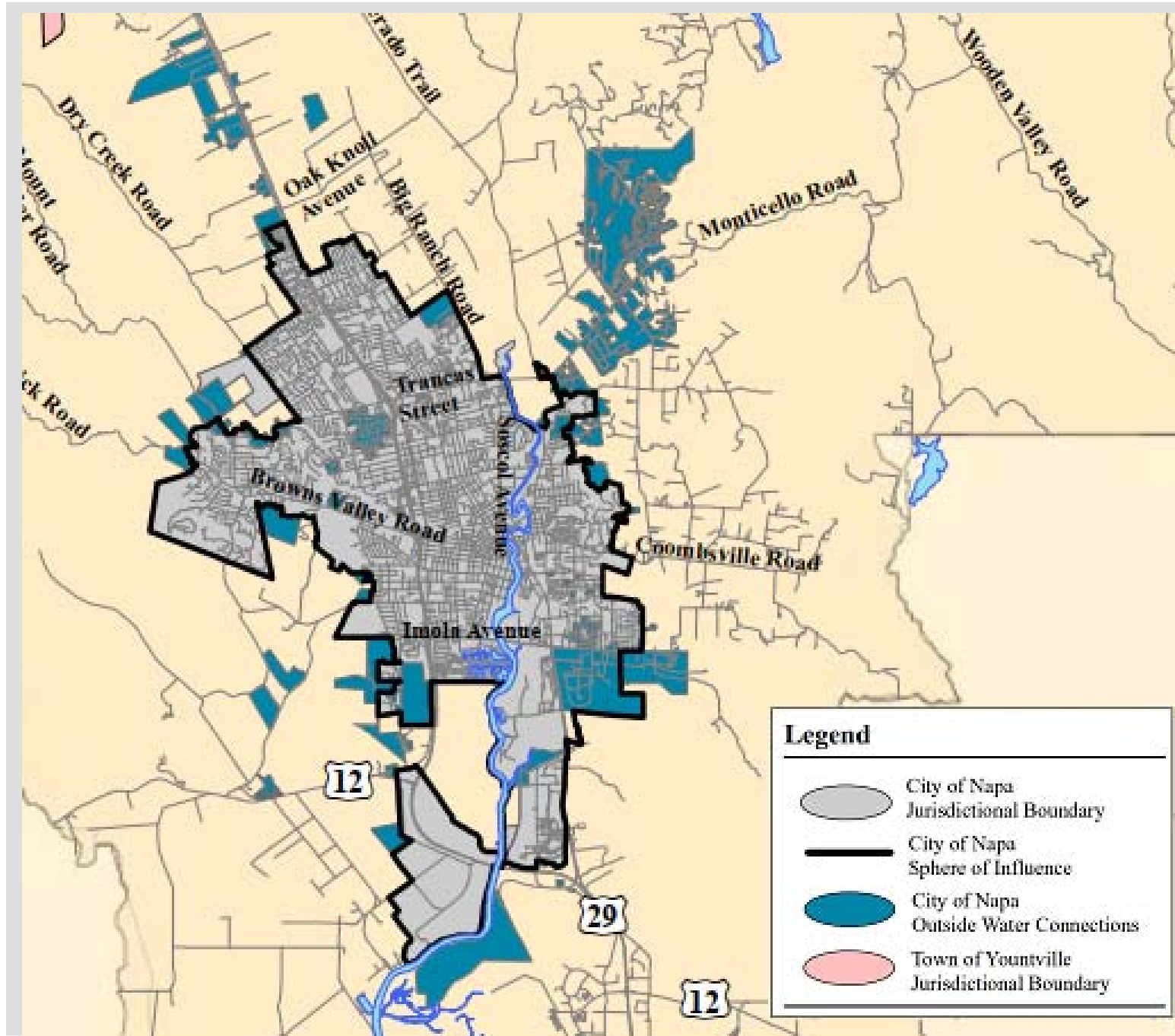
## **Action Requested**

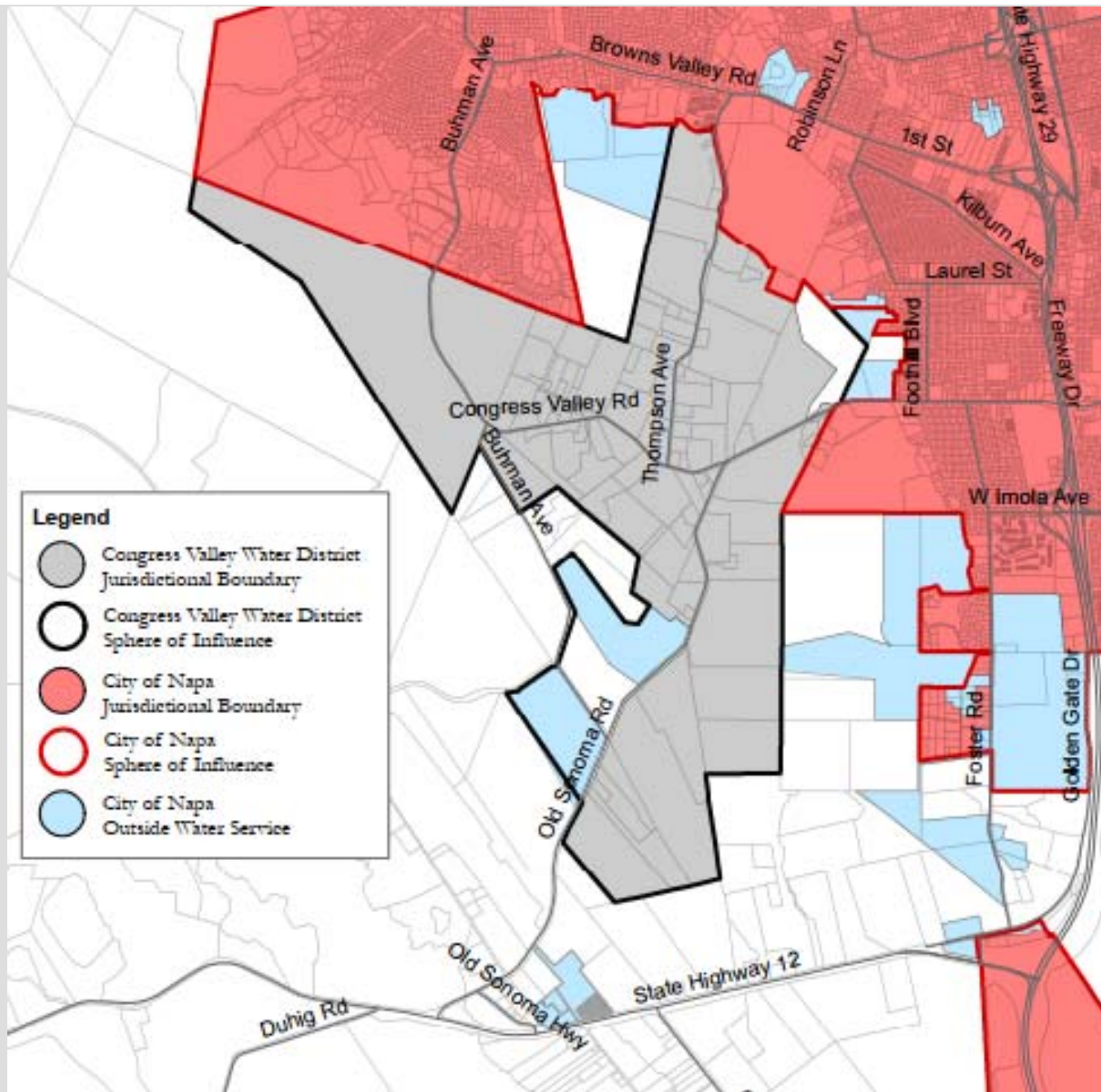
**Consider options for continuing water service to Congress Valley Water District and direct staff to negotiate an amendment to the contract.**



# Additional Maps







**From:** [Valerie E. Clemen](#)  
**To:** [Clerk](#)  
**Subject:** City Council Meeting Submission: Item 13.A. 258-2020 Water Supply Contract with Congress Valley Water District  
**Date:** Tuesday, September 1, 2020 9:53:05 AM  
**Attachments:** [CVWD LAFCO Service Review response 0720.pdf](#)

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[EXTERNAL]

Dear Clerk,

On behalf of the Congress Valley Water District Board, I am submitting the attached document for consideration during this evening's meeting. It does not need to be read aloud, but we did want it to be included and made part of the record.

Thank you,  
Val

---

**Valerie E. Clemen**  
**Coombs & Dunlap, LLP**  
**1211 Division Street**  
**Napa, CA 94559**  
**(707) 252-9100 - Main**  
**(707) 252-8516 - Fax**  
[vclemen@coombslaw.com](mailto:vclemen@coombslaw.com)

**New Office Hours for Coombs & Dunlap, LLP: 8:00 a.m. to 5:00 p.m., Monday through Friday. Closed 12:00 p.m. to 1:00 p.m. for lunch.**





July 15, 2020

Honorable Commissioners:

The Congress Valley Water District (District) Board of Directors appreciates this opportunity to offer comments on Napa County LAFCO's proposed Countywide Water and Wastewater Municipal Service Review.

The draft MSR acknowledges that there is no duplication of service between the District and the City, but nonetheless suggests that there is "potential for greater efficiency of service...as two separate agencies are not needed to offer the current level of services," and suggests that dissolution and reorganization is therefore appropriate. This outlook misunderstands the relationship of the District and City as wholesaler and retailer, and discounts the important representative function that the District plays for its landowners.

#### **The District Plays an Important Role in the Provision of Water to its Landowners**

The District is a landowner voting district, formed and organized under the California County Water District Law (Water Code section 30000 and following). It is empowered, among other things, to "do any act necessary to furnish sufficient water in the district for any present or future beneficial use," (§ 31020) to sell, use, and dispose of surplus water (§ 31023); to construct and operate waterworks (§ 31005); and to restrict the use of water in times of drought (§ 31026). Its authority to manage water within its boundaries is unique and distinct from that of the City or County, and it exercises that authority in part by negotiating water service agreements, by reviewing proposed new connections to its system, and by providing a voice for District landowners in water management issues in the area.

For example: the District and the City of Napa are parties to a long-term water service contract (Agreement), originally entered into in 1951, renegotiated in 1987, and amended in 2017 and 2018. Under the current operating terms of that agreement, the City provides the District with wholesale water at the then-current Outside City rates. Consistent with the 2018 Amendment, the District has authorized the City to directly bills its customers for their water use at the Inside City rates that had been in place under the prior iterations of the Agreement. The District funds any differential through reserves, paying the City directly to account for the differential.

The District Board is a conscientious and responsible steward of its resources, and it exercises appropriate oversight over billing and financial operations. In 2018, the Board underwent a significant financial planning effort, resulting in a partial refund to its landowners of past charges and an on-going arrangement to off-set the then pending City rate increase for as long as the finances of the District would responsibly allow. These efforts demonstrate the Board's commitment to serving its constituents, and the unique fiscal and fiduciary responsibilities it exercises on behalf of its landowners.

It is important to understand that District's land uses and voter makeup are also distinct from those of City residents, and the City's current governance structure provides no avenue for representation of these voters. As the draft report acknowledges, annexation into the City for these lands is not feasible in the near term. Elimination of the District's board and administrative structures (which are already lean), likewise eliminates these landowners' primary form of advocacy and representation before their water service provider. Unlike City residents, who may vote to unseat a councilmember if they are unsatisfied with their water service, District landowners' sole recourse is through the District Board. That Board is empowered and authorized to negotiate on its landowners behalf with the City as a wholesaler, and has done so for many years.

Finally, though the City bears responsibility for the operation, maintenance and replacement of the District's water delivery system, that system is not included within the City's Capital Improvement Plan. The District is actively engaged with consultants and engineers to identify additional capital outlays that would benefit its landowners, including upgrades to existing deliveries, improved efficiencies, and the implementation of water storage resiliencies.

#### **Dissolution is Not Consistent with the Goals of Government Code section 56133.5**

Government Code section 56133.5 establishes a pilot program under which, notwithstanding the

The District is required to initiate and facilitate discussions with the City, LAFCO, and Napa County to establish a transition plan 2 years before the Agreement's expiration. The District formally initiated that discussion on July 14, 2020. The resolution "may include some combination of the District's initiation of dissolution proceedings, the City otherwise taking over the District's responsibilities to provide water service, a longer term commitment by the District to continue to provide water service, or another option mutually agreeable by the District and the City."

Section 56133.5 was intended to allow for the provision of services in special circumstances where that extension not only avoids duplication, but is also consistent with the needs of the landowners and constituents in the area proposed for service. Here, the services are already available to landowners at an appropriate cost and high degree of efficiency, and the extension would result in the disenfranchisement of the same landowners with nominal actual benefit to their water deliveries. Landowners without existing connections at the time of dissolution would be further disadvantaged, in that they would be required to appeal to the City for the provision of services under Section 56133.5, instead of simply opting into existing deliveries under the District's contract.

Section 56133.5 is intended to facilitate the efficient provision of services where a deficiency has been identified: it is not intended to eliminate existing small suppliers, and it should not be used to hasten the dissolution of the District in favor of replacing one service provider with another.

**Recommendation #2 (District Website) Has Already Been Addressed**

Finally, the Board wishes to report on progress made since the issuance of the Draft report. The District previously adopted an exemption from Government Code section §54954.2's website requirements. The need for this exemption was driven by the lack of available expertise on staff and the volume of work necessary to ensure that the District's website was not only full operational, but compliant with the more detailed posting and update requirements of both AB 2257 and other access and publication rules, including the Americans with Disabilities Act. In early 2020, the District directed staff to obtain quotes for outside consultants who could maintain and operate a compliance website. The District expects to award that work and have an operational website in place by the fall of 2020.

The District thanks the LAFCO commissioners for their consideration of these comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Nominni". The signature is fluid and cursive, with a small mark at the end.

Richard Nominni  
Director, Congress Valley Water District