



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/21/2020

Agenda Placement: 10C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Minh Tran - County Executive Officer  
County Executive Office  
**REPORT BY:** Mary Booher, Assistant County Executive Officer - 707-253-4153  
**SUBJECT:** Update on future Board items

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### **RECOMMENDATION**

County Executive Officer will provide a report on pending future agenda items and seek direction from the Board for each item.

### **EXECUTIVE SUMMARY**

Members of the Board of Supervisors are given the opportunity at each Board meeting to request items for future agendas. Because the specific topic requested was not on the agenda, the remaining members of the Board do not have the opportunity to discuss these requests at the time of request. Staff is requesting direction for the following requests:

1. Rule change allowing the Board to call up any planning commission item that was not formally appealed.
2. Discussion regarding which groups are allowed to have designated representatives on Committees and Commissions, and review of application and qualifications.
3. Review of Guenoc Valley proposal in Lake County and impacts on Napa County.
4. Discussion regarding limiting party size at restaurants to mitigate COVID-19 risk.
5. Discussion regarding placement of consolidation of Auditor-Controller and Treasurer-Tax Collector offices on November ballot.

Additional information on these topics is included for reference in the background section of this report.

### **PROCEDURAL REQUIREMENTS**

1. Staff report.

2. Public comment.
3. Motion, second, discussion and vote on the item.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No  
County Strategic Plan pillar addressed: Effective and Open Government

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

In order to ensure requests for future agenda items are addressed in a timely manner, and to ensure that all Board members have the opportunity to provide feedback before significant County resources are invested in these requests, staff is asking the Board for direction on the current pending items.

#### **Rule change allowing the Board to call up any planning commission item that was not formally appealed:**

The process would require staff to prepare a draft ordinance for Board preliminary review, circulate to the public and prepare any CEQA review, and return to the Board for final adoption. The ordinance would allow any Board member to request that a pending item within the decision-making authority of the Planning Commission to instead be decided by the Board. Such action would require a 4/5 vote of the Board to move the item up. Staff estimates 120 hours of staff time in PBES and County Counsel. Staff could provide a preliminary review to the Board in September, and target final adoption by the end of the year.

#### **Discussion regarding which groups are allowed to have designated representatives on Committees and Commissions, and review of application and qualifications:**

Staff would need to review all of the Committees and Commissions to determine which groups have designated representatives. This would require approximately 40 hours of staff time in the CEO's office. Staff could provide this information to the Board by the end of September. At that time, staff could provide a more accurate estimate of the time needed to review the qualifications. Evaluation of qualifications for these positions would be dependent on how many Committees and Commissions have designated representatives, as the qualifications are in the by-laws of each group.

#### **Review of Guenoc Valley proposal in Lake County and impacts on Napa County:**

Provide the Board with an overview of the Guenoc Valley Mixed Use Project, which is proposed to be located on 16,000 acres along the northern border of Napa County. The project is proposed to include 400 hotel rooms; 2,350 homes; spa; sports fields; outdoor amphitheater; horse stables; golf course; campgrounds; retail; wineries, vineyards; agricultural processing; alternative energy; helipads; lake docks; and fire station. The overview would include areas of potential impact and/or benefit to Napa County. This would take approximately 30 hours of PBES staff time. The Lake County Planning Commission has already recommended approval of the project. The Lake County Board of Supervisors began consideration on July 7 and continued the item to July 21. If the Napa Board wanted to comment further in a timely manner, then we should request additional continuance and go before the Napa Board on July 21. If not, then staff can provide an overview of the final approved project anytime in August,

once the Lake County Board has taken action.

**Discussion regarding limiting party size at restaurants to mitigate COVID-19 risk:**

Staff are continuing to look into this, but believe a Health Officer Order is the best way to achieve this. Staff will provide a verbal update at the meeting.

**Discussion regarding placement of consolidation of Auditor-Controller and Treasurer-Tax Collector offices on November ballot:**

The Board has requested a discussion regarding placing a ballot measure on the November 2020 ballot to consolidate the elected Auditor-Controller and Treasurer-Tax Collector into an appointed Director of Finance position. If placed before the voters in November 2020, and approved, this change would not take effect until the current terms are complete in January 2023. In order to meet the deadline to place this on the November ballot, the Board would need to take action no later than August 7, 2020. If the Board directs staff to bring this back as an agenda item, it will be on the July 28th agenda. This requires approximately 10 hours of County Counsel time.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi