



A Tradition of Stewardship  
A Commitment to Service

# AGENDA

## NAPA COUNTY BOARD OF SUPERVISORS

**Tuesday July 31, 2018 9:00 A.M.**

Brad Wagenknecht  
District 1

Ryan Gregory  
District 2

Diane Dillon  
District 3

Alfredo Pedroza  
District 4

Belia Ramos  
District 5

Minh C. Tran  
County Executive Officer

Jose Luis Valdez  
Clerk of the Board

Jeffrey M. Brax  
Acting County Counsel

### GENERAL INFORMATION

The Board of Supervisors meets as specified in its adopted annual calendar on Tuesdays at 9:00 A.M. in regular session at 1195 Third Street, Suite 305, Napa, California 94559. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Board of the Napa County Board of Supervisors. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Board's office no less than 72 hours prior to the meeting date by contacting (707) 253-4580.

**The agenda is divided into three sections:**

**CONSENT ITEMS** - These matters typically include routine financial or administrative actions, as well as final adoption of ordinances that cannot be both introduced and adopted at the same meeting. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion.

**SET MATTERS - PUBLIC HEARINGS** - These items are noticed hearings, work sessions, and items with a previously set time.

**ADMINISTRATIVE ITEMS** - These items include significant policy and administrative actions and are classified by program areas. Immediately after approval of the CONSENT CALENDAR, if the time for hearing SET MATTERS has not arrived, ADMINISTRATIVE ITEMS will be considered.

All materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, in the office of the Clerk of the Board of Supervisors, 1195 Third Street, Suite 305, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA** please proceed to the rostrum and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.

**AGENDA AVAILABLE ONLINE AT [www.countyofnapa.org](http://www.countyofnapa.org)**

1. **CALL TO ORDER; ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
4. **PRESENTATIONS AND COMMENDATIONS**
5. **DEPARTMENT HEADS REPORTS AND ANNOUNCEMENTS**
6. **CONSENT ITEMS**

Human Services

- A. Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign the renewal of a revenue agreement (formerly Agreement No. 7768) with St. Joseph Health Northern California, LLC dba Queen of the Valley Medical Center (Hospital), for a maximum of \$45,000 for the term July 1, 2018 through June 30, 2021 for Hospital to be redesignated as a ST-Segment Elevation Myocardial Infarction (STEMI) Receiving Center.
- B. Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign the renewal of Agreement No. 170145B with The Regents of the University of California, a California public corporation, on behalf of the Institute for Social Behavioral and Economic Research at its Santa Barbara campus for a maximum of \$600 for the term July 1, 2018 through June 30, 2019 for software licenses related to use of the Automated Vital Statistics System.
- C. Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 3 to Revenue Agreement No. 170207B with California Department of Public Health to amend Exhibit B to reallocate funds among existing budgeted line items for Fiscal Years 2017-2018 (Year 3) and 2018-2019 (Year 4) with no change to the contract maximum for operation of the Women, Infants and Children (WIC) Supplemental Nutrition Program.
- D. Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 15 to Agreement No. 170333B with Davis Guest Home, Inc. incorporating an Addendum to the Compensation (Exhibit B) to add new rates for Fiscal Year 2018-2019 and each automatic renewal thereof for the provision of residential mental health client services.
- E. Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign a revenue agreement with the United States Department of Housing and Urban Development for a maximum of \$35,887 for the term April 1, 2017 through March 31, 2018 for the Homeless Management Information System Expansion program.

Community Resources & Infrastructure

- F. Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chair to sign the renewal of the following revenue agreements:
1. Agreement No. 170213B with the California Department of Food and Agriculture (CDFA) for a maximum of \$422,295 for the term July 1, 2018 through June 30, 2020 for reimbursement of expenditures for activities related to detection and exclusion of the Glassy-winged Sharpshooter; and
  2. Agreement No. 180052B with the California Agricultural Commissioners and Sealers Association (CACASA) for a maximum of \$10,056 for the term July 1, 2018 through June 30, 2019 for services related to submitting pesticide use reporting data.
- G. Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 8 to Lease Agreement No. 170067B with Rockwater, LLC for 994 Kaiser Road, Unit A, known as the Records Center which provides the following:
1. Terminating the lease of Unit B effective December 31, 2018 thereby reducing the monthly rental rate for Unit A to \$6,799 as of January 1, 2019 with annual fixed percentage increases of three percent (3%) beginning on July 1, 2019 through June 30, 2023;
  2. Providing an option to extend the lease for three (3) additional years after the original lease term expires; and
  3. Adjusting the rental rate for the first year of extension by "Fair Market Value" with three percent (3%) increases thereafter.
- H. Director of Public Works request approval of and authorization for the Chair to sign an agreement with Argus Consulting Inc. for a maximum of \$155,500 for the term of August 1, 2018 through December 31, 2019 for engineering design services to prepare plans and specifications for the Napa County Airport Fuel Facility Upgrade.
- I. Director of Public Works requests approval of the following actions regarding the Imola Pocket Paving and ADA Ramp Project (4/5 vote required):
1. Authorization for the Chair to sign an agreement with Mark Thomas and Company for a maximum of \$263,103 for the term July 31, 2018 through June 30, 2021 for design and construction management services;
  2. Creation of a new Capital Improvement Project (CIP) Program within the Roads CIP Division (Program 19004);
  3. Approval of Budget Transfer No. DPW002 for the following:
    - a. Increase appropriations by \$293,103 in the Roads Operations budget (Fund 2040, Sub-Division 2040000) offset by the use of its available fund balance to upfront the funding for Program 19004 (Fund 2040, Sub-Division 2040500) budget until funding becomes available from the Measure T;
    - b. Increase revenue and appropriations by \$293,103 in the Roads CIP, Program 19004 budget with offsetting revenues from the Roads Operations budget; and
  4. Approval of Budget Transfer No. DPW003 to increase appropriations by \$293,103 in the Measure T budget (Fund 2440, Sub-Division 1220053) after the first Measure T revenues are received and made available for use.

- J.** Director of Public Works requests the following regarding the "Napa County Guardrail Repair Project", RDS 17-21C (4/5 vote required):
1. Approval to utilize \$142,000 of General Fund available fund balance for the 2017 Fire-FEMA Guardrail project;
  2. Approval of Budget Transfer No. DPW004 for the following;
    - a. Increase appropriations by \$142,000 in the General Fund Non-Departmental Budget (Fund 1000, Sub-Division 1050000) offset by the use of General Fund available fund balance; and
    - b. Increase revenue and appropriations by \$142,000 in the Roads CIP, Program 18021 (2017 Fire-FEMA Guardrail project) budget, offset by the transfer from the General Fund Non-Departmental budget.
  3. Award the contract for the "Napa County Guardrail Repair Project", RDS 17-21C to Frank Medina of Oroville, CA for their low base bid of \$153,940, and authorization for the Chair to sign the construction contract.

#### General Admin & Finance

- K.** Acting Director of Human Resources and Interim Director of Health and Human Services Agency request the adoption of a resolution amending the Departmental Allocation List for the Public Health Division of the Health and Human Services Agency, as follows, effective August 11, 2018, with no net increase in full-time equivalents and no increase to the General Fund:
1. Delete one 1.0 FTE Staff Services Analyst I/II.
  2. Add one 1.0 FTE Supervising Staff Services Analyst.
- L.** Clerk of the Board requests adoption of a resolution consolidating various general municipal elections for the Cities of Napa, Calistoga, American Canyon, and St. Helena, and for the Town of Yountville, all to be held on November 6, 2018, as follows and authorize and direct the County Elections Official to provide election related services with full reimbursement of any costs incurred pursuant to Elections Code section 10002 and Education Code section 5420:
1. City of Napa: election concerning Measure F, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of two (2) Councilmembers, each for a full four (4) year term;
  2. City of American Canyon: election concerning Measure H, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of two (2) Councilmembers each for a full four (4) year term;
  3. City of Calistoga: election concerning Measure D, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of a Mayor for a full two (2) year term and two (2) Councilmembers each for a full four (4) year term;
  4. City of St. Helena: election concerning Measure E, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of Mayor for a full two (2) year term and two (2) Councilmembers each for a full four (4) year term; and

**Item 6L...Continued**

- 5. Town of Yountville: election concerning Measure R, proposing an increase in the Town's Gann limit, and Town of Yountville Measure S, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of Mayor and two (2) Councilmembers election of two (2) Councilmembers each for a full four (4) year term.
  
- M. County Executive Officer requests approval of and authorization for the Chair to sign an agreement with City of Napa for a maximum of \$20,000 for the term July 31, 2018 through June 30, 2019 for the provision of project and construction management services for participants of the Junior Accessory Dwelling Unit Loan Program.
  
- N. County Executive Officer requests authorization for out of state travel for Supervisor Brad Wagenknecht to attend the Policy Briefing and Tour of the Canadian Oil Sands in Fort McMurray, Alberta, Canada with the Bay Area Air Quality Management District on August 12 to August 14, 2018 to represent the County of Napa and the Bay Area at no cost to the County.
  
- O. County Executive Officer requests appointment of the following applicants to serve on the Napa County Commission on Aging, with the terms of office to commence immediately and expire September 30, 2019.

| <u>Name</u>           | <u>Representing</u>                      |
|-----------------------|--|
| Beverly Saxon Leonard | Organization Concerned with Older Adults |
| Mary G. Palmer        | Organization Concerned with Older Adults |

- P. County Executive Officer requests appointment of the following applicant to the Napa County Mental Health Board, with the term of office to commence immediately and expire January 1, 2020.

| <u>Name</u>         | <u>Representing</u> |
|---------------------|---------------------|
| Mirna Leiva-Gullord | Consumer            |

**7. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

**8. PUBLIC COMMENT**

In this time period, anyone may address the Board of Supervisors regarding any subject over which the Board has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

**9. SET MATTERS OR PUBLIC HEARINGS****A. 9:00 AM**

County Executive Officer requests the following regarding the development of the Board's Three Year Strategic Plan:

1. Receive a presentation from Dr. B.J. Bischoff, of Bischoff Performance Improvement Consulting;
2. Provide direction to staff on next steps; and
3. Appoint a Task Force consisting of veteran Department Heads.

**B. 1:30 PM PUBLIC HEARING**

County Executive Officer, Agricultural Commissioner, Assessor-Recorder-County Clerk, Director Public Works and Director of Planning, Building and Environmental Services request that the Board hold a public hearing and adopt a resolution establishing, increasing, decreasing and deleting certain fees for Agricultural Commissioner/Sealer of Weights and Measures, Recorder-County Clerk, Department of Public Works, and Planning, Building and Environmental Services, and Fees in Section III of the Napa County Board Policy Manual.

**ENVIRONMENTAL DETERMINATION:** Pursuant to CEQA Guidelines Section 15273, CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of fees which the agency finds are for the purpose of recovering or partially recovering operating expenses. As the fees affected by the proposed resolution and ordinance are designed solely to cover the cost of services being provided by the County as documented in the study by MGT on file with the Clerk of the Board, CEQA does not apply.

**10. ADMINISTRATIVE ITEMS****Community Resources & Infrastructure**

**A.** Director of Public Works requests the following approvals for the New Napa County Jail Project:

1. Approval of and authorization for the Chair to sign an agreement with Lionakis for a maximum of \$9,839,750 for the term July 31, 2018 through June 30, 2019 with an automatic extension provision for an additional year at the end of each fiscal year not to exceed four additional years for architectural/engineering and associated services for the New Napa County Jail Project;
2. Creation of new Capital Improvement Project (CIP) Programs within Fund 3000, Sub-Division 3000505 for the New Jail Project (Program 19005) and the New Jail (offsite) Project (Program 19006);
3. Cancel \$11,200,000 of Designation for Capital Replacement within the Accumulated Capital Outlay Fund (Fund 3000, Sub-Division 3000000, Account 32100); and
4. Approval of Budget Transfer No. DPW005 for the following (4/5 vote required):
  - a. Increase appropriations by \$11,200,000 in the Accumulated Capital Outlay Fund with the use of its available fund balance once the Designation for Capital Replacement is canceled for the same amount;
  - b. Increase appropriations and revenue by \$10,000,000 in Program 19005 offset by transfer from the Accumulated Capital Outlay Fund; and
  - c. Increase appropriations and revenue by \$1,200,000 in Program 19006 offset by transfer from the Accumulated Capital Outlay Fund.

General Admin & Finance

- B. County Executive Officer and County Counsel recommend the following actions regarding the proposal to increase the Transient Occupancy Tax (TOT):
1. Second reading and adoption of an Ordinance proposing to increase the TOT from 12% to 13% and requiring any funds generated as a result of the imposition of this increase in the TOT to be treated as the proceeds of a special tax and spent on workforce and affordable housing programs and services;
  2. Adoption of a resolution ordering that a special election be conducted on November 6, 2018, to enable the voters to approve or reject the above-referenced ordinance increasing the TOT rate from 12% to 13% and requiring the proceeds of that incremental 1% increase in the tax rate to be spent for workforce and affordable housing programs and services. The tax increase would not be effective unless and until adopted by two thirds vote of the voters; and
  3. Discussion and possible action regarding the submission of ballot arguments for the proposed TOT Ordinance.

**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. Additionally, it can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [14 CCR 15061(b)(3)].

**11. LEGISLATIVE ITEMS****12. BOARD OF SUPERVISORS COMMITTEE REPORTS AND ANNOUNCEMENTS****13. BOARD OF SUPERVISORS FUTURE AGENDA ITEMS****14. COUNTY EXECUTIVE OFFICER REPORTS AND ANNOUNCEMENTS****15. CLOSED SESSION****16. ADJOURNMENT**

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, AUGUST 14, 2018 AT 9:00 A.M.**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON JULY 27, 2018 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS AND AVAILABLE FOR PUBLIC INSPECTION.

Jose Luis Valdez (By e-signature)

JOSE LUIS VALDEZ, Clerk of the Board