

# **Napa County**

Board of Supervisors Chambers  
1195 Third Street, Third Floor  
Napa, CA 94559



## **Agenda - Final**

**Tuesday, July 29, 2025**

**9:00 AM**

**Board of Supervisors Chambers  
1195 Third Street, Third Floor**

### **Board of Supervisors**

*Joelle Gallagher, District 1*

*Liz Alessio, District 2*

*Anne Cottrell, District 3*

*Amber Manfree, District 4*

*Belia Ramos, District 5*

*\* This is a simultaneous meeting of the Board of Supervisors of Napa County, Napa County Public Improvement Corporation, Silverado Community Services District, Monticello Public Cemetery District, In-Home Supportive Services Public Authority of Napa County, Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.*

[www.countyofnapa.org](http://www.countyofnapa.org)

**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 310, 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.

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

Levine Act Compliance: The Levine Act (Government Code Section 84308) governs contributions in Board of Supervisor proceedings related to licenses, permits, or entitlements, as defined in the Act. Board members are prohibited from accepting contributions exceeding \$500 from parties, their agents, or participants during such proceedings and for 12 months after a final decision. If a Board member received a contribution exceeding \$500 within the past 12 months, disclosure is required on the record, and the member must not use their position to influence decisions. Parties and participants must disclose applicable contributions exceeding \$500 on the record, providing the following: • Name of the party or participant and any other person making the contribution • The name of the recipient • The amount of the contribution; and • The date the contribution was made. This information does not constitute legal advice. Parties and participants are advised to consult their legal counsel for guidance on compliance.

**ON A MATTER ON THE AGENDA**

Please proceed to the podium when the matter is called 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, but is generally limited to three minutes.

**ON A MATTER NOT ON THE AGENDA**

Public comment is an opportunity for members of the public to speak on items that are not on the agenda but are within the subject matter jurisdiction of Napa County and its related districts and agencies. Public comment is limited to three minutes per speaker, subject to the discretion of the Chair. Comments should be brief and focused, and speakers should be respectful of one another who may have different opinions. The Board is here to listen to everyone who wishes to address them, but everyone has the responsibility to act in a civil manner. Please remember this meeting is being recorded and broadcast on live television. The County will not tolerate profanity, hate speech, abusive language, or threats. Also, while public input is appreciated, the Brown Act prohibits the Board from taking any action today on matters raised during public comment.

**How to Watch or Listen to the Napa County Board of Supervisors Meetings**

The Napa County Board of Supervisors will continue to meet pursuant to the annually adopted meeting calendar available at the following link:

<https://www.countyofnapa.org/1429/Board-of-Supervisors-Special-Districts-C>

The Board realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote participation for members of the public is provided for convenience only. In the event that the remote participation options malfunction for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access.

Please watch or listen to the Board of Supervisors meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch via YouTube at <https://www.youtube.com/@NapaCounty/streams>.
3. Watch online at <https://napa.legistar.com/Calendar.aspx> (click the "In Progress" link in the "Video" column).
4. Watch on Napa Valley TV Channel 28.
5. Watch on Zoom via [www.zoom.us/join](https://www.zoom.us/join) (Meeting ID: 842-343-169) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 842-343-169).
6. To listen or watch in Spanish, please visit <https://www.countyofnapa.org/3723/>

**If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:**

1. Call the Board of Supervisors Public Comment Line at 707-299-1776 during the item on which you want to speak. Comments will be limited to three minutes, subject to the discretion of the Chair. If you cannot make the meeting, you may leave a comment by voice mail by calling the Public Comment Line before or after the meeting.
2. Email your comment to [publiccomment@countyofnapa.org](mailto:publiccomment@countyofnapa.org) 24 hours in advance of the meeting to ensure that your comment will be shared with all members of the Board of Supervisors.

In the event of a telephone or email malfunction which prevents a member of the public from submitting or making a public comment remotely, the Board of Supervisors reserves the right to receive only those public comments made in person.

For more information, please contact the Clerk of the Board's office at 707-253-4580 or email [clerkoftheboard@countyofnapa.org](mailto:clerkoftheboard@countyofnapa.org).

**1. CALL TO ORDER; ROLL CALL****2. PLEDGE OF ALLEGIANCE****3. PET OF THE WEEK**

- A. Presentation of the Pet of the Week. (No Fiscal Impact)

[25-233](#)

**Attachments:** [Pet of The Week \(added after meeting\)](#)

**4. CONSENT CALENDAR****Auditor-Controller**

- A. Approve and instruct the Clerk of the Board of Supervisors to file the Internal Audit Plan for Fiscal Year 2025-26 and accept the results of the Fiscal Year 2024-25 Internal Audit Plan. (No Fiscal Impact)

[25-1301](#)

**Attachments:** [Attachment A](#)  
[Attachment B](#)

- B. Accept and file the quarterly report of cash and non-cash donations received for the quarter ended June 30, 2025 (Fiscal Impact: Increased Revenues, Discretionary).

[25-1350](#)

**Attachments:** [Report](#)

**Clerk of the Board**

- C. Approval of minutes from the July 22, 2025 regular meeting. (No Fiscal Impact)

[25-93](#)

**Attachments:** [July 22, 2025](#)

**County Executive Office**

- D. Adopt a Resolution consolidating the Board of Supervisors' prior delegations of authority to departments to accept donations; and approve an update to the Auditor-Controller's procedure for the acceptance and disbursement of donations intended to reduce staff burden and make more efficient the Board's periodic consideration of donations. (No Fiscal Impact)

[25-932](#)

**Attachments:** [Resolution](#)  
[Procedure - Clean](#)  
[Procedure - Redline](#)

- E. Approve and authorize Agreement No. 260063B with Allyant not to exceed \$125,000 for a term of August 1, 2025, to June 30, 2026, and \$60,000 annually for years two through five for digital accessibility compliance software. (Fiscal Impact: \$125,000 Expense; General Fund; Budgeted; Discretionary) [25-1275](#)

**Attachments:** [Agreement](#)

- F. Approve transmittal of the proposed response to the 2024-25 Grand Jury Report titled, “Behind the Curtain: Napa County Use Permit Process,” to the Presiding Judge as prescribed by Section 933 of the Penal Code. (No Fiscal Impact, Mandatory) [25-1341](#)

**Attachments:** [Report](#)  
[Response](#)

#### County Fire Department

- G. Approve and authorize Amendment No. 3 to Agreement No. 180316B with the Town of Yountville for fire protection services increasing compensation from \$1,789,976 to \$1,847,975. (Fiscal Impact: \$59,999 Revenue; Fire Fund; Budgeted; Discretionary) [25-1332](#)

**Attachments:** [Agreement](#)

#### Human Resources – Division of CEO’s Office

- H. Adopt a Resolution to approve a Side Letter Agreement dated June 30, 2025, with the Napa County Probation Professionals Association Supervisory and Non-Supervisory Units to update the definition of Probation Safety/Hazard Premium Pay to continue providing Probation Officers and Juvenile Hall Counselors with a 5% Premium Pay to be counted as pensionable pay, effective January 1, 2020. (No Fiscal Impact) [25-1314](#)

**Attachments:** [Resolution](#)  
[Exhibit A](#)

#### Information Technology Services – Division of CEO’s Office

- I. Approve and authorize Amendment No. 9 to Agreement No. 200281B with Tyler Technologies, Inc. for the implementation of Tyler’s utility module beginning July 1, 2025. (Fiscal Impact: \$54,740 Expense; Capital Project Fund; Budgeted; Discretionary) [25-905](#)

**Attachments:** [Agreement](#)

#### Library

- J.** Accept and file a report of annual donations received from Friends of the Library groups for Fiscal Year 2024-25. (Fiscal Impact, \$15,000 Revenue; Napa County Library Fund; Budgeted; Discretionary)

[25-1318](#)

**Attachments:** [Report](#)

**Probation**

- K.** Approve and authorize Agreement No. 260076B with Sonoma County Probation Department to provide care and housing for court-ordered youth. (Fiscal Impact: \$240,000 Expense; General Fund; Budgeted; Mandatory). [25-1330](#)

**Attachments:** [Agreement](#)

**5. PUBLIC COMMENT**

**For all matters not listed on the agenda but within the jurisdiction of the Board of Supervisors and Special Districts. (see page 1)**

**6. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS**

**7. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS**

**8. ADMINISTRATIVE ITEMS**

**Assessor-Recorder-County Clerk**

- A.** Receive the 2025-26 Property Assessment Roll and discuss. (Fiscal Impact: Increased Revenue; Various Funds; Budgeted; Mandatory) [25-1378](#)

**Attachments:** [PowerPoint \(added after meeting\)](#)

**County Executive Office**

- B.** Adopt a Resolution approving the Napa County Artificial Intelligence (AI) Policy, which provides a framework for the legal, ethical, and responsible use of AI by County departments, employees, contractors, and vendors. (No Fiscal Impact) [25-1085](#)

**Attachments:** [Resolution](#)

**9. CLOSED SESSION**

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** [25-1374](#)  
Potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (2 matters)

**10. ADJOURNMENT**

**ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY,  
AUGUST 5, 2025 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 FRIDAY, JULY 25, 2025 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.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board