



City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
1088 College Avenue, St. Helena, CA 94574
Wednesday, February 7, 2024 @ 5:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Erika Opp at eopp@cityofsthelena.org

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Leslie Stanton
Vice Chair: Jeff Farmer
Members: Glenn Smith, Madelyn Chandler, John Zimmerman
Alternate Members: Amy Beaudine and Anthony Micheli
City Council Member Liaison: Paul Dohring, Mayor
Staff Liaison: Erika Opp, Administrative Analyst
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide their name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND COMMITTEE:
Reports by staff and/or committee on items of general interest. **Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.**
5. CONSENT CALENDAR:
Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 5.1. Active Transportation and Sustainability Committee Meeting Minutes of December 12, 2023 3 - 4
[12.6.23 DRAFT Minutes Active Transportation and Sustainability Committee](#)
6. SCHEDULED MATTERS:
 - 6.1. Presentation of Boards, Commissions and Committees Protocols and Rules of Conduct 5 - 19
Prepared By: April Mitts, Assistant City Manager

[Boards and Commissions City Council Rules of Procedures Presentation 2024](#)

- 6.2. Presentation of City Council Goals and City Manager Update
Prepared By: April Mitts, Assistant City Manager

21 - 29

[Boards and Commissions City Council Goal Update NO VIDEO for PDF](#)

7. FUTURE AGENDA ITEMS:

1. Review and make potential recommendation for modifications to City Ordinance 15.36.050 section 503.4.1 - traffic calming measures
Tentative date: March 2024
2. Blue Zones and Active Transportation Program Improvement Review
Tentative Date: March 2024
2. Review trails and Open spaces program/Engagement with Vine Trail
TBD
3. Potential Reusable Foodware and Waste Reduction Ordinance - TBD
5. Downtown Specific Plan process - TBD

8. ADJOURNMENT

The next regular Active Transportation and Sustainability Committee meeting is scheduled for March 6 at 5:00 pm, City Hall, 1088 College Avenue, St. Helena.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on February 1, 2024.

Erika Opp, Administrative Analyst

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.



MINUTES
City of St. Helena
Active Transportation and Sustainability
Committee Meeting
Wednesday, December 6, 2023 @ 5:00 PM
City Hall, 1088 College Avenue, St. Helena

1. CALL TO ORDER

Vice Chair Farmer called the meeting to order at 5:01 p.m.

2. ROLL CALL

Present: Chair Leslie Stanton (arrived at 5:05), Vice Chair Jeff Farmer, Members: Glenn Smith, Madelyn Chandler, John Zimmerman Alternate Member: Anthony Micheli

Absent: Alternate Member Amy Beaudine

3. PUBLIC FORUM:

No public comment was received

4. REPORTS BY STAFF AND COMMITTEE:

Public Works Director Joe Leach introduced Rebecca White, new Administrative Assistant for Public Works

Alternate Member Micheli made comment on the safety at Kearney and Madrona

Member Smith requested an item be added to a future agenda regarding public engagement on ULI

5. CONSENT CALENDAR:

- 5.1. Active Transportation and Sustainability Committee Meeting Minutes of November 1, 2023
Prepared By: Erika Opp, Administrative Analyst

Member Zimmerman moved to approve consent item. The motion was seconded by Member Smith and unanimously approved by the committee.

6. SCHEDULED MATTERS:

Receive update and presentation of Active Transportation Plan Phase II - Safe Routes to School

Mario Traverso, Project Manager for Public Works provided presentation.

Active Transportation and Sustainability Committee
December 6, 2023

Receive Demonstration of the Public Facing Capital Improvement Program
Project Status Dashboard

Assistant to the City Manager, Lesley Milton provided demonstration on Capital
Improvement Program (CIP) portal on the City website

Receive Presentation and Provide Feedback on Draft Designs for Downtown
Walking Maps, Trailhead Maps and Markers

Assistant to the City Manager, Lesley Milton and Kelly Bond from Blue Zones
Project provided presentation on Draft Designs for Downtown Walking Maps,
Trailhead Maps and Markers

Consideration to cancel January meeting

Committee discussed canceling January meeting. Motion made by Vice Chair
Farmer to cancel January 2024 ATSC meeting, seconded by Member
Chandler and unanimously approved by the committee

7. FUTURE AGENDA ITEMS:

1. Potential Reusable Foodware and Waste Reduction Ordinance – February 2024
2. Review and make potential recommendation for modifications to City Ordinance 15.36.050 section 503.4.1 – traffic calming measures – March 2024
3. Review Trails and Open Spaces Program – TBA
4. ATSC engagement with City Council goals – February 2024
5. ULI Discussion on public engagement – make recommendations - TBA

8. ADJOURNMENT

Vice Chair Farmer adjourned the meeting at 6:28 p.m.

APPROVED:

ATTEST:

Leslie Stanton, Chair

Erika Opp, Administrative Analyst

City Council, Boards,
Committees &
Commissions

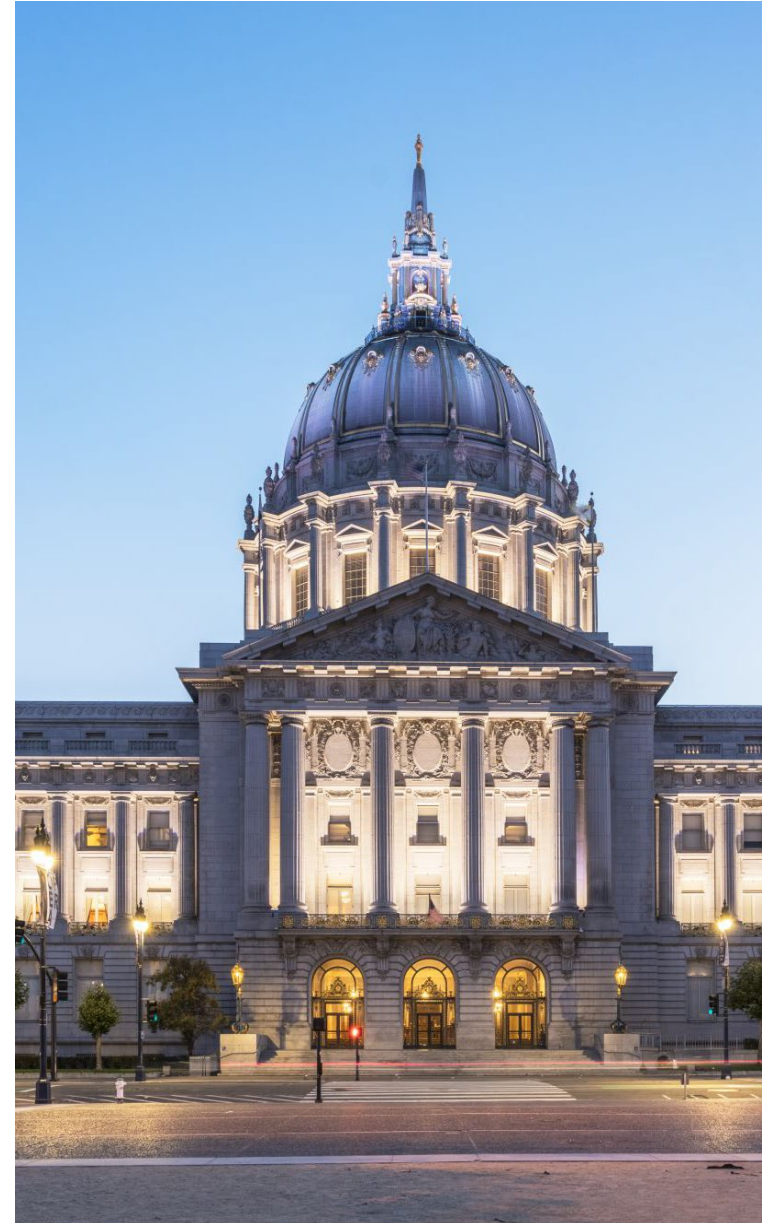
*Rules of Procedure for the
Conduct of Meetings
&
Standards of Conduct*

February 2024

By:

April Mitts, Assistant City Manager

Cindy Tzafopoulos, City Clerk



Agenda



Objectives



Roles and
Responsibilities



Brown Act
Review



Rules of
Procedure
for the
Conduct of
Meetings



Standards
of Conduct

Objectives



Groundwork for effective
working relationships



Become acquainted with
legal responsibilities



Roles and Responsibilities Advisory Boards

Local government advisory boards, commissions, and committees play a crucial role in the functioning of local government by providing input, expertise, and recommendations on various issues and policies.

- Function under the direction of the City Council on behalf of the City and its residents.
- Appointed by and can be removed by the City Council.
- Council establishes committees by ordinance or resolution defining the role, purpose, and membership.
- Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefits.
- Chairperson, or committee designee, report at least once per quarter to report on the committee's activities and projects and provide updates to the Council and community.



Roles and Responsibilities

City Manager



Appointed by the City Council



Responsible for Fulfilling the Council's Vision



Sole Authority over Officers and Employees



Manage the City Organization in the Delivery of Public Services



Support the Elected Officials in their Role



Policy Analysis and Implementation



Designates staff liaison to each committee



Roles and Responsibilities

Staff Liaison

Designated by the City Manager

Assist the committee in understanding City functions and requirements such as:

- State Regulations
- Municipal code
- Brown Act

Ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area.

Collect and file committee records and minutes.



Brown Act

Basic Rule

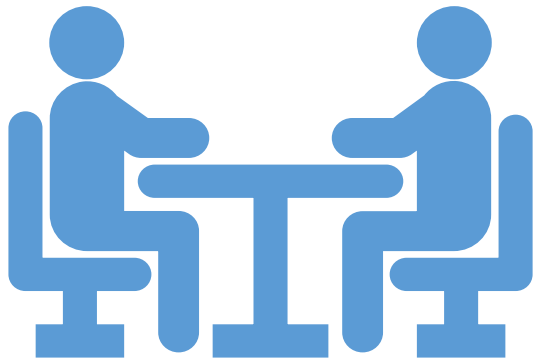


All meetings of the legislative body shall be open and public



All persons shall be permitted to attend any meeting of the legislative body, except as otherwise provided in the Brown Act

Brown Act Meetings

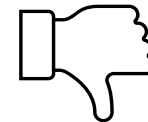
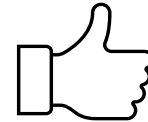


Definition:

Any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate or take action upon any item which is within its subject matter jurisdiction.

Types of Meetings:

- Formal
 - Regular Meetings
 - Special Meetings
- Informal
 - Daisy Chain
 - Hub and Spoke
 - Email/Social Media/Technology





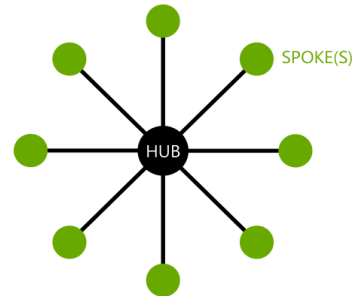
Brown Act

More on Informal Meetings

Daisy Chain: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.



Hub and spoke: An intermediary - such as a staff member or even a developer or applicant - contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body.



Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction violates the Brown Act.





Brown Act

Recommendations for E-mail



Avoid sending e-mails to the whole legislative body.

If necessary, provide information only.
Do not solicit a response.



Be careful replying to e-mails.

Do not communicate your position or make a commitment on a pending matter.
Do not direct a reply to a majority of the legislative body.



Think carefully before sending any e-mail.

Remember, your e-mail can be forwarded by others to a majority of the legislative body.



Rules of Conduct

Rules of Procedure for the Conduct of Meetings

Establishes Procedures Related to Meetings (highlights)

- Time and Place of Regular Meetings
- Setting and Posting of Agenda
- Placing Items on the Agenda
 - Member Request for Items
- Order of the Agenda
- Public Testimony and Comments
- Discussion at Meetings





Rules of Conduct

Standards of Conduct

Ethics

- Act in Public Interest
- Comply with both the Spirit and Letter of the Law and City Policy
- Conduct of Members
- Respect for the Process
- Conduct at Public Meetings
- Decisions Based on Merit
- Communication
- Conflict of Interest
- Gifts and Favors
- Confidential Information
- Use of Public Resources
- Positive Work-Place Environment
- AB 1234 Required Ethics Training





Rules of Conduct

Standards of Conduct

Code of Ethics and Conduct

- Conduct with Each Other in Public Meetings
- Conduct with the Public in Public Meetings
- Conduct with City Staff
- Conduct with Boards, Committees, and Commissions
- Conduct with Each Other and the Public in Private Encounters

Enforcement of Sanctions

- Acknowledgement of Code of Ethics and Conduct
- Ethics Training for Local Officials
- Behavior and Conduct
- Council Authority

St. Helena City Council

The City of St. Helena Council is comprised of five Members elected at-large every Even years. Council Members serve four (4) year, alternating terms, and the Mayor serves a two year term. The Council is responsible for reviewing and establishing public policies responsive to the community.

The City of St. Helena is a General Law City and operates a Council-City Manager style of government. The City is governed by the California Constitution and laws enacted by the State legislature. All legislative power is held by the City Council which consists of the Mayor and four Councilmembers. While all Councilmembers are responsible for the City, the Mayor has the additional responsibility of presiding over City Council meetings, signing official resolutions, and presiding at ceremonies and events.

Meet your City Council: Check out the Biographies of the [Mayor and Council Members](#)

The City Council meets the second and fourth Tuesdays of each month at 6:00 pm in the Vintage Hall at St. Helena High School Campus, at 465 Main Street. The public is invited to attend all Council Meetings. Council meetings are also streamed live on YouTube Channel 28 and are replayed the Friday after the meeting at 9:00 a.m.

View all meetings and agendas: [Click here](#)

- **City Council Goals (Established May 2023):** [Click here](#)
- **City Council Rules, Procedures and Standards of Conduct:** [Click here](#)
- **City of St. Helena Vision and Mission Statement:** [Click here](#)
- **City Council Adopted Policies:** [Click here](#)
- **Open and Public: A guide to the Brown Act:** [Click here](#)
- **City Council Intergovernmental and Internal Assignments:** [Click here](#)

Additional Information

Questions

- Cindy Tzafoopoulos, City Clerk
 - 707-312-1257
 - ctzafoopoulos@cityofsthelena.org

Documents

- Cityofsthelena.org/bc-citycouncil

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Questions?



Council Goals



April Mitts, Assistant City Manager

February 2024

City Goals – set by City Council

- Responsible for establishing broad goals
- Sets strategic direction, priorities, and allocation of staff resources

Workplan/Objectives – set by City Manager

- Develops plan to achieve City Council Goals
- Responsible for developing workplan to achieve goals





Goals		Total Objectives	Objectives for FY 2024
Goal 1	Strengthen Financial Sustainability	9	4
Goal 2	Improve Infrastructure & Further Environmental Sustainability	46	27
Goal 3	Pursue Water Security & Sustainable Management of Water Resources	11	6
Goal 4	Provide Effective Community Information & Opportunities for Engagement	20	14
Goal 5	Enhance Quality of Life	44	22
Goal 6	Improve Employee Recruitment, Retention, & Morale	9	6
Goal 7	Enhance Organizational Effectiveness	19	13
Goal 8	Implement Capital Improvement Plans (CIP) Projects	54	15
	TOTALS	212	107

Sample of Goals/Objectives



Goal 1

Financial Sustainability

- Develop Long Range Financial Plan

Goal 2

Infrastructure & Environmental Sustainability

- Expand EV Charging Infrastructure

Goal 3

Water Security

- Update Water Neutrality Policy and Safe Yield Analysis

Goal 4

Community Information & Engagement

- Communication of Updated CIP Status

Sample of Goals/Objectives



Goal 5

Quality of Life

- Create a Public Art Policy

Goal 6

Employee Recruitment, Retention, & Morale

- Develop a formal cross training and skill expansion plan

Goal 7

Organizational Effectiveness & Service Delivery

- Implement internal staffing, process, and technology to improve performance and speed

Meeting the Objectives:

1. Identification of City Goal
2. Create SMART Objective to meet the Initiative
3. Estimated Deliverable Date
4. Status/Updates
5. Implementation of each Objective



Objective Realized - Sample

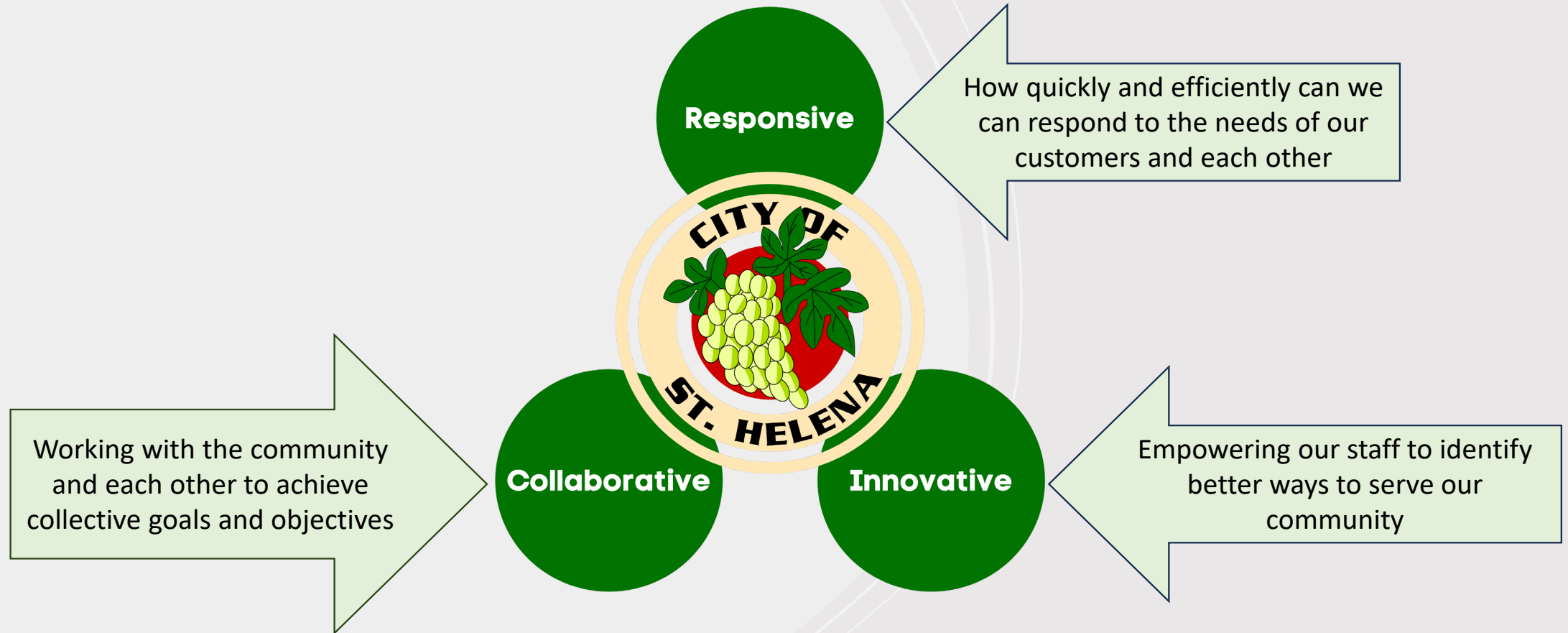
Goal 6

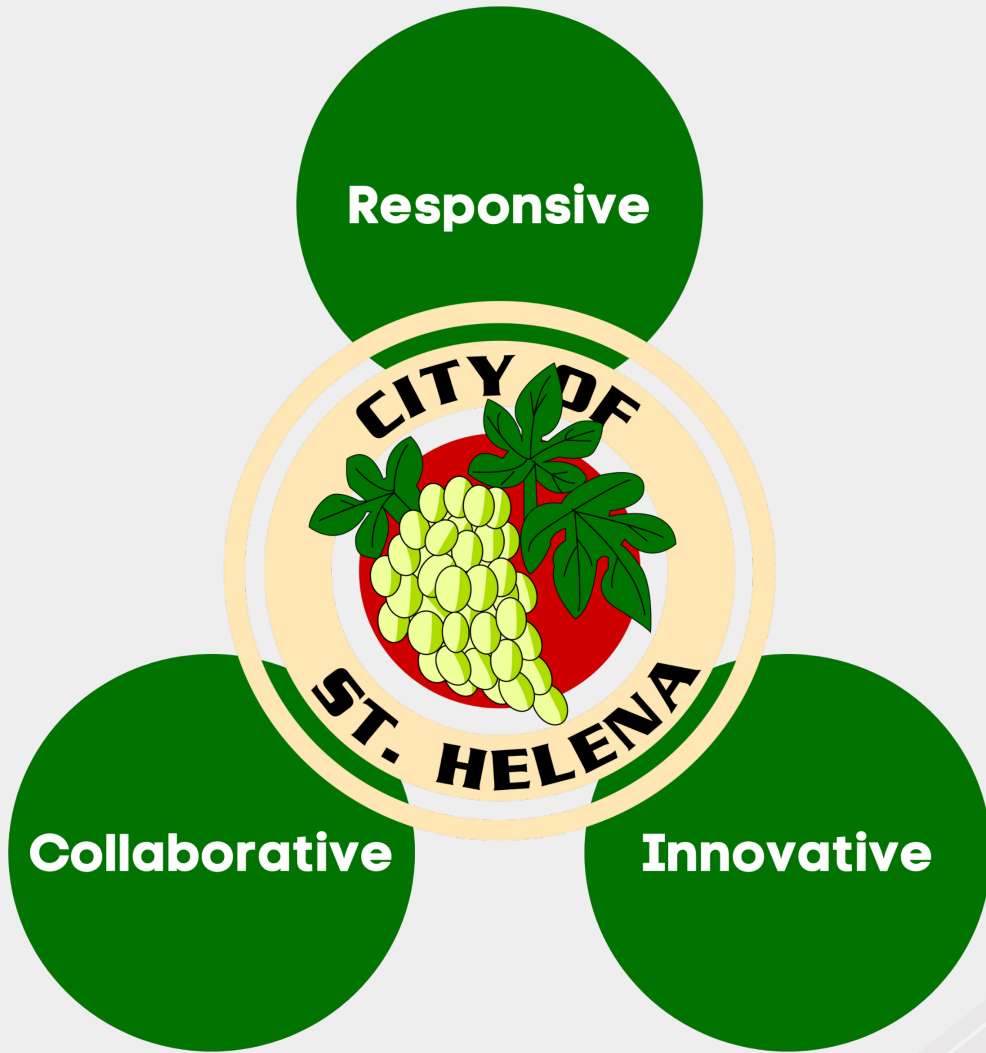
Employee Recruitment, Retention, & Morale

- Develop Recruitment Videos that Highlight St. Helena as a Great Place to Work



Core Values





Questions?