



Mayor: Ann Nevero
Vice Mayor: Sharon Crull
City Council: Greg Pitts
Mario Sculatti
Peter White

REGULAR MEETING
ST. HELENA CITY COUNCIL
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA
JUNE 11, 2013
5:30 PM CLOSED SESSION
6:00 PM REGULAR MEETING

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 voluntarily complete a “Speaker Card” and submit it to the City Clerk BEFORE that portion of the agenda is called. Speaker cards are available on the table in back of the room. Please observe the time limit of three minutes.

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS PERTAINING TO THE CLOSED SESSION**
- 4. CLOSED SESSION**
Conference with Legal Counsel - Pending Litigation –
Name of Case: In re The Matter of the Jean Phillips Trust Created Under the Dorothy L. Tweed 2000 Revocable Trust, Napa County Superior Court Case No. 26-60863
Government Code Section 54956.9(d)(1))
- 5. OPEN SESSION – COUNCIL WILL RETURN TO OPEN SESSION AND ANNOUNCE ACTIONS TAKEN IF ANY**
- 6. PUBLIC FORUM:** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person’s comments shall be limited to 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with State Law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.
- 7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers 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 City Council.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

CONSENT ITEMS: Members of the Council 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, one motion may be used to adopt all recommended actions. (Roll Call Vote)

9. City Council Minutes of May 28, 2013

Recommended Action: Approve

10. Resolution accepting the work and directing the filing of a notice of completion for the Wappo Park/Pope Street Multi Use Trail project

Recommended Action: Adopt

11. Resolution adding red zone at 750 Hunt Avenue for waste collection cart placement to the City's list of red zones (parking prohibitions) and rescinding prior resolution

Recommended Action: Adopt

12. Resolution accepting the Magnolia Oaks Phase 1 Public Improvements, authorizing the City Clerk to file a notice of completion and requiring surety bonds for warranty period

Recommended Action: Adopt

PUBLIC HEARINGS - None

SCHEDULED MATTERS

13. Resolution adopting Annual Budget for the City of St. Helena for Fiscal Year Ending June 30, 2014 (City Manager/Finance Director)

14. Consideration/action on a 2-month renewal of agreement for services with the Carmen Group for federal reimbursement assistance for the St. Helena Comprehensive Flood Protection Project (Finance Director)

15. Consideration/action on a request from John Lockwood for a \$21,000 in-lieu parking fee waiver for Sogni Di Dolci at 1142 Main Street (Interim Planning Director)

16. Discussion regarding capital improvement projects for establishing proposed 2013 impact fee study (City Manager/Public Works Director)

17. Review and direction on revisions to the Draft General Plan Update Historic Resources Element (Interim Planning Director)

ADJOURNMENT

The next Regular City Council meeting is scheduled for June 25, 2013 at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street. This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on May 23, 2013.


Delia Guijosa, City Clerk

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <http://cityofsthenana.org> and will be available for public review at the respective meeting.

**REGULAR MEETING
ST. HELENA CITY COUNCIL
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA
MAY 28, 2013
5:30 P.M. CLOSED SESSION
6:00 P.M. REGULAR MEETING**

A complete video recording of this meeting can be found at www.cityofsthelena.org or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

Mayor Nevero called the meeting to order at 6:02 p.m. and the flag was saluted.

ROLL CALL

Present: Councilmembers Sculatti, White, Crull, Pitts, Mayor Nevero

Absent: None

PUBLIC FORUM

Our Town – Mary Stephenson

Provided an overview of information collected in putting together the Our Town housing project proposed on the Romero property located on Pope Street.

Tree Committee – Susan Allen

Updated the Council on the past few month's efforts of the St. Helena Tree Committee. Stated that the Tree Committee anticipates updating the Council quarterly on the Tree Committee efforts.

Corner of Adams and Oak Avenue - Susan Allen

Noted that prior to the kindergarten moving to Grayson Avenue the corner of Adams and Oak was a wonderful playground to students. Currently the area is not used and the kindergarten class rooms are used as storage. She suggested the City consider turning that corner into a vibrant area for moms and children. The Council advised Ms. Allen that the property in question is property of the school district and the district is the contact. The Council suggested Ms. Allen approach the school and said the topic could be addressed at an upcoming Monrovia meeting.

CLOSED SESSION

Mayor Nevero asked if there were any public comments regarding the Closed Session matters listed below. There being none, the Council convened into Closed Session.

Conference with Legal Counsel - Pending Litigation –

Name of Case: In re The Matter of the Jean Phillips Trust Created Under the Dorothy L. Tweed 2000 Revocable Trust, Napa County Superior Court Case No. 26-60863
Government Code Section 54956.9(d)(1))

The Regular Meeting was reconvened at 6:02 p.m. and Mayor Nevero stated there was no reportable action.

REPORTS BY STAFF AND CITY COUNCIL AND FUTURE AGENDA ITEMS and AB 1234 REPORTS:

Interim Planning Director -City Manager

Noted that Mr. Desmond was not feeling well and therefore was not present.

PRESENTATIONS AND PUBLIC RECOGNITIONS

CONSENT ITEMS

Councilmember White moved to approve Consent Items 9 - 13. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Sculatti, Pitts, Mayor Nevero

NOES: None

Those items approved were as follows:

9. Approved City Council Minutes of April 28, 2013;

10. Approved City Council Minutes of May 14, 2013;

11. Approved City Council Minutes of May 22, 2013;

12. Adopted Resolution No. 2013-30 waiving the \$500 encroachment permit for the St. Helena Chamber Cheers! 5K Run on June 7, 2013; and

13. Adopted Resolution No. 2013-31 approving standard compliant design/build Change Order No. 1 for the Water Tank 1A construction project.

ITEMS REMOVED FROM CONSENT

14. Adopted Resolution No. 20130 32 approving Library Lane street closure and allowing mobile food vendors for July 13, 2013 library event

Councilmember Crull said she had pulled this item because of its fiscal impact. She noted that Upper Valley Waste Management charges for extra trash and noted this event will incur additional trash and she asked about recuperating the extra charge that would be assessed.

Councilmember Pitts moved to approve Resolution No. 2013-32 approving Library Lane street closure and allowing mobile food vendors for July 13, 2013 library event with the direction to staff to advise the Council if additional costs were incurred as a result of the event. The motion was seconded by Councilmember White and on roll call carried by the following vote:

AYES: Councilmembers Pitts, White, Sculatti, Crull, Mayor Nevero

NOES: None

PUBLIC HEARINGS - None

SCHEDULED MATTERS

15. Discussion/action on naming Crane Park Picnic Area 3 as “Del Britton Memorial Grove” and renaming Pine Street east of Main Street to “Britton Way” as a memorial for late St. Helena Mayor Delford Britton and holding a future dedication ceremony

Councilmember Crull reviewed the proposal for a memorial for late Mayor Britton. She reviewed the idea of naming Crane Park Picnic Area 3 as “Del Britton Memorial Grove.” She said Del actively attended the Friday Farmers Market with the purpose of meeting and greeting the public. Mayor Britton sat in close proximity to picnic area 3 and it was fitting to rename the picnic site in his honor. The Council agreed.

Councilmember Crull reviewed the idea of renaming Pine Street east of Main Street to “Britton Way. The Council supported this idea as well and it suggested that the renaming be scheduled in October during the Fire Department’s annual Open House.

Councilmember Crull moved to approve renaming of Pine Street (1500 block) and Crane Park area 3 and to direct staff to take any additional action that may be necessary. The motion was seconded by Councilmember White and on roll call carried by the following vote:

AYES: Councilmembers Crull, White, Sculatti, Pitts, Mayor Nevero

NOES: None

16. Resolution No. 2013-33 adding red zone to the southerly portions of Grove Court (from Hunt Avenue to the heritage tree) to the City's list of red zones (parking prohibitions), and discussion regarding creating a red zone at 752 Hunt Avenue for waste cart collection and rescinding prior red zone Resolution 2010-97

This item was bifurcated as follows: **(1)** Consideration/adoption of a resolution adding red zones to the southerly portions of Grove Court (from Hunt Avenue to the heritage tree) to the City's list of red zones (parking prohibitions), and **(2)** discussion to create red zone at 752 Hunt Avenue for waste cart collection and rescinding prior red zone Resolution 2010-97. It was also noted that the address in question is 750 Hunt Avenue not 752 Hunt Avenue.

Mayor Nevero recused herself from the discussion of the red zone on the southerly portion of Grove Court due to her residing in close proximity to the area in question and excused herself.

Upon review of the potential red zone, Vice Mayor Crull moved to adopt Resolution No. 2013-33 adding a red zone to the southerly portions of Grove Court (from Hunt Avenue to the heritage tree) to the City's list of red zones (parking prohibitions). The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Vice Mayor Crull, Councilmembers Pitts, Sculatti, White

NOES: None

ABSTAIN: Mayor Nevero

Mayor Nevero returned at this time.

Upon review of placing a red zone at 750 Hunt Avenue, Councilmember White moved to approve a 10 foot red zone to the right of the driveway at 750 Hunt Avenue. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers White, Pitts, Sculatti, Mayor Nevero

NOES: Councilmember Crull

17. Resolution No. 2013-34 adopting the City of St. Helena Bicycle Plan

Councilmember Pitts moved to approve Resolution No. 2013-34 adopting the City of St. Helena Bicycle Plan. The motion was seconded by Councilmember White and on roll call carried by the following vote:

AYES: Councilmembers Pitts, White, Sculatti, Crull, Mayor Nevero

NOES: None

18. Council approval to enter into an agreement between the City of St. Helena and Napa County for the City of St. Helena Fire Department to provide Emergency Fire Call Types within Unincorporated Napa County from July 1, 2013 to June 30, 2015

Councilmember Crull moved to approve the agreement between Napa County and the City of St. Helena regarding a response plan providing first responder services in the unincorporated areas of the county surrounding the City of St. Helena for a term expiring on June 30, 2015 with the understanding that the map will be updated to reflect clearly the service area. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Crull, Sculatti, Pitts, White, Mayor Nevero

NOES: None

19. Resolution No. 2013-35 approving the Cooperative Fire Programs Fire Protection Reimbursement Agreement between the City of St. Helena and the California Department of Forestry and Fire Protection for Dispatch Services from July 1, 2013 to June 30, 2014

Council directed staff to inquire as to a two year agreement rather than a one year agreement and Councilmember Pitts moved to adopt Resolution No. 2013-35 approving the cooperative fire programs fire protection reimbursement agreement between the City of St. Helena and the California Department of Forestry and Fire Protection for services from July 1, 2013 to June 30, 2014 or June 30, 2015. The motion was seconded by Councilmember Crull and on roll call

carried by the following vote:

AYES: Councilmembers Pitts, Crull, Sculatti, White, Mayor Nevero

NOES: None

RECESS

At 7:43 p.m. Mayor Nevero called for a recess. The meeting was reconvened at 7:55 p.m.

20. Review and direction on revisions to the Draft General Plan Update Public Health Safety and Noise Element

The Council reviewed the Public Health Safety and Noise Element.

ADJOURNMENT

Mayor Nevero adjourned the meeting at 9:41 p.m.

APPROVED:

ATTEST:

Ann Nevero, Mayor

Delia Guijosa, City Clerk

STAFF REPORT

OFFICE OF THE DIRECTOR OF PUBLIC WORKS



DATE: June 11, 2013

TO: Mayor and City Council

Item No: 10

FROM: John Ferons – Director of Public Works and City Engineer
Debra Hight – Asst Director of Public Works

RE: Resolution 2013-__ Accepting the Work and Directing the Filing of the Notice of Completion for the Wappo Park/Pope Street Multi-Use Trail Project

BACKGROUND

On February 14, 2012 and July 24, 2012, the Council approved Resolutions 2012-11 and 2012-63, respectively, for a recipient funding agreement of Transportation Fund for Clean Air (TFCA) funds between NCTPA and the City of St. Helena for the design and construction of a missing link of bicycle trail for commuters and tourists who utilize the Napa River Trail and Pope Street and to provide better bicycle and pedestrian access to Wappo Park and the Upper Valley Napa College.

On July 24, 2012, the Council approved Resolution 2012-61 for a Professional Services Agreement with Riechers Spence & Associates (RSA) for the preparation of plans, specifications and bid documents for construction of the Wappo Park/Pope Street Multi-use Trail Project. Those documents were completed in November 2012.

Upon completion and review of the plans by RSA for the Wappo Park/Pope Street Multi-Use Trail Project, a notice inviting informal bids was posted on January 22, 2013. Bids were due and read on February 7, 2013. The lowest responsive and responsible bidder for the project was Harold Smith & Sons, Inc. in the bid amount of \$68,567.

Resolution 2013-10 on February 26, 2013 approved the plans, specifications and working details, authorized award of the Wappo Park/Pope Street Multi-use Trail Project to Harold Smith & Sons, Inc and authorized to proceed with the construction of the project.

FISCAL IMPACT

The project costs were estimated at \$100,000. The TFCA funding provides 100% reimbursement up to a maximum of \$90,000. The grant does not require matching funds from the City. To date, expenditures and encumbrances for the project have been \$92,674, leaving \$2,674 plus some streets, parks, and public works staff costs to be borne by the City from the Wappo Park Capital Improvement Projects funds.

RECOMMENDED COUNCIL ACTION

Approve the attached Resolution to accept the work and direct the filing of the Notice of Completion for the Wappo Park/Pope Street Multi-Use Trail Project.

ATTACHMENTS/EXHIBITS

1. Resolution 2013-__ Accepting the Work and Directing the Filing of the Notice of Completion for the Wappo Park/Pope Street Multi-Use Trail Project

CITY OF ST. HELENA

RESOLUTION NO. 2013-__

**RESOLUTION ADDING RED ZONE AT 750 HUNT AVENUE FOR WASTE
COLLECTION CART PLACEMENT TO THE CITY'S LIST OF RED ZONES
(PARKING PROHIBITIONS) AND RESCINDING PRIOR RESOLUTION NO. 2013-__**

RECITALS

The Police Chief, Fire Chief and the Public Works Director have identified certain locations for which no parking is recommended in addition to those already in existence. New locations are identified with an underline in the following resolution. Locations not marked by an underline are locations already designated as no parking zones.

RESOLUTION

1. No parking zones or No stopping zones established within Resolution No. 2010-97 are hereby rescinded except to the extent that they are re-established below in this resolution.

2. For purposes of this resolution:

"Curb" means the concrete curbing installed along the side of the street or roadway or, if there is none, the edge of the traveled portion of the street or roadway.

"Intersection" means the point established by extending curb lines of the designated streets without regard for an arced curb installed to provide a turning radius between roadways.

3. Pursuant to Sections 10.10 and 10.11.1 of the City Code the following locations are designated as no parking or no stopping zones within which parking of vehicles on City streets is prohibited.

A) ADAMS STREET

1. Commencing at the northeast intersection of Adams and Kearney Streets thence 25 feet easterly along the north side of Adams Street.
2. Commencing at the southeast intersection of Adams and Kearney Streets thence 72 feet westerly along the south side of Adams Street.
3. Commencing at the southeast intersection of Adams Street and Money Way thence 30 feet easterly along the south side of Adams Street.
4. Commencing at the southeast intersection of Adams Street and Napa Valley Wine Train Tracks thence easterly 30 feet along the south side of Adams Street.

5. Commencing at the southeast intersection of Adams Street and Main Street 42 feet easterly to the point of beginning, thence 20 feet easterly along the south side of Adams Street.
6. Commencing on the south side of Adams Street 138 feet easterly from Main Street thence 20 feet easterly along the south side of Adams Street.
7. Commencing at the northwest intersection of Adams Street and Railroad Avenue thence westerly 28 feet along the north side of Adams Street.
8. Commencing at a point 65 feet east of Main Street thence easterly 20 feet along the north side of Adams Street.
9. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 20 feet on the north side of Adams Street.
10. Commencing at the southeast intersection of Adams Street and Oak Avenue thence easterly 30 feet along the south side of Adams Street.
11. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 25 feet along the north side of Adams Street.
12. Commencing at the southwest intersection of Adams Street and Main Street thence westerly 31 feet along the south side of Adams Street.
13. Commencing at the westerly edge of the westerly driveway of 899 Adams Street thence westerly 30 feet along the south side of Adams Street.
14. Commencing at the easterly edge of the most easterly driveway of the 1010 Adams Street Bank Building and Pharmacy, thence easterly thirty (30) feet along the south side of Adams.

B) ALEXANDER COURT

1. Commencing at the southerly intersection of Alexander Court and Main Street thence westerly along the north side of Alexander Court 160 feet, thence northerly along a curve to the right 160 feet, thence easterly along the southerly side 160 feet to the northerly intersection of Alexander Court and Main Street.

C) CHARTER OAK

1. Commencing at the northeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 180 feet along the north side of Charter Oak.
2. Commencing at the southeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 197 feet along the south side of Charter Oak.

3. Commencing at the east intersection of Allison Avenue and Charter Oak thence along both sides of Charter Oak Avenue to the easterly end of the street.

D) CHILES AVENUE

1. Beginning at a point lying 84 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northwesterly 58 feet along the east curb at Chiles Avenue and Pope Street.
2. Beginning at a point lying 154 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northerly 84 feet along the west curb at Chiles Avenue and Pope Street.

E) CHURCH STREET

1. Commencing at the southeast intersection of Church Street and Hunt Avenue thence southerly along the east side of Church Street to the northeasterly intersection of Pope Street.
2. West side of Church Street five (5) feet north and five (5) feet south of the entrance and exit driveway of the parking lot of the business located at 1120 Pope Street.

F) COLLEGE AVENUE

1. Commencing at the southeast intersection of College Avenue and Pope Street thence southerly 360 feet along the east side of College Avenue.
2. Commencing at the southwest intersection of College Avenue and Pope Street thence southerly 360 feet along the west side of College Avenue.

G) CRANE AVENUE

1. Commencing at the southeast intersection of Crane Avenue and Grayson Avenue thence southerly 50 feet along the east side of Crane Avenue. This is a 24-hour “No Stopping” zone.
2. Commencing at a point 50 feet south of the southeast intersection of Crane Avenue and Grayson Avenue thence southerly 413 feet along the east side of Crane Avenue. This is a “No Stopping” zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
3. Commencing at the northeast intersection of Crane Avenue and Grayson Avenue thence northerly 50 feet along the east side of Crane Avenue. This is a 24-hour “No Stopping” zone.

4. Commencing at a point 50 feet north of the northeast intersection of Crane Avenue and Grayson Avenue thence northerly 450 feet along the east side of Crane Avenue to the bridge. This is a “No Stopping” zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.

H) DOWDELL LANE

1. Commencing at the east right-of-way of the Wine Train crossing at Dowdell Lane thence easterly 180 feet along the north and south side of Dowdell Lane.
2. Commencing at the driveway to 899 Dowdell Lane thence 12 feet in both the easterly and westerly direction from the edge of said driveway a distance of 12 feet along the northerly side of Dowdell Lane.
3. DOWDELL AND MCCORMICK
 - a. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 25 feet northwesterly along the east side of McCormick Street.
 - b. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 28 feet northeasterly along the south side of Dowdell Lane.

I) EDWARDS STREET

1. Commencing at the southeast corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the east side of Edwards Street.
2. Commencing at the southwest corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the west side of Edwards Street.

J) EL BONITA AVENUE

1. Commencing at a point 35 feet west of Community Drive thence westerly 60 feet along the north side of El Bonita Avenue.
2. Commencing at the intersection of El Bonita Avenue and Community Drive thence easterly 80 feet along the south side of El Bonita Avenue.

K) ELMHURST AVENUE

1. Commencing at the northeast intersection of Elmhurst Avenue and Granger Way thence easterly 30 feet along the north side of Elmhurst Avenue.
2. Commencing at the southeast intersection of Elmhurst Avenue and Spring Mountain Road thence easterly 75 feet along the south side of Elmhurst Avenue.

L) FULTON LANE

1. Commencing at the northeast and southeast intersection of Fulton and Main Streets thence easterly 90 feet along the north and south sides of Fulton Lane.
2. Commencing at the easterly intersection of Fulton Lane and Railroad Avenue thence easterly 120 feet along both the north and south sides of Fulton Lane.

M) GRAYSON AVENUE

1. South side of Grayson Avenue from the southwest intersection of Main Street and Grayson Avenue westerly for a distance of 100 feet.
2. North side of Grayson beginning at a point 665 feet westerly of the westerly line of Main Street then west along the north side of Grayson for a distance of 1,165.6 feet between the hours of 7:30 a.m. and 3:00 p.m., Mon. - Fri.
3. Commencing at the northeast intersection of Grayson Avenue and Crane Avenue thence easterly 50 feet along the north side of Grayson Avenue. This is a 24-hour "No Stopping zone.
4. Commencing at a point 50 feet north of the northeast intersection of Grayson Avenue and Crane Avenue thence 700 feet along the north side of Grayson Avenue. This is a "No Stopping" zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Commencing at the intersection of the easterly driveway of the Primary School Parking Lot and Grayson Avenue thence westerly along the southerly curb line a distance of 25 feet.

N) GROVE COURT

1. Commencing at the northeast intersection of Grove Court and Hunt Avenue thence northerly 205 feet along the east side of Grove Court.
2. Commencing 100 feet northerly of the northwest intersection of Grove Court and Hunt Avenue thence northerly 100 feet along the west side of Grove Court adjacent to the heritage oak tree.

O) HUNT AVENUE

1. Commencing at the northeast intersection of Hunt Avenue and Starr Avenue thence westerly 307 feet along the north side of Hunt Avenue.
2. Commencing at the southwest intersection of Hunt Avenue and Starr Avenue thence westerly 465 feet along south side of Hunt Avenue to 105 feet west of Monte Vista extended center line.
3. Commencing at the southeast corner of Hunt Avenue and Edwards Street thence easterly 40 feet along the south side of Hunt Avenue.

4. Commencing at the southwest corner of Hunt Avenue and Edwards Street thence westerly 30 feet along the south side of Hunt Avenue.
5. Commencing on the north side of Hunt Avenue fifteen (15) feet west and fifteen (15) feet east of the most eastern entrance and exit driveway of the Safeway parking lot. This is a 24-hour "No Stopping Zone".
6. Commencing at a point forty (40) feet east of the most eastern entrance and exit driveway of the Safeway parking lot, thence thirty (30) feet along the north side of Hunt Avenue.
7. Commencing at the easterly edge of the driveway for 750 Hunt Ave., thence 10 feet easterly along the north side of Hunt Avenue for the placement of waste collection carts.

P) JUNE LANE

1. Commencing at a point lying 184 feet north of the intersection of Chiles and June Lane; thence along the east curb to the right a distance of 30 feet to the south curb of Hunt Avenue.
2. Commencing at a point lying 184 feet north of the intersection of Chiles Avenue and June Lane; thence along the west curb to the left a distance of 30 feet to the south curb of Hunt Avenue.

Q) KEARNEY STREET

1. Commencing at the northeast intersection of Kearney Street and Spring Street thence northerly along the east side of Kearney Street to Tainter Street.
2. Commencing 143 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 51 feet along the east side of Kearney Street.
3. Commencing 399 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 33 feet along the east side of Kearney Street.

R) LA FATA STREET

1. Commencing 215 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 60 feet southerly along the easterly curb of La Fata Street.
2. Commencing 398 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 40 feet southerly along the easterly curb of La Fata Street.
3. Commencing at the driveway to 899 Dowdell Lane located on La Fata Street thence 12 feet in both the northerly and southerly direction from the edge of said driveway a distance of 12 feet along the westerly side of La Fata Street.

S) **LIBRARY LANE**

1. Commencing at the north side of the white painted load zone at the St. Helena Library at 1480 Library lane, then twenty-one (21) feet along the east side of Library Lane.

T) **MADRONA AVENUE**

1. Commencing at the intersection of Madrona and Oak Avenues thence easterly and westerly along the north and south sides of Madrona Avenue 20 feet from each intersection.
2. Commencing at the northwest and southwest intersections of Madrona Avenue and Main Street thence westerly 90 feet along the north and south side of Madrona Avenue.

U) **MAIN STREET**

1. Commencing at the intersection of Main Street and Madrona Avenue thence southerly 155 feet along both sides of Main Street.
2. Commencing at the intersection of Main Street and Madrona Avenue thence northerly 155 feet along both sides.
3. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 310 feet southerly along the west side of Main Street.
4. Commencing at Main Street and the Sulphur Creek bridge thence southerly to Sulphur Springs Avenue along both sides of Main Street and northerly 175 feet to Mitchell Avenue along the west side of Main Street.
5. Commencing at the northwest intersection of Main Street and Mitchell Drive thence northerly 20 feet.
6. Commencing at the intersection of Main Street and Spring Street thence 25 feet southerly along the west side.
7. Commencing at the southeast intersection of Main Street and Adams Street thence southerly 50 feet along the east side.
8. Commencing at the southeast intersection of Main Street and Adams Street 120 feet southerly to the point of beginning thence southerly 37 feet along the east side.
9. Commencing at the intersection of Main Street and Hunt Avenue thence northerly and southerly 30 feet along the east side.

10. Commencing at the intersection of Main Street and Spring Street 145 feet northerly to a point of beginning thence northerly 22 feet along the east side.
11. Commencing at the Main Street crosswalk at the south line of Spring Street thence southerly 24 feet along the east side of Main Street.
12. Commencing at the northwest intersection of Main Street and Adams Street thence northerly 35 feet along the west side.
13. Commencing at the southwest intersection of Main Street and Adams Street thence southerly 40 feet along the west side.
14. Commencing at the northwest intersection of Main Street and Spring Street 540 feet northerly to a point of beginning thence northerly 30 feet along the west side.
15. Commencing at the northwest intersection of Main Street and Spring Street 230 feet northerly to a point of beginning thence northerly 90 feet along the west side.
16. Commencing at the northwest intersection of Main Street and Spring Street thence northerly 40 feet along the west side.
17. Commencing at the northwest intersection of Main Street and Elmhurst 400 feet to a point of beginning thence northerly 330 feet along the west side of Main Street.
18. Commencing at the southeast intersection of Main Street and Pope Street thence southerly 170 feet along the east side of Main Street.
19. Commencing at the southeast intersection of Main Street and Pine Street thence south a distance of 28 feet along the east side of Main Street.
20. Commencing at the southwest intersection of Main Street and Pine Street thence south a distance of 28 feet along the west side of Main Street.
21. West side of Main Street from a point one hundred (100) feet south of Grayson Avenue southerly a distance of one thousand six hundred ninety (1,690) feet.
22. East side of Main Street from the south line of Grayson Avenue southerly a distance of one thousand five hundred eighty-five (1,585) feet.
23. East side of Main Street beginning at a point one thousand five hundred eighty-five (1,585) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred eighteen (218) feet between the hours of 7:30 a.m. and 5:30 p.m.
24. East side of Main Street beginning at a point one thousand eight hundred three (1,803) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred seventy-two (272) feet.

25. West side of Main Street from the northwest corner of Main Street and Grayson Avenue approximately 85 feet across the frontage of A&W Restaurant located at 501 Main Street.
26. Commencing at the southwest corner of Main Street and the York Creek Bridge thence south 360 feet along the west side of Main Street.
27. Commencing at the northeast corner of Pratt Avenue and Main Street thence north along the west side of Main Street to the York Creek Bridge
28. Commencing at a point 45 feet north of the northeast intersection of Main Street and Pope Street thence north 29 feet along the east side of Main Street.
29. Commencing at Deer Park Road south along both sides of Main Street to the York Creek Bridge.*

*The area in the Tunnel of Trees is a “No Stopping” zone on both sides of Main Street.

30. Commencing at a point 99 feet west of the northwest intersection of Main Street and Pine Street thence 22 feet west along the north side of Pine Street.
31. Commencing at the southwest corner of Main Street and Charter Oak extending westerly 50 feet on the south side of Charter Oak. This is a 24 Hour “No Parking” Zone.

V) **McCORMICK AVENUE**

1. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 170 feet southerly to a point of beginning thence southerly 15 feet along the west side of McCormick Street.
2. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 310 feet southerly to a point of beginning thence southerly 30 feet along the west side of McCormick Street.
3. Commencing at the northwest intersection of McCormick and Vintage Streets 320 feet northerly to the point of beginning thence northerly 25 feet along the west side of McCormick Street.
4. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 530 feet southerly to the point of beginning thence 20 feet southerly along the east side of McCormick Street.
5. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 270 feet southerly to the point of beginning thence 50 feet southerly along the east side of McCormick Street.

W) **MITCHELL DRIVE**

1. Commencing at the southwesterly intersection of Mitchell Drive and St. James Drive thence westerly along the south side of Mitchell Drive to the southeast intersection of North Crane and Mitchell Drive and easterly 300 feet.
2. Commencing at the southwest intersection of Mitchell and Main Street thence 80 feet westerly along the south side of Mitchell Drive.
3. Commencing 230 feet west of the intersection of Main Street and Mitchell Drive thence 88 feet westerly along the south side of Mitchell Drive.
4. Commencing at the northwest intersection of Mitchell Drive and Oak Avenue thence 50 feet westerly along the northerly side of Mitchell Drive.
5. Commencing at the easterly corner of the most easterly intersection of Mitchell Drive and St. James Drive, thence ninety (90) feet along the south side of Mitchell Drive.

X) MONTE VISTA AVENUE

1. Commencing at the cul de sac northerly of Hunt Avenue thence around the perimeter of the 25 foot diameter island.

Y) OAK AVENUE

1. Commencing at the southwest intersection of Oak Avenue and Hillview Place thence southerly 65 feet.
2. Commencing at the northeast, northwest, and southwest intersections of Oak Avenue and Pine Street thence 20 feet northerly and southerly along the east and west sides of Oak Avenue.
3. Commencing at the southwest intersection of Oak Avenue and Pine Street thence 30 feet southerly along the west side of Oak Avenue.
4. Commencing at the northeast intersection of Oak Avenue and Adams Street thence northerly 18 feet.
5. Commencing at the southwest intersection of Oak Avenue and Tainter Street 55 feet southerly to a point of beginning thence southerly 20 feet on the west side of Oak Avenue.
6. Commencing at a point easterly of the southwest intersection of Oak Avenue and Tainter Street thence southerly 22 feet along the east side of Oak Avenue at the crosswalk.
7. Commencing at the northwest intersection of Oak Avenue and Spring Street thence northerly 20 feet along Oak Avenue.

8. Commencing at the point of curvature of the southeasterly curve on the east side of Oak Avenue thence southeasterly 160 feet to the point of tangency with the north side of Mitchell Drive.
9. Beginning at a point 339 feet north of Spring Street extending northerly to a point 419 feet on the east side of Oak Avenue.
10. Beginning at the northwest corner of Oak Avenue and Tainter Street thence extending northerly 35 feet on Oak Avenue.
11. Twenty (20) feet southerly from the driveway at 1255 Oak Avenue.

Z) PINE STREET

1. Commencing at the northwest intersection of Pine Street and Main Street thence along the north side of Pine Street to Oak Avenue excepting a 25 foot yellow zone terminating 180 feet from the northeast intersection of Pine Street and Oak Avenue.
2. Commencing at the northwest and southwest intersections of Pine Street and Oak Avenue thence westerly 20 feet.
3. Commencing at the southeast intersection of Pine Street and Oak Avenue thence easterly 20 feet.
4. Commencing at the southwest intersection of Pine Street and Main Street thence westerly 10 feet.
5. Commencing at the southeast intersection of Pine Street and Main Street thence easterly 115 feet.
6. Commencing at the northeast intersection of Pine Street and Main Street easterly 140 feet.

AA) PINOT WAY

1. Commencing at the centerline of the utility and pedestrian access alley that connects Pinot Way to Sylvaner Avenue thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AB) POPE STREET

1. Commencing at the southeast and northeast intersections of Pope Street and Main Street thence east 80 feet to the Wine Train railroad right-of-way.
2. Commencing at the east terminus of Pope Street at the Napa River thence westerly along Stonebridge Park 345 feet on the north side of Pope Street.

3. Commencing at the east terminus of Pope Street at the Napa River thence westerly 400 feet along the south side of Pope Street.
4. Commencing at the southeast intersection of Pope Street and College Avenue thence 340 feet easterly along the south side of Pope Street.
5. Commencing at the southwest intersection of Pope Street and College Avenue thence 230 feet westerly along the south side of Pope Street.
6. Commencing at a point 250 feet west of the intersection of Pope Street and College Avenue thence easterly 430 feet on the north side of Pope Street.
7. Commencing at the northeast intersection of Pope Street and Church Street thence easterly 35 feet along the north side of Pope Street.
8. Commencing at the northwest intersection of Pope Street and Church Street thence westerly 40 feet along the north side of Pope Street.
9. Commencing at the southeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 25 feet along the south side of Pope Street.
10. Twenty (20) feet west of the west driveway and thirty (30) feet east of the east driveway at 601 Pope Street (Silverado Orchards).
11. Commencing at the northeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 145' to the intersection of Pope Street and Church Street.
12. Commencing at the Northeast intersection of Pope Street and Chiles Ave thence easterly 1100 feet along the north and south sides of Pope Street.

AC) PRATT AVENUE

1. Commencing at the southeastern intersection of Pratt Avenue and the Napa Valley Wine Train and thence easterly a distance of 570 feet along the south shoulder of Pratt Avenue.

AD) RAILROAD AVENUE

1. Commencing at the northwest intersection of Railroad Avenue and Adams Street thence 31 feet north along the west side of Railroad Avenue.
2. Commencing at a portion 400 feet north of the northeast corner of the intersection of Adams Street and Railroad Avenue thence north a distance of 50 feet along the east side of Railroad Avenue.
3. Commencing at the south exit of the City Parking lot on Railroad Avenue thence south a distance of 16 feet.

4. Commencing at the north side of the south exit of the City Parking lot on Railroad Avenue thence north a distance of 24 feet.
5. Commencing at the north exit of the City Parking lot on Railroad Avenue thence north a distance of 20 feet.
6. Commencing at the north exit of the City Parking lot on Railroad Avenue thence south a distance of 15 feet.
7. Commencing at the curb beginning at the Napa Valley Wine Train tracks at the northeast corner of the intersection of Adams Street and Railroad Avenue northward through the curb return and thence northerly a distance of 281 feet along the east side of Railroad Avenue.

AE) SILVERADO TRAIL

1. Commencing at the southeast intersection of Howell Mountain Road and Silverado Trail thence south 400 feet along the east side of Silverado Trail.

AF) SPRING STREET

1. Commencing at the northwest intersection of Spring Street and Main Street thence westerly 35 feet along the north side of Spring Street.
2. Commencing at the northwest intersection of Spring Street and Main Street westerly 120 feet to a point of beginning thence westerly 30 feet along the north side of Spring Street.
3. Commencing at the shopping center driveway at the intersection of Spring Street and Money Way thence 15 feet westerly and 65 feet easterly along the south side of Spring Street.
4. Commencing at the northeast and the southeast intersections of Spring Street and Oak Avenue thence 33 feet easterly along Spring Street.
5. Commencing at the northwest and southwest intersections of Spring Street and Oak Avenue thence 33 feet westerly along Spring Street.
6. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 70 feet to a point of beginning thence westerly 70 feet along the south side.
7. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 25 feet to a point of beginning thence westerly 50 feet along the south side.
8. Commencing at the intersection of Spring Street and Kearney Street thence easterly 60 feet along the south side.

9. Commencing at the northwest intersection of Spring Street and Kearney Street 70 feet westerly to a point of beginning thence 60 feet westerly along Spring Street.
10. Commencing at the northwest intersection of Spring Street and East Sylvaner 135 feet westerly to a point of beginning thence 70 feet westerly along Spring Street.
11. Twenty (20) feet on both sides of driveway at 2322 Spring Street.
12. Twenty (20) feet on west side of driveway and that strip on the easterly side to adjacent driveway at 1428 Spring Street.
13. Twenty (20) feet east from the west driveway and twenty (20) feet from both sides of the east driveway at 1343 Spring Street.
14. Ten (10) feet from both sides of the driveway to the parking lot east of the building at 1313 Spring Street.

AG) SPRING MOUNTAIN ROAD

1. Commencing at the southeast corner of Spring Mountain Road and Elmhurst Avenue thence 75 feet southerly along the east side of Spring Mountain Road.

AH) STARR AVENUE

1. Commencing at the northwest intersection of Starr Avenue and Harvest Lane thence 285 feet northerly along the west side of Starr Avenue.
2. Commencing at the northwest intersection of Harvest Lane and Starr Ave. northerly 45 feet to a point of beginning thence northerly 150 feet to the southeast corner of Meadowcreek Circle along the east side of Starr Avenue.
3. Commencing at the extended center line of Meadowcreek Circle (north) thence 22 feet south along the west side of Starr Avenue.
4. Commencing at the northeast intersection of Meadowcreek Circle (south) and Starr Avenue 83 feet northerly to a point of beginning thence northerly 32 feet to the south side of Hunt Avenue.

AI) STOCKTON STREET

1. Commencing at the northwest intersection of Stockton Street and Spring Street thence northerly along the west side of Stockton Street to the Madrona Street and Stockton Street intersection.

AJ) SULPHUR SPRINGS AVENUE

1. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 50 feet westerly along the south side of Sulphur Springs Avenue.

2. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 253 feet to a point of beginning thence westerly 23 feet along the north side of Sulphur Springs Avenue.
3. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 289 feet to a point of beginning thence westerly 15 feet along the north side of Sulphur Springs Avenue.

AK) SYLVANER AVENUE

1. Commencing at the centerline of the utility and pedestrian access alley that connects Sylvaner Avenue to Pinot Way thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AL) TAINTER STREET

1. Commencing at the intersection of Tainter Street and Kearney thence easterly along the south side of Tainter Street to the intersection of Oak Avenue and Tainter Street except Mon.-Fri. 7:30 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.
2. Commencing at the northwest intersection of Tainter Street and Kearney Street thence 80 feet easterly along the north side of Tainter Street.
3. South side of Tainter Street between Stockton Street and Kearney Street.

AM) VINTAGE AVENUE

1. Commencing at the northwest intersection of Vintage Avenue and McCormick Street westerly 228 feet to a point of beginning thence 12 feet west of said driveway 168 feet along the north side to the Napa Valley Wine Train right-of-way.
2. Commencing at the intersection of Vintage Avenue and McCormick Street westerly 250 feet to a point of beginning thence westerly 180 feet along the south side.

AN) VOORHEES CIRCLE

1. Commencing at the westerly intersection of Voorhees Circle and Mitchell Avenue south of Mitchell and west of Voorhees Circle thence southerly along the west side, easterly along the south side and northerly along the east side a distance of 1100 feet to the easterly intersection of Voorhees Circle and Mitchell Avenue.

Approved at a regular meeting of the City Council held on May 28, 2013 by the following vote:

AYES: Councilmembers

NOES: None
ABSENT:

APPROVED:

Ann Nevero, Mayor

ATTEST:

Delia Guijosa, City Clerk

CITY OF ST. HELENA

RESOLUTION No. 2013-

**ACCEPTING THE MAGNOLIA OAKS PHASE 1 PUBLIC
IMPROVEMENTS, AUTHORIZING CITY CLERK TO
FILE A NOTICE OF COMPLETION AND REQUIRING
SURETY BOND FOR WARRANTY PERIOD**

RECITALS

- A. WHEREAS, the City Council of the City of St. Helena heretofore approved the Final Subdivision Map, and; and
- B. The Subdivision Improvement Agreement secured by surety bond in the amount of \$1,604,389 on October 24, 2011, and;
- C. Said Phase 1 public improvements including the sanitary sewer line for Phase 2 have been completed and inspected.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The work of said Phase I, and sanitary sewer line for Phase 2 of the project is hereby accepted by the City Council pursuant to the recommendation of the City Engineer stating the work has been completed in accordance with the plans and specifications.
- 2. The City Clerk is hereby authorized to file for record a Notice of Completion and Acceptance of said project within ten days after the date of this Resolution.
- 3. To guarantee the improvements against any defective work, materials or labor throughout the warranty period of one year as required by the Subdivision Improvement Agreement, a surety bond in the amount of \$150,439 has been provided for the warranty period.

Approved at a Regular Meeting of the St. Helena City Council on June 11, 2013 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Ann Nevero
Mayor

ATTEST:

Delia Guijósá
City Clerk

STAFF REPORT



DATE: June 11, 2013

To: Mayor and Council

Item #: 13

FROM: Karen Scalabrini, Finance Director

RE: Approval of Resolution Adopting No 2013-____ Annual Budget for the City of St. Helena for Fiscal Year Ending June 30, 2014

BACKGROUND:

Council met in study sessions on April 30th and May 7th to review the operation budget and provide staff with input. The General Fund as proposed is balanced. The operational budget was prepared with the goal of continuing to fund local streets and capital projects with approximately \$1 million in funding and maintain services provided to citizens. Savings continued from the City reorganization in fiscal year 2012-2013. In addition, staff made reductions to its budget whenever possible.

DISCUSSION/ANALYSIS:

The Council discusses the following changes at work sessions and they are now reflected in the budget:

Description	Change	Increase/(decrease) to budget
General Fund:		
Arts Council contribution	<i>Council shifted the \$2,500 from Arts Council to Arts</i>	\$0
Multi Cultural Committee	<i>Remove from budget</i>	(\$500)
Climate Protection Task Force	<i>Remove from budget</i>	(\$500)
Napa Valley Community Foundation	<i>Add to budget</i>	\$3,300
Harvest Festival	<i>Harvest Festival</i>	\$1,500
Additional Litigation	<i>\$150,000 was added to the General fund for litigation</i>	\$150,000
Removal of Cap on Chamber Funding	<i>Additional funding for Chamber based on current allocations</i>	\$10,345

Chamber Marketing Request	<i>Onetime funding for Marketing</i>	\$50,000
Water for Dog Park	<i>Shade and water for dog park (Capital Project)</i>	\$5,000
St. Helena Renaissance \$200,000 Contribution	<i>Additional funding for St. Helena Renaissance. Funding will require a matching grant and be brought back to Council for program review before spending. \$6,000 was added for restrooms. (Capital Project)</i>	\$106,000
Crinella Park Improvement	<i>Matching grant for Capital Project</i>	\$50,000
Relocation	<i>City Hall/Police relocation (Capital Project)</i>	\$270,000
Building Repairs	<i>Miscellaneous Building repairs (Capital Project)</i>	\$15,000
Financial Software	<i>Update for Financial software</i>	\$10,000
Fire Services Dispatch	<i>Increase to revenues for dispatch services for fire contract negotiated with County</i>	(\$28,854)
Roadway Maintenance	<i>\$500,000 for City streets. (\$160,000 available in from Gas Tax remaining from General Fund.)</i>	\$340,000
	Total	\$975,291

General Fund

Exhibit A incorporates all of the changes listed and incorporates new funding for capital projects. All changes to goals and other verbiage will be incorporated into the final budget document that will be printed shortly.

RECOMMENDED COUNCIL ACTION:

Adopt resolution approving capital project carry overs and encumbrances from the previous fiscal year and the annual budget for the July 1, 2013 - June 30, 2014 fiscal year.

Attachments:

Resolution
Exhibit A

CITY OF ST. HELENA, CALIFORNIA

Resolution No. 2013-

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR THE FISCAL YEAR ENDING JUNE 30, 2014

RECITALS

Good operating practice requires that the City adopt estimates of revenues and expenditures on a fiscal year basis and provide a policy for subsequent modification of such appropriations. The Council and staff have had several study sessions to determine the appropriations needed for the next fiscal year.

RESOLUTION

The City Council hereby adopts the following:

1. Revenue estimates and appropriations by fund and department as shown in "EXHIBIT A", a copy of which is attached and hereby made a part of this Resolution, is hereby adopted.
2. Any unexpended portion of the General Fund balance as of June 30, 2013, is hereby assigned to a Contingency Reserve, up to the City's annual appropriation limitation.
3. The City, as a practice, shall expend current year proceeds of tax first, and then any non-proceeds of tax to satisfy approved appropriations.
4. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
5. The St. Helena Chamber of Commerce shall receive an operating subsidy equal to eight percent (8%) of Business License Tax revenues, three percent (3%) of Transient Tax revenues, and two percent (2%) of Sales Tax revenues received by the City during the fiscal year to be used for promotion and entertainment purposes. The Chamber shall annually on or before April 30, submit to the City Council a report of activities of the Chamber, the approved budget, and an accounting of public funds expended during the previous calendar year ending December 31.
6. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

7. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
8. The City Council has the overriding authority to control the use of revenues and the appropriation of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
9. All changes in appropriations will be authorized on a "Budget Transfer" form. All increases in appropriations will be authorized by Council.
10. Any expenditure of greater than \$25,000 for supplies, equipment or general services require formal bid procedures and must be approved by the City Council pursuant to Article XIV, Chapter 2 of the City Code.

Approved by action of the City Council at a Regular Meeting held on June 11, 2013, by the following vote:

AYES:

NOES:

ABSTAIN

APPROVED:

ATTEST:

Ann Nevero
Mayor

Delia Guijosa
City Clerk

CITY OF ST. HELENA
Budget Summary by Fund
 Fiscal Year 2013/2014

	REVENUES	EXPENDITURES
FUND 101, GENERAL FUND	\$8,806,821	
City Council		\$159,086
City Manager/Clerk		287,841
Finance		257,738
City Attorney		495,000
Planning/Building		404,272
Library		856,756
Recreation		78,956
Fire		556,050
Police		2,592,445
Public Works Admin		212,452
Government Buildings		187,884
Storm Drains		101,014
Streets		214,772
Parks		643,134
Debt Service		236,275
Non-Departmental		519,206
Operating Transfers		178,296
Subtotal		\$7,981,178
Capital Transfers		796,000
TOTAL GENERAL FUND	\$8,806,821	\$8,777,178
Fund 216, Public Safety Impact Fees	22,000	-
Fund 218, Public Library Foundation	20	12,000
Fund 219, CLSA Library Restoration	1,500	214,500
Fund 224, Public Safety (COPS)	100,300	100,000
Fund 225, State Gas Tax 2105	28,660	28,660
Fund 226, State Gas Tax 2106	20,550	20,550
Fund 227, State Gas Tax 2107	46,150	46,150
Fund 228, State Gas Tax 2107.5	2,030	2,030
Fund 229, State Gas Tax 2103	65,430	65,430
Fund 235, Measure A	526,805	526,805
Fund 238, Training Development	4,000	4,000
Fund 279, Asset Forfeiture	-	-
Fund 280, Community Activities	125,939	125,939
Fund 283, Tree City USA	52,357	52,357
Fund 286, Bocce Ball	40,250	24,568
Fund 289, Recreation Programs	132,835	132,835

EXHIBIT A

	REVENUES	EXPENDITURES
Fund 290, Tourism Improvement District	273,668	273,518
Fund 375, Murray Trust	1,105	-
Fund 381, Ryan Library Trust	600	-
Fund 382, Martin Library Trust	-	-
Fund 383, Dr. Wood Trust	-	-
Fund 384, Tweed Trust	118,486	101,197
Fund 420, Fire Station GO Bonds	184,658	184,950
Fund 561, Water Enterprise	4,771,503	4,374,570
Fund 562, 1977 Water Bond	200	-
Fund 571, Sewer Enterprise	2,090,083	1,671,217
Fund 582, Garage	129,736	129,736
TOTAL BUDGET	\$17,545,686	\$16,868,190
Less Interfund Transfers	(1,809,679)	(1,809,679)
TOTAL NET REVENUES AND EXPENDITURES	\$15,736,007	\$15,058,511

EXHIBIT A

	REVENUES	EXPENDITURES
Additional Capital Funds for 2013-2014		
Fund 713, Civic Improvement Impact Fees	\$ -	\$ -
Fund 733, General Fund Capital Projects		
<i>Downtown Renisainance \$106,000</i>	456,000	456,000
<i>Building Maintinance \$15,000</i>		
<i>Financial Software \$10,000</i>		
<i>City Hall Relocation \$270,000</i>		
<i>Water for Dog Park \$5000</i>		
<i>Crinella Park Improvement \$50,000</i>		
Fund 741, Street Improvement	500,000	500,000
Fund 763, Water Capital Projects	200,000	200,000
Fund 773, Wastewater Capital Projects	100,000	100,000
Total Additional Capital Project Funds	<u>\$ 1,256,000</u>	<u>\$ 1,256,000</u>

STAFF REPORT



DATE: June 11, 2013

TO: Mayor and Council

Item #: 14

FROM: Karen Scalabrini, Finance Director

RE: Consideration/action to extend agreement for two months with the Carmen Group for federal reimbursement assistance for the St. Helena Comprehensive Flood Protection Project.

BACKGROUND:

The City has contracted with the Carmen Group to advocate on the City's behalf for federal support for various City projects, primarily the St. Helena Comprehensive Flood Protection Project. The annual contract with Carmen Group was up for renewal at the end of February.

In fiscal year 2013-2014 the Carmen group proposes to assist the City with both the flood project and Upper York Creek Dam removal.

On March 26, 2013 the Carmen Group contract was brought to Council for renewal. Mia O'Connell, principal with the Carmen Group attended the meeting to review progress with Council. Council opted to continue with the Carmen Group through May and review the contract again to see what progress the Army Corp of Engineers made in obtaining feasibility study funding.

DISCUSSION/ANALYSIS:

Congress passed the FY 13 continuing resolution funding the Corps and other federal agencies in late March and the President signed it into law on March 26th. In the legislation, Congress directed the federal agencies to release the funding allocations within 30 days. That would have been at the end of April. Knowing the process takes some time, Mia advised that the FY 13 Work Plan would be out from the Corps in mid/late May. For the last 2 work plans, for FY 11 and 12, the Corps has been very close to staying on schedule. The Corps is now approaching 6 weeks behind schedule.

The Carmen Group's assistance remains critical to completing the project review and the possibility to ultimately securing any federal reimbursement. In this era of competing federal interests and ongoing budget reductions, maintaining an advocate in Washington gives us a decided advantage when federal funds are in play.

I have included the monthly status reports for your review.

FISCAL IMPACT:

The Carmen Group March and April invoices totaled \$21,670. At a rate of \$10,000 a month, a two month extension would cost \$20,000.

Measure A funding is scheduled to end in 2018. The City currently has a number of obligations being paid for by Measure A which funded the flood project. Cash flow projections include a loan payback from the City of Napa. The City has two separate loans it pays debt service on. Cash flow projections assume sales tax remain flat. If the City experiences a decline in sales tax for any one year of 1%, the City could realize an estimated \$200,000 Measure A shortfall. Additionally, the potential for litigation remains for this project. There is no contingency remaining for additional costs in the cash flows.

COUNCIL OPTIONS:

1. Continue to work with the Carmen Group for two additional months and allocate a not to exceed amount and reassess the contract at that time.
2. Not renew the Carmen Group contract.

ATTACHMENTS:

1. Monthly Status Report

CITY OF ST. HELENA
RESOLUTION NO. 2013-
APPROVING AMENDMENT NUMBER TEN TO
THE AGREEMENT FOR CONSULTANT SERVICES WITH
THE CARMEN GROUP

RECITALS

- A. On January 11, 2005 the City of St. Helena and the Carmen Group entered into two agreements, approved by Resolution No. 2005-4 whereby the Carmen Group would provide Washington D.C. representation to lobby for Federal funding for Measure A flood protection projects and for the St. Helena Water Recycling Project.
- B. The terms of the agreements were for one calendar year beginning February 1, 2005 and ending January 31, 2006.
- C. On January 24, 2006 the Council adopted Resolution No. 2006-9 approving Amendment Number One to the agreements for consultant services with the Carmen Group.
- D. On February 27, 2007 the Council adopted Resolution No. 2007-33 to continue efforts on the St. Helena Comprehensive Flood Control and St. Helena Water Recycling contracts and advocate for funding for the Comprehensive Flood Protection Project, Upper York Creek Dam Removal Project, and the St. Helena Napa River Restoration Project.
- E. On August 28, 2007 the Council adopted Resolution No. 2007-100 to continue efforts on the St. Helena Comprehensive Flood Control Protection Project, the Napa River Restoration Project, and Upper York Creek Dam Removal Project, and the St. Helena Napa River Restoration Project.
- F. On February 12, 2008 the Council adopted Resolution No. 2008-14 for continued service on the St. Helena Comprehensive Flood Control Protection Project, the Napa River Restoration Project, and Upper York Creek Dam Removal Project, and the St. Helena Napa River Restoration Project.
- G. The Carmen Group contract expired February 28, 2009 and contract renewal was requested in order to continue Washington D.C. representation to lobby for the above listed purposes.

H. On February 24, 2009 the Council adopted Resolution No. 2009-25 for continued services to the St. Helena Comprehensive Flood Protection Project and Upper York Creek Project and directed that staff obtain information regarding work by the Carmen Group for the water recycling project.

I. On February 24, 2009 the Council adopted Resolution No. 2009- 34 for the Carmen Group for expanded efforts to secure authorizations and appropriations for the Tertiary Project.

J. On February 9, 2010 the Council adopted Resolution No. 2010-11 for continues service on the St. Helena Comprehensive Flood Control Protection Project and Upper York Creek Project for an amount not to exceed \$143,312. This resolution also adopted services for the wastewater treatment plant not to exceed \$48,000 for services March 1, 2010 to September 30, 2010.

K. On January 2, 2011 the Council adopted Resolution No. 2011-10 for continues service on the St. Helena Comprehensive Flood Control Protection Project and Upper York Creek Project for an amount not to exceed \$143,312 for services through February 2011.

L. On February 28, 2012 the Council adopted Resolution No. 2012-13 for continued services on the St. Helena Comprehensive Flood Control Protection Project and Upper York Creek Projects for an amount not to exceed \$143,312 for services through February 2012.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Approve City Manager to amend the contract with the Carmen Group for the Professional Service Agreement regarding the St. Helena Upper York Creek dam removal and the St. Helena Comprehensive Flood Control Project, in an amount not to exceed \$143,312.

Approved at a Regular Meeting of the St. Helena City Council on February 26, 2013 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

ATTEST:

Ann Nevero, Mayor

Delia Guijosa, City Clerk

**FEBRUARY 2013 AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
WITH THE CARMEN GROUP REGARDING THE ST. HELENA FLOOD
PROTECTION PROJECT AND UPPER YORK CREEK DAM REMOVAL**

THIS FEBRUARY 2013 AMENDMENT ("FEBRUARY 2013 AMENDMENT" herein) is attached to and made a part of that certain Agreement for Professional Services (AGREEMENT) approved January 11, 2005 by and between the CITY OF ST. HELENA, located in the County of Napa, State of California, a municipal corporation (CITY) and THE CARMEN GROUP (CONSULTANT) which January 11, 2005 AGREEMENT pertains to professional services regarding the St. Helena Flood Protection project.

Recitals

A. Whereas pursuant to the terms of the AGREEMENT, as amended at various times between January 11, 2005 and the date of this FEBRUARY 2013 AMENDMENT, CONSULTANT performs services for the CITY in connection with the Comprehensive Flood Protection Project and other CITY projects; and,

B. Whereas CITY and CONSULTANT desire to amend the AGREEMENT to revise and fund the "Scope of Services" for the period from March 1, 2013 through February 28, 2014, all as set forth in Exhibit A to this FEBRUARY 2013 AMENDMENT.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements the parties herein, CITY and CONSULTANT hereby agree as follows:

Section 1. Amendment of AGREEMENT

The AGREEMENT is hereby amended as follows:

1. Section 1, Basic Services, shall be amended to include the following provision:

"2013 Services: During the period from March 1, 2013 and February 28, 2014, CONSULTANT agrees to perform the services set forth in "Exhibit A to 2013 AMENDMENT", which Exhibit is attached to the FEBRUARY 2013 AMENDMENT and made a part of this Agreement."

2. Section 3, Term of Agreement, shall be amended to include the following provision:

"The term of the Agreement shall be extended for one year, ending on February 28, 2014."

3. Section 4 (A), Compensation and Method of Payment, shall be amended to include the following provision:

Compensation Subject to any limitations set forth in the Agreement, City agrees to pay Consultant total compensation for services rendered during the term of the agreement in an

amount not to exceed one hundred forty three thousand, three hundred twelve dollars (\$143,000) including expenses, unless additional compensation is approved in accordance with Section 2.”

Section 2. Ratification of AGREEMENT

The AGREEMENT, as amended by this FEBRUARY 2013 AMENDMENT remains in full force and effect, and CITY and CONSULTANT hereby ratify the same. This FEBRUARY 2013 AMENDMENT shall be binding upon and inure to the benefit to the parties and their respective successors and assigns.

IN WITNESS WHEREOF, CITY and CONSULTANT have entered into and executed this Amendment as of the _____ day of February, 2013.

CITY:
CITY OF ST. HELENA

CONSULTANT:
CARMEN GROUP

By: _____
Gary Broad, City Manager

By: _____
David Carmen
President & CEO

APPROVED AS TO FORM:

ATTEST:

Thomas Brown, City Attorney

Delia Guijosa, City Clerk

Attachment:
Exhibit A:

Milestones

The City of St. Helena has received \$9,461,000 in federal funding and \$30 million in federal authorizations from lobbying efforts provided by the Carmen Group. The Carmen Group started lobbying for St. Helena in 2003. The total paid to the Carmen group for lobbying efforts since 2003 as of February 28, 2013 is \$1,631,321.

The following is the federal funding secured from lobbying efforts provided by the Carmen Group with the Congressional delegation and the Administration.

I. Corps of Engineers Appropriations

FY 2004

Napa River Restoration (Sec. 206) \$360,000

Upper York Creek Dam (Sec. 206) \$400,000

FY 2005

Napa River Restoration (Sec. 206) \$600,000

York Creek Dam (Sec. 206) \$400,000

FY 2006

Napa River Restoration (Sec. 206) \$350,000

York Creek Dam (Sec. 206) \$600,000

FY 2007

York Creek Dam (Sec. 206) \$40,000

FY 2008

York Creek Dam (Sec. 206) \$3,149,000

FY 2009

St, Helena Comprehensive Flood Protection Project \$100,000

FY 2010

St, Helena Comprehensive Flood Protection Project \$90,000

FY 2011

St, Helena Comprehensive Flood Protection Project \$25,000

FY 2012

St, Helena Comprehensive Flood Protection Project \$47,000

II. Federal Emergency Management Agency

Hazard Mitigation Funds \$3,300,000 – 2005 - 2006

III. Corps of Engineers Authorization (Water Resources Development Act – 2007 WRDA)

St. Helena Comprehensive Flood Control Project \$30 million WRDA authorization

IV. Key Milestones Achieved in 2012 and Proposed 2013 Efforts

St Helena Comprehensive Flood Protection Project

Project Management and Federal Funding

- Based on discussions with City staff on its objectives and prior study work done to date, the consultant negotiated on behalf of the City to revise the Corps' draft Project Management Plan (PMP), the Corps' roadmap for the Feasibility Study, to significantly reduce the scope of the Study. The Corps agreed to accept these revisions in the Corps document including:
 - Reducing the Study schedule from a minimum of 3 years to 15 months and reducing the cost by 50%.
 - Ensuring City involvement in the Study by requiring regular meetings with City staff, Corps and City leadership to ensure budget and schedule accountability.
 - Helped to secure \$47,000 in reprogrammed federal funds from other Corps projects to the St. Helena Flood Study for the Corps to prepare the Feasibility Cost Sharing Agreement (FCSA) and the PMP.

Feasibility Cost-Sharing Agreement Approval and Signing Ceremony

- With the approval of the federal funds, the consultant was able to expedite approval of the PMP and the FCSA through the Corps' hierarchy to put these documents on track for December approvals and execution.
- Working with Congressman Thompson's office and the City, the consultant secured approval of the final PMP and FCSA by the Corps and arranged for the Congressman, the Corps and City leadership to sign the agreement at the ceremony on December 7, 2012 in St. Helena.
- The consultant developed the Congressman's remarks, as well as the City's to set the stage for timely Study development and the reimbursement recommendation.

Next Steps - 2013

- The consultant is working to have the Corps initiate and progress through the Feasibility Study aggressively.

- The consultant is and will continue to work with our Congressional Delegation, the Corps and the Executive Branch to ensure the Corps receives adequate Fiscal Year 2013 and 2014 funding to make sure the Study stays on track.
- The consultant will be working with the City and the Corps to lay the proper groundwork in the development of the Study to work to minimize project changes and ensure the reimbursement recommendation and the next steps are taken including the preparation of the reimbursement agreement in order for the City to seek reimbursement.

Upper York Creek Dam Removal and Restoration Project

- The consultant worked with the City to review the history and legal agreement for the Upper York Creek Project to determine best strategies for possible suspension or termination of Corps involvement and to allow for City development of the project.
- Based on the City's determination that it wanted to end the Corps involvement and proceed with the project locally, the consultant developed a course of action to terminate Corps involvement.

Next Steps - 2013

- Based on the letter the consultant developed for the City to request suspension or termination of the Corps involvement on the project, the consultant will work with the City to negotiate the best completion of Corps involvement working to reduce costs owed to the Corps by the City under the agreement.
- The consultant will assist the City with the Resource Agencies on any potential concerns with regard to schedule of the work and habitat issues.



Monthly Status Report

City of St. Helena
April, 2013

During the month of April, your consultant conducted and advised on the following activities on behalf of the City.

<u>St. Helena Flood Protection and Environmental Restoration Project</u>	<u>Hours</u>	<u>Total</u>
	13	\$4,463

During the month, the consultant continued to work closely with the Deputy ASA, as well as the Congressional delegation to press for the inclusion of \$325,000 in General Investigation funding in the FY13 Work Plan for the Corps to initiate the expedited, minimal Feasibility Study for the City's flood protection project. The consultant worked with the offices of Congressman Thompson, Minority Leader Pelosi, and Senators Feinstein and Boxer regarding the City's funding needs. The consultant also worked with the White House and pressed for the White House to contact OMB in support of including funding in the Work Plan for the Corps' Feasibility Study of the City's project.

The consultant provided the City with a memo highlighting the Washington meetings and detailing next steps and follow-up actions. In the coming month, the Corps is expected to release the Work Plan.

<u>Upper York Creek</u>	<u>Hours</u>	<u>Total</u>
	3	\$1,030

The consultant is discussing the removal of the Corps from the Upper York Creek Project, in order to allow the use of state funds to proceed with the work. We are working the process with the Corps and will advise on next steps.

<u>Washington Visit</u>	<u>Hours</u>	<u>Total</u>
	12	\$4,120

During the month, the consultant worked with city staff to prepare for and execute the city's successful Washington visit by Council Member Greg Pitts and Council Member Peter White, including securing meetings with key federal officials, the city's Congressional delegation, and the White House Office of Public Engagement. The consultant developed talking points for the meetings, helped in the discussions and ensured that the city's message was on target during the meetings, setting the state for the Council Members. Following the visit, the

consultant provided city staff with a memo that included highlights of the meetings, meeting-specific follow-up actions, and recommended next steps. Below are the follow-up actions and next steps from the memo, which the consultant completed during the month to best position the city's flood protection project to secure funding in the FY13 Work Plan.

Meeting Specific Follow-up Actions

Ben Kramer – Office of Senator Dianne Feinstein – Ben was interested in the details of the money saved by construction of the project, including the past flood damages and the flood insurance premiums. Ben noted that he was meeting with Cheree Peterson of the South Pacific Division and would reiterate the Senator's support for the project. The consultant provided the information to Ben.

Let Mon Lee – Office of the Assistant Secretary of the Army (Civil Works) – Let indicated his support for the project and the City's request and recommended that we continue to work with our Congressional delegation to press OMB to support funding for the Feasibility Study in the FY13 Work Plan.

Jay Williams – White House Office of Intergovernmental Affairs – Jay was interested in the feedback we received from our meeting with the Congressional delegation, Corps, ASA, and OMB. Jay was also very intrigued by this project providing a model for other communities in the current WRDA bill for an expedited planning approach, as well as, an example for other communities advancing construction to prevent future damages. The consultant provided Jay with a follow-up memo, highlighting our discussions and reiterating the city's request for Jay to speak with OMB to indicate the White House support of the inclusion of funding for the Feasibility Study in the FY13 Corps Work Plan.

Recommended Next Steps

The consultant provided Ben with detailed information regarding the cost savings of the project to the city in terms of the flood insurance premiums and the damages from the last 4 major floods. The consultant is working with Ben to have the Senator press for inclusion of General Investigation funding in the FY13 Corps Work Plan for the Feasibility Study.

The consultant provided Jay with a memo with highlights of our meetings with the Congressional delegation and federal agencies. The consultant reiterated the need for \$325,000 in General Investigation funding in the FY13 Corps Work Plan for the Study and requested that Jay contact OMB in support of the funding. We are working with the White House on this. The consultant also stressed the prototype approach of the project for reducing or eliminating flood disaster insurance premiums for homeowners across the country, as well as the federal cost savings of moving projects forward more cost-effectively and providing communities with earlier flood and environmental restoration benefits.

The consultant will continue to work with the ASA's office, the Congressional delegation, Corps Headquarters, and the White House to press for inclusion of General Investigation

funding in the FY13 Corps Work Plan, which is expected to be released on or about April 26th.

Fiscal Year 2013 Appropriations – Flood Project

Hours Total
8 \$2,747

As directed in the year-long Continuing Resolution (CR) passed by the Congress and signed by the President during the previous month, the Corps developed its FY13 Work Plan. During the month, the Corps submitted its FY13 Work Plan to OMB for review and is expected to provide the Work Plan to the Congress and release it to the public in the coming month.

The consultant continued to work with the offices of Congressman Thompson and Senator Feinstein, as well as Minority Leader Pelosi and Senator Boxer and provided taking points for the Members to contact OMB to press for the inclusion of funding in the FY13 Corps Work Plan for the City's flood protection project.

The consultant worked directly with key staff of the White House Office of Public Engagement to have them support funding for the project in the FY13 Work Plan as a model for the type of innovative, preventative approaches communities should be taking to avoid flooding costs, flood insurance, and provide safe communities.

Total

Hours Total
36 \$12,360

DATE PRINTED: May 7, 2013
 FEES BILL-THRU DATE: April 30, 2013
 COSTS BILL-THRU DATE: April 30, 2013

BILLING PROFESSIONAL:

M. O'Connell

BILLING MEMO

CLIENT 0205 St. Helena, City of
MATTER 0205.006 Flood Project

BILLING NOTES

UNBILLED TIME (Through 04/30/2013)

<u>DATE</u>	<u>ACTUAL TIME/KPR</u>	<u>ACTUAL HOURS</u>	<u>RATE</u>	<u>DOLLARS</u>	<u>WORK DESCRIPTION</u>	<u>TASK CODE</u>	<u>ACTIVITY CODE</u>	<u>TIME KEY</u>
04/01/13	O'ConnellM	1.00	350.00	350.00	Discussion with Congressman Thompson's office on FY'13 funding.	Federal Lobby		188128
04/02/13	O'ConnellM	2.00	350.00	700.00	Discussion with Corps HQ and Senator Feinstein's office on funding	Federal Lobby		188129
04/02/13	harriss	2.00	330.00	660.00	Schedule meetings for Washington visit	Federal Lobby		188095
04/03/13	O'ConnellM	2.00	350.00	700.00	Preparation for DC visit and meetings	Federal Lobby		188130
04/03/13	harriss	0.50	330.00	165.00	update brochure for Washington visit	Federal Lobby		188096
04/04/13	O'ConnellM	2.00	350.00	700.00	Discussions with Congresswoman Pelosi's and Senator Boxer's office on FY'13 funding	Federal Lobby		188131
04/04/13	harriss	0.50	330.00	165.00	develop talking points for Washington visit	Federal Lobby		188097
04/05/13	harriss	1.00	330.00	330.00	Complete scheduling of meetings for Washington visit, revise talking points and brochure	Federal Lobby		188098
04/08/13	O'ConnellM	2.00	350.00	700.00	Discussed funding for Project with Corps HQ	Federal Lobby		188133
04/09/13	O'ConnellM	2.00	350.00	700.00	Finalized city's docs for DC visit and briefed Thompson, Feinstein and Boxer staff	Federal Lobby		188134

The Carmen Group

05/07/2013 10:02:54

DATE PRINTED: May 7, 2013

FEES BILL-THRU DATE: April 30, 2013

COSTS BILL-THRU DATE: April 30, 2013

BILLING PROFESSIONAL:

M. O'Connell

BILLING MEMO

Page 2

CLIENT 0205 St. Helena, City of

MATTER 0205.006 Flood Project

BILLING NOTES

04/10/13	OConnellM	1.00	350.00	350.00	Reviewed City material and developed meeting strategy for DC visits	Federal Lobby	188135
04/10/13	harriss	1.50	330.00	495.00	Finalize brochure and talking points and confirm meetings for Washington visit	Federal Lobby	188099
04/11/13	OConnellM	4.00	350.00	1,400.00	Participated in Hill and Agency visits with Council Members White and Pitts	Federal Lobby	188136
04/11/13	harriss	4.50	330.00	1,485.00	Washington visit meetings with Council Member White and Council Member Pitts	Federal Lobby	188100
04/12/13	OConnellM	4.00	350.00	1,400.00	Participated in Hill and Agency staff meetings and worked Corps funding	Federal Lobby	188137
04/12/13	harriss	2.00	330.00	660.00	Washington visit meetings with Council Member White and Council Member Pitts	Federal Lobby	188101
04/17/13	OConnellM	2.00	350.00	700.00	Follow up with White House on DC trip & funding.	Federal Lobby	188301
04/25/13	OConnellM	1.00	350.00	350.00	Work with White House on St. Helena flood study funding request.	Federal Lobby	188548
04/26/13	OConnellM	1.00	350.00	350.00	Work with St. Helena staff, Congressman Thompson and Pelosi's staff on federal funding for flood study.	Federal Lobby	188549

TOTAL HOURS

=====

36.00

TOTAL PRINTED HOURS

=====

36.00

TOTAL DOLLAR VALUE

=====

\$12,360.00

TOTAL DOLLAR VALUE OF PRINTED HOURS

=====

\$12,360.00

The Carmen Group

05/07/2013 10:02:54

STAFF REPORT



DATE: June 11, 2013

TO: Mayor and City Council

FROM: Greg Desmond, Interim Planning Director

Item: 15

RE:# Consideration/action on a request from John Lockwood for a \$21,000 in-lieu parking fee waiver for Sogni Di Dolci at 1142 Main Street

BACKGROUND

On July 19, 2011 John Lockwood was granted Use Permit Amendment approval from the Planning Commission to expand the existing Sogni di Dolci cafe at 1142 Main Street.

The approval also authorized the applicant to pay an in-lieu parking fee of \$21,000 instead of providing three (3) required on-site parking spaces.

On May 1, 2013 staff received a request for an in-lieu fee waiver for the three (3) required parking spaces.

St. Helena Municipal Code Section 17.104.030 outlines the parking in-lieu fee provisions:

For any new use, structure, or building on a site which, due to the size or location of the parcel, cannot be provided with required off-street parking, parking requirements may be satisfied by payment of an in-lieu fee upon approval of a use permit by the planning commission as follows:

- A. The property on which the use is proposed must be located within a parking impact overlay district.*
- B. The amount of the in-lieu parking fee shall be established by city resolution.*
- C. Approval of a use permit to allow payment of an in-lieu fee shall include the finding that the properties and land uses surrounding the project will not be significantly impacted by waiving the required off-street parking.*

DISCUSSION

Instead of payment of the in-lieu fee, the applicant is proposing a parking mitigation program. The proposal outlines multiple actions being taken or that will be implemented to alleviate parking impacts from the expanded business.

The following are the specific elements of the parking mitigation program:

- Survey of "walk-in" versus "drive-in" patrons.*
- A "carpool initiative" that has been implemented for ALL employees who drive to work.*
- The "Bike to Dolci" program – a program structured to incentivize patrons to ride their bikes to the business.*

*Parking In-Lieu Fee Waiver Request
1142 Main Street
June 11, 2013
City Council*

- *Installation of an 8-bike rack and how it is monitored to ensure that it is used.*
- *Applicant's "Promissory Note", which states that the applicant will pay all applicable in-lieu parking fees in the future, if and when the City comes initiates a plan to build and/or offer a parking structure/solution, and if and only if all fees required by Sogni di Dolci apply to all related businesses within St Helena limits, and that this fee is justifiable and clearly defined in regards to how the fee will be affectively allocated to the proposed parking structure/solution.*

Staff appreciates the applicant's proposal as it takes a proactive approach in encouraging locals and visitors to walk or cycle to the business. However, the applicant's offer to pay fees "...*IF and WHEN the City comes forth with a plan to build and/or offer a parking structure/solution, and IF and ONLY if all fees required by Sogni di Dolci concurrently apply to all related businesses within St Helena limits...*" is not consistent with the CB: Central Business district and PI: Parking Impact Overlay district standards.

On November 13, 2012 the Council approved a payment plan for Jose Gomez who operates a market at 1136 Main Street - directly adjacent to Sogni di Dolci. Mr. Gomez had requested a waiver for one required parking space (\$7,000). Instead of a fee waiver the Council approved a payment plan which allows Mr. Gomez to pay a monthly fee of \$100.

FISCAL IMPACT

Granting the fee waiver request will reduce the amount (by \$21,000) of revenue available in the City of St. Helena's Parking Fund. The fund was established to generate revenue for the development and implementation of parking improvement programs throughout the community. The fund has a current balance of \$542,800.

RECOMMENDED COUNCIL ACTION

Staff requests direction from the Council on this matter.

ATTACHMENTS

- Parking Mitigation Program Proposal from applicant.

John Lockwood
Sogni di Dolci
1142 Main Street
St Helena, CA 94574

Date: April 27th, 2013

Subject: Parking Mitigation Program Proposal

Attn: Greg Desmond

Per our meeting on March 5th, 2013, followed by my letter dated March 8th, 2013, the following is a detailed proposal covering the multiple actions being taken and actions that will concurrently be implemented to further alleviate the issue of parking in regards to the impact, if any, of our newly expanded business. The intent of this proposal is to outline our proactive approach, as a business, and showcase how doing so will mitigate our impact on St Helena's parking concerns. We are requesting a full waiver of the \$21,000 parking fee, which was submitted, with contingencies, March 8th, 2013.

The 5 main points/actions I'll be addressing are as follows:

- 1 - A brief overview explaining the percentage of "walk-in" versus "drive-in" patrons and how this lopsided percentage, through numbers alone, clearly defines the minimal impact Sogni di Dolci has on the parking issues we all face here in St Helena.
- 2 - A description of our "carpool initiative" that I have implemented with ALL employees that drive to work as well as the percentage of employees that walk and/or ride bikes to work.
- 3 - A detailed, step-by-step, explanation of our first-of-its-kind "Bike To Dolci" program and how the program is structured to encourage patrons, through incentives, to ride their bikes to our business.
- 4 - An explanation of our installation of an 8-bike rack and how it is monitored/structured to ensure that the rack is used effectively to serve its purpose.
- 5 - The reiteration of my "Promissory Note", which, in affect, states my commitment and pledge to pay all applicable parking fees in the future, IF and WHEN the City comes forth with a plan to build and/or offer a parking structure/solution, and IF and ONLY if all fees required by Sogni di Dolci apply to all related business's within St Helena limits, and that this fee is justifiable and clearly defined in regards to how the fee will be affectively allocated to the proposed parking structure/solution.

Action 1

“Walk-in” versus “Drive-in” Patrons

Effective Day 1 of our re-opening, March 24th, 2013, my staff and I have been actively engaging, monitoring, and keeping a “tally” of patrons in regards to whether they “walk” to Dolci or “drive” to Dolci. To no surprise, roughly 80% of our patrons are “walk-in”, with a large percentage of them having already driven/walked to work and subsequently walk to Dolci to get their morning coffee, breakfast, and/or lunch. Of the remaining 20% that are considered “drive-in”, roughly 9 out of 10 of them fall between the hours of 630am-9am, before most business’s on Main St are open, park out front or across the street, come in to get their morning coffee, then leave en route to their place of business, which, in all, takes roughly 3-5 minutes. This percentage of “drive-in” patrons clearly has zero affect on parking issues. With the offerings of our new dinner & bar service, we are slowly building a clientele that may or may not drive and park on Main St with the sole intent of coming to Dolci. Unfortunately, it’s too soon to build any substantial and concrete evidence that argues for OR against the impact we may or may not have on parking issues, therefore rendering this data irrelevant to this issue at this time. We will continue to monitor and keep records of this “nighttime traffic” to ensure that we incorporate our proactive approach to minimizing our parking impacts and are more than willing to revisit these numbers in the future and make the necessary changes, if needed, to further accommodate this issue.

Action 2

Employee Carpool Initiative

Currently, Dolci employs 16 staff. Of these 16 employees, 7 live locally and walk/ride bikes to work each and every day, therefore having zero impact on parking. Of the remaining 9, 5 drive from either Napa or Angwin and carpool with other staff. This leaves only 4 staff that drives to and from work alone. We have purposely scheduled our Napa staff in a manner that provides them the opportunity to carpool to work and, as an incentive, offer numerous perks, i.e. dinner, to encourage them to do so. This approach has proven to be extremely effective as our entire evening staff of 8 constitutes for only 2 parking spaces. I’m confident that you’d be hard pressed to find another local business that can claim such a proactive approach, and if so, one that is as effective as ours. We pride ourselves on this! I’d also like to state that this “carpool” approach is not solely dictated by our need to mitigate parking issues locally, but rather, it is an overall general approach to minimizing Dolci’s impact on the environment as a whole.

Action 3/4

“Bike To Dolci” Program / Installation Of An 8-bike Bike Rack

Though this idea is not the only one of its kind, I am proud to say that it has been my “brainchild” and am quite certain that no other business’s locally have such a program in place. This idea was born through numerous conversations with a local bike shop owner and I believe that it will stand to be the poster child of how local businesses should begin to approach the parking issues that will undoubtedly increase as St Helena continues to grow and adapt to the influx of residents and tourists alike. To ignore this reality of growth is not only negligent, but also irresponsible, and as business owners, we have an obligation to the City to do all that we can to minimize any negative residual impacts our growing businesses may have on the city and its residents. This program works side by side with **Action 4**, which involves the installation of an 8-bike bike rack at the rear of our business. This rack has already been installed, and furthermore, on any given day you will find 4-5 bikes occupying the rack. This immediately translates to 4-5 parking spaces that, in the past, have been occupied by cars. These are now available parking spaces for others to use. The “Bike To Dolci” Program has been structured in a way to ensure that all those that utilize the rack are recognized and “rewarded” for actively engaging in the program. As we continue to fine-tune this program to ensure its effectiveness, in coming days we will be installing 8 locks with 8 keys that my staff will hold. As customers bike to Dolci, they will be instructed to notify their server that they need a key, in which case they will then lock their bikes and subsequently receive the “discount” or “incentive” that is in place at that current time. From ½ off lunch’s, to free gelati, to a free beer or glass of wine with dinner, we will constantly be changing the incentives to best serve and encourage our customers. As I am aware of the reality that this program may be manipulated by patrons, I can assure you that we will constantly be monitoring and making the necessary changes to keep the root purpose of this program intact. Furthermore, if we notice an increase in need for “bike parking”, we will be adding additional racks to accommodate this need. The ultimate goal is to provide local residents an alternative to driving and to reward them for actively participating in the “Bike To Dolci” program.

Action 5

Promissory Note

As previously stated, the Promissory Note states my acknowledgement and agreement to pay all applicable parking fees in the future, IF and WHEN the City comes forth with a plan to build and/or offer a parking structure/solution, and IF and ONLY if all fees required by Sogni di Dolci concurrently apply to all related business’s within St Helena limits, and so forth that this fee is justifiable and clearly defined in regards to how the fee will be affectively allocated to the proposed parking structure/solution. As a local resident and business owner, I am well aware of the need for additional parking and of the benefits that alternative parking would provide. Not only will residents continue to have the option to park on Main St and/or surrounding streets, but also will visitors be provided ample parking, which in turn will allow them to walk the streets, spend time and

money locally and therefore continue to contribute to the local economic growth that is inevitably required to maintain the quaint, small town feel that we, as residents, appreciate most about our town. This being said, I would be more than happy to pay my part, financially, to ensure that all options are provided in regards to parking. Lastly, as you know, the City of St Helena has recently begun taking steps towards utilizing the PG&E property in an effort to mitigate the parking issues in discussion. As quoted in the St Helena Star below, the City seems to have reached a “preliminary agreement” with PG&E:

“The City Council directed staff Tuesday to sign a one-year lease with PG&E allowing the city to use a portion of the 0.88-acre property for a temporary parking lot.....A grant from PG&E would cover the price of the lease, and Public Works Director John Ferons said it would cost about \$15,000 to install fences and asphalt for handicapped parking spaces. The majority of the 50 spaces will be on gravel.”

If, in fact, this lease agreement with PG&E were to move forward, which I hope it does, it would seem evident that the asking fee of \$21,000 for parking is a grossly inflated number. Though, to reiterate, I would be more than willing to pay my percentage of the \$15,000 Mr. Ferons stated would be required to complete the parking proposal.

In closing, I wish to state that my ultimate goal in building the multiple programs to alleviate parking concerns, my ultimate goal in requesting a full waiver of all fees, or at the very least be granted acceptance of my proposed Promissory Note, is NOT to skirt around the obligations as a local business owner, rather, it is to be proactive in doing ALL that I can to ensure that we maximize the experience and relationship that local residents and visitors alike have with our town. I have nothing to lose in integrating these programs and have much to gain in providing ample parking for all. I am confident that the steps we’ve taken are more than sufficient in not only off-setting the issue of parking, but also provide for you evidence enough that Sogni di Dolci be granted full waiver of all fees!

Thank you sincerely for the time you’ve taken to work with me on this issue. I look forward to working together in the future in an effort to do all that we can to ensure that St Helena stays St Helena.

Kindly,

John Lockwood
Owner
Sogni di Dolci

STAFF REPORT

OFFICE OF THE DIRECTOR OF PUBLIC WORKS



DATE: June 11, 2013

TO: Mayor and City Council

Item No: 16

FROM: John Ferons – Director of Public Works and City Engineer
Kathy Robinson – Senior Management Analyst

RE: Discussion regarding capital improvement projects for establishing proposed 2013 impact fee study

BACKGROUND

On May 14, 2013 City Council considered updated development impact fees. The council had questions centering on the Transportation Impact Fee, how it was developed and how it relates to the previous study and schedule. This update provides additional background information seeking to answer the questions surrounding which projects were used to generate the fee and why some were included and/or excluded in the new study specific to the transportation/traffic category.

DISCUSSION

Impact Fees

Traffic mitigation impact fees, also known as transportation impact fees, are based on the following: new development results in increased usage of existing properties and generates additional traffic which contributes to the degradation of the existing street infrastructure; the purpose of this fee is to finance circulation improvements to reduce the impacts of traffic generated by new development within the city; the city must continue to fund capital improvements to its traffic circulation system, including new roads, bridges, and traffic control facilities; in the absence of the imposition of a traffic mitigation impact to new development the additional capital expenses necessary to maintain acceptable traffic circulation for the entire city would be unfairly imposed upon the owners and residents of the existing buildings and improvements within the city of St. Helena.

2006 Impact Fee Study

The 2006 Impact Fee Study included specific road extensions that were identified as future projects in the 1993 General Plan. That list included extending Adams Street and Starr Avenue, extending Adams Street from Starr Avenue to Silverado Trail, extending Oak Avenue from Charter Oak to Mitchell Drive, Extending Starr Avenue from Pope Street to McCorkle Avenue and extending Library Lane from its current terminus to Fulton Lane. Two of the above extensions would require bridge construction.

These projects estimated total costs were \$22,500,000 with a cost allocated to new development impact fee of \$11,687,023 after accounting for external funding sources, city funding sources and pro-ratio for cost to new development.

2030 General Plan Update

The 1993 General Plan adopted future road extensions and identified them as future projects to be constructed as needed to accommodate new development. The City is currently in the midst of the 2030 General Plan Update. In the current draft of that document all of the proposed street extensions have been downgraded and are identified as "study areas" only. As such they are not specific projects with known costs that could be built into the proposed 2013 Impact Fee Study.

2013 Impact Fee Study

The proposed impact fee study sought to capture the future traffic impacts based on the lack of infrastructure projects projected in the 2030 General Plan Update. This resulted in removing \$22,500,000 dollars in projects of which \$11,687,023 were calculated into the 2006 Traffic Impact Fee. The resulting calculations in the 2013 study yielded much lower traffic impact fees.

RECOMMENDED COUNCIL ACTION

Discuss and provide direction to staff regarding the traffic impact fees. The impact fee study would then be agendaized for a future Council meeting.

ATTACHMENTS

1. Spreadsheet summarizing Traffic Mitigation Impact Fees

Traffic Mitigation Impact Fees

	2006 Impact Fee Study				Status	2013 Impact Fee Study			
Projects Considered	Total Project Cost	External Funding	%	Cost to New Development	Status	Total Project Cost	%	Cost to New Development	
El Bonita Resurfacing	\$ 75,000	\$ 75,000	0.0%	\$ -	1		\$ -		
City-wide Overlays	\$ 900,000	\$ 840,000	0.0%	\$ -	1		\$ -		
Realignment of approach to Pope Street Bridge	\$ 265,000	\$ -	18.7%	\$ 49,561	Project complete →		\$ -		
Main (SR29) / Grayson / Mills Traffic Light	\$ 500,000	\$ -	75.0%	\$ 375,000		\$ 201,300	100.0%	\$ 201,300	
Extend Adams Street and Starr Avenu	\$ 2,400,000	\$ -	100.0%	\$ 2,400,000	4		\$ -		
Oak Avenue Extension (Charter Oak to Grayson)	\$ 3,000,000	\$ -	100.0%	\$ 3,000,000	4		\$ -		
Widen Main Street at Vintage & Dowdell Intersections	\$ 150,000	\$ 150,000	18.7%	\$ -	2		\$ -		
Adams Street /Main Street left turn lanes	\$ 100,000	\$ -	18.7%	\$ 18,702	4		\$ -		
Admas Street Extension (Starr to Silverado Trail)	\$ 8,000,000	\$ 4,000,000	50.0%	\$ 2,000,000	4		\$ -		
Oak Avenue Extension (Mitchell to Charter Oak)	\$ 5,000,000	\$ 4,000,000	18.7%	\$ 187,000	4		\$ -		
Starr Avenue Extension (Pope to McCorkle)	\$ 2,600,000	\$ -	100.0%	\$ 2,600,000	4		\$ -		
Library Lane Extension (End to Fulton)	\$ 1,500,000	\$ -	100.0%	\$ 1,500,000	4		\$ -		
Impact Fee Studies	\$ 10,000	\$ -	100.0%	\$ 10,000			\$ -		
Dowdell Lane	\$ 425,000	\$ -	40.0%	\$ 170,000	3		\$ -		
Access Ramps	\$ 130,000	\$ 130,000	0.0%	\$ -	1		\$ -		
Safe routes to school	\$ 30,000	\$ 30,000	0.0%	\$ -	1		\$ -		
Street Overlay	\$ 900,000	\$ -	0.0%	\$ -	1		\$ -		
Pope Street Napa River - New Bridge						\$ 1,200,000	100.0%	\$ 1,200,000	
Napa River/Wappo Park - Class I Bicycle Trail						\$ 95,000	100.0%	\$ 95,000	
Main Street - Bike Racks						\$ 5,000	100.0%	\$ 5,000	
	\$ 25,985,000	\$ 9,225,000		\$ 12,310,263		\$ 201,300	\$ 201,300		
General Plan Circulation Elements to be Evaluated					1 Projects with 0% cost to new development were not forwarded to 2013 study. 2 Project in State right of way to be constructed by Caltrans in 2015. 3 Project removed due to location outsideUrban limit line. 4 These Circulation Elements were downgraded from projects to be constructed to concepts to be evaluated. As such costs cannot be included in the project list for study.				
Starr Avenue north to Adams									
Consider three options for a connection to Mills Lane: a) Starr Avenue extension to Mills Lane; b) College Avenue extension to Mills Lane; or									
Oak Avenue from Charter Oak Avenue to Grayson Avenue and limited access from Mitchell Drive to Charter Oak Avenue									
Adams Street from its current eastern terminus to Starr Avenue									
Consider two options to connect downtown St. Helena to Silverado Trail: a) Adams Street extension to Silverado Trail; b) Mills Lane									

STAFF REPORT



DATE: June 11, 2013

TO: Mayor and City Council

FROM: Greg Desmond, Interim Planning Director

Item: 17

RE: Review and direction on revisions to the Draft General Plan Update Historic Resources Element

BACKGROUND

At the meeting on May 28, 2013, Council reviewed the Public Health, Safety and Noise Element. The Council did not assign an element for any member of the Council to review in advance of this meeting.

DISCUSSION: ELEMENT REVIEW

The Historic Resources element may be downloaded via the following link:

Historic Resources:

http://www.cityofstheleena.org/sites/default/files/06_historic_resources_revised_073112.pdf

NEXT STEPS

The Council should review and approve revisions to the Historic Resources element and provide direction to staff regarding the next elements to review.

ATTACHMENTS

- None