



Mayor: Alan Galbraith
Vice Mayor: Peter White
City Council: Sharon Crull
Paul Dohring
Greg Pitts

ST. HELENA CITY COUNCIL
REGULAR MEETING
FEBRUARY 23, 2016

6:00 PM REGULAR MEETING
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA

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. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. 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.
- 5. 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.

STAFF BRIEFING

- 6. Monthly water wise update presented by Jennifer Tuell, Water Conservation Coordinator**

PRESENTATIONS AND PUBLIC RECOGNITIONS

7. Proclamation recognizing 2016 MS Awareness Week presented to the Reid Family, the founders and organizers of Crush MS
8. Proclamation declaring February 2016 as Teen Dating Violence Prevention Month presented to UpValley Family Centers representatives Youth Specialist, Adriana Montañez and Development and Communications Associate Ricky Hurtado
9. Presentation - Napa Countywide Pedestrian Master Plan presented by Napa Valley Transportation Authority (formerly the Napa County Transportation & Planning Agency - NCTPA) Manager of Planning Danielle Schmitz

Note: The Napa Countywide Pedestrian Master Plan can be accessed via the following link:

<http://www.nctpa.net/first-draft-countywide-pedestrian-master-plan-released>

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)

10. Consideration and proposed approval of a resolution approving the use of the Fire Station parking lot for Earth Day activities by the St. Helena Chamber of Commerce and waiver of the Encroachment Fee in the amount of \$200

CEQA Status: Not a CEQA Project

Lead Staff: Cindy Black, City Clerk

Recommendation: Adopt

11. Consideration and proposed approval of a resolution updating the September 8, 2015 adopted Retention Schedule

CEQA Status: Not a CEQA Project

Lead Staff: Cindy Black, City Clerk

Recommendation: Adopt

12. Consideration and proposed approval of a Resolution Approving an Employment Agreement with Kathy Robinson to serve as the Human Resources and Information Technology Director

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Adopt

13. Consideration and proposed approval of a Resolution Approving Amendment No. 1 to the Employment Agreement with John Sorensen to serve as the Fire Chief for three additional years

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Adopt

14. Consideration and proposed approval of a resolution authorizing the City Manager to approve the purchase of equipment for and outfitting of the two new Police Department patrol vehicles in the amount of \$27,126
CEQA Status: Not a CEQA Project
Lead Staff: William Imboden, Chief of Police
Recommendation: Adopt
15. Consideration and proposed approval of a resolution finding an Exemption from CEQA for the 2016 Slurry Seal Project; Approving and Adopting the Project Manual; and Authorizing the Bid Request for 2015 Pavement Rehabilitation Project
CEQA Status: Categorically Exempt Section 15301, Existing Facilities Class I
Lead Staff: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt
16. Consideration and proposed approval of a resolution finding an Exemption from CEQA; Approving and Adopting the Project Plans and Manual; and Authorizing the Bid Request for Mitchell Drive Sidewalk Project, Capital Improvement Project R-76
CEQA Status: Categorically Exempt Section 15304, Minor Alterations to Land
Lead Staff: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt
17. Consideration and proposed approval of a resolution approving out-of-state travel for Library Director Chris Kreiden to attend the Public Library Association (PLA) Conference in Denver, Colorado April 5-9, 2016 in an amount not to exceed \$1,400
CEQA Status: Not a CEQA Project
Lead Staff: Chris Kreiden, Library Director
Recommendation: Adopt

PUBLIC HEARING:

18. Introduction and first reading of an ordinance to consider amendments to City of St. Helena Municipal Code Sections 17.08.180, 16.24.060 and 16.24.100 establishing a uniform 14-day appeal period
CEQA Status: The project is exempt from the requirements of CEQA under Section 15061 the "General Rule" where it can be seen with certainty that the City's decision will not have an adverse environmental impact
Lead Staff: Noah Housh, Planning and Community Improvement Director
Recommendation: Introduce by title only

NEW BUSINESS:

19. Introduction and first reading of an ordinance to consider amendments to City of St. Helena Municipal Code Chapter 2.52 Concerning the Board of Library Trustees
CEQA Status: Not a CEQA Project
Lead Staff: Chris Kreiden, Library Director
Recommendation: Introduce by title only

20. Review and direction on a request from Our Town St Helena to use Affordable Housing Trust Fund monies in the estimated cost ranging from \$32,000 to \$65,000 to cover planning application review fees for an affordable 8-unit housing project at 684 McCorkle

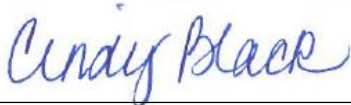
CEQA Status: This item is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment.

Lead Staff: Noah Housh, Planning and Community Improvement Director

Recommendation: Provide direction

ADJOURNMENT The next Regular City Council meeting is scheduled for March 8, 2016, 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 February 19, 2016.



Cindy Black, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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.

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WATER CONSERVATION

February 23, 2016

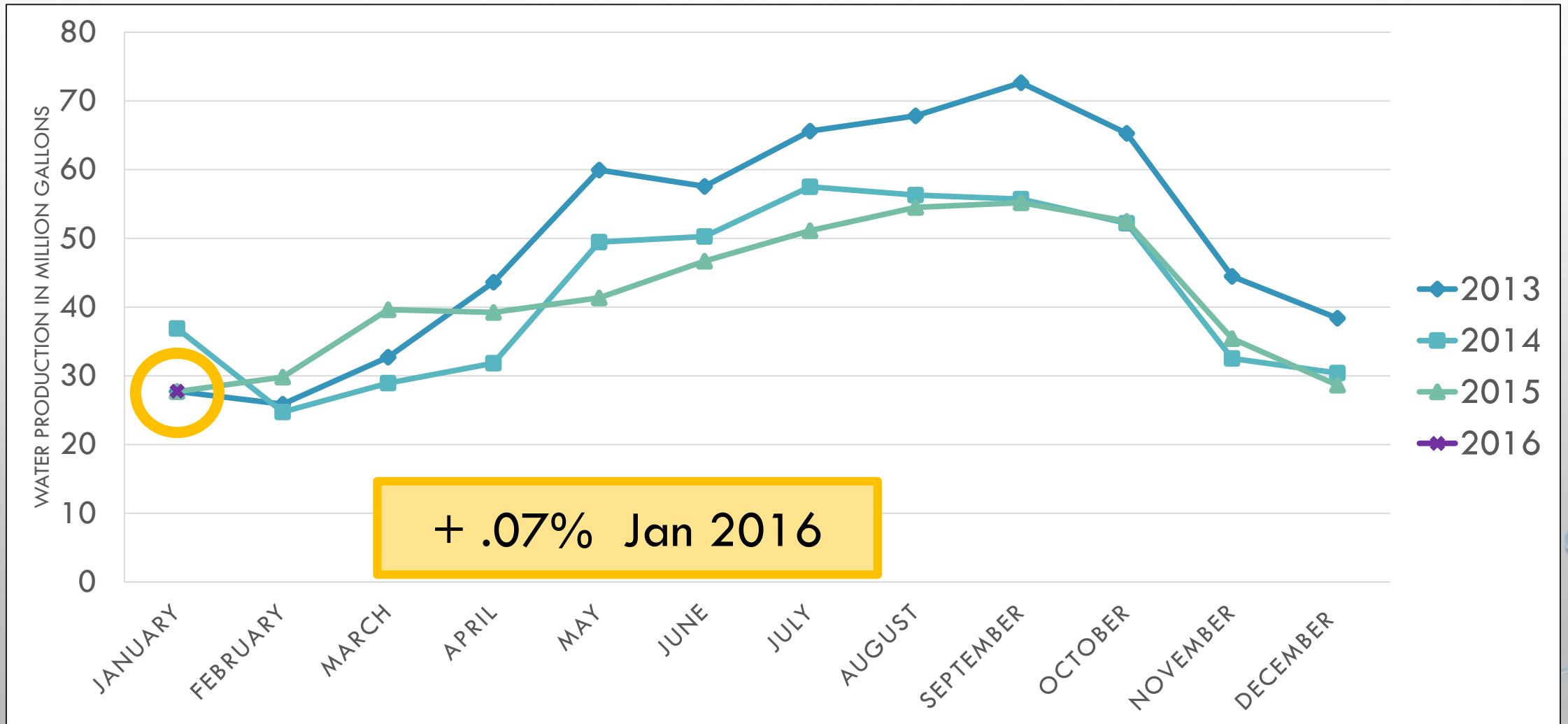
Council Update

WATER PRODUCTION

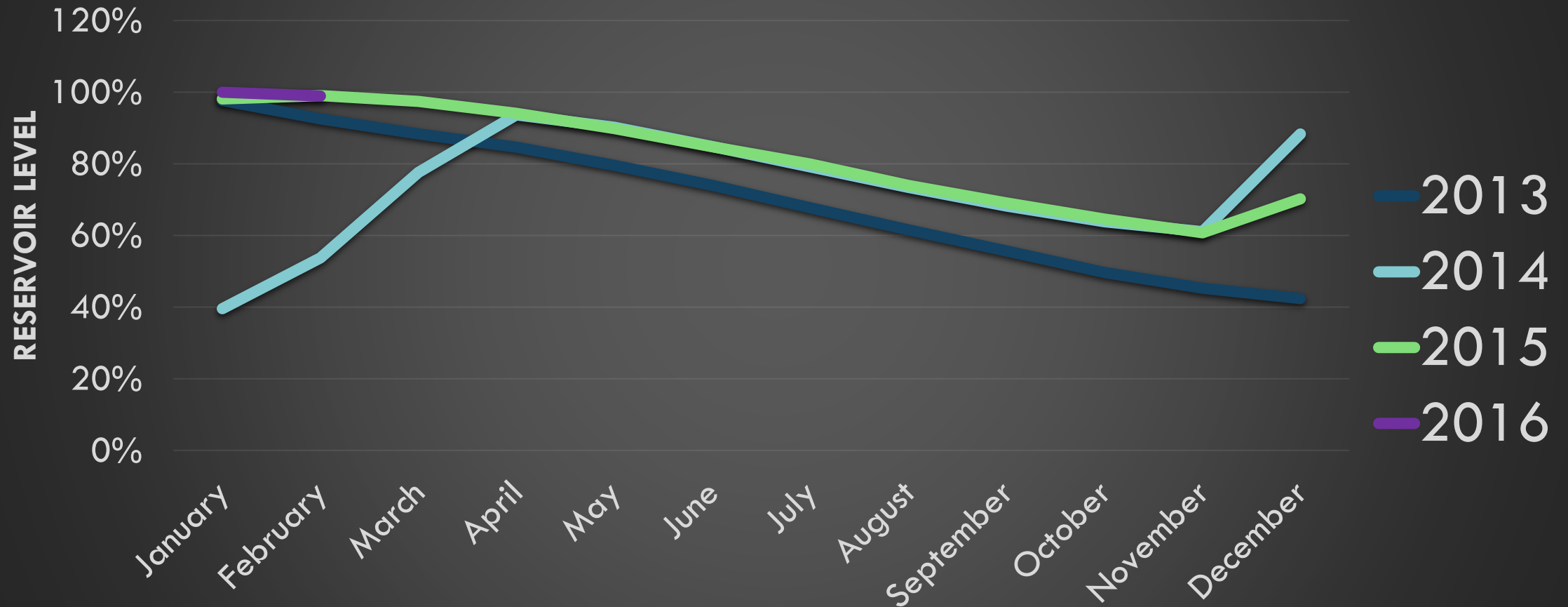
	2013-2015
June	-18.91%
July	-22.11%
August	-19.66%
September	-24.05%
October	-19.59%
November	-20.37%
December	-25.37%

Average reduction
June-December 2015:
-21.32%

WATER PRODUCTION



Bell Canyon Reservoir 2013-2016



- Season to date rainfall
 - July 2015 to mid-Feb 2016 = 20.06"
 - July 2014 to mid-Feb 2015 = 27.51"

WATER CONSERVATION

- Water and Waste Water Rate Study
- Continue outreach
- Fix a leak
- Sustainability Committee
- Existing Water Agreements
- Update/create rebate programs
 - Toilet Rebate
 - Clothes Washer
 - Cash for Grass
 - Smart Irrigation Controller

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City of St. Helena

PROCLAMATION

2016 MS AWARENESS WEEK

WHEREAS, multiple sclerosis (MS) is a neurological disease of the central nervous system, affecting at least 2.3 million people worldwide; and

WHEREAS, the National Multiple Sclerosis Society – Northern California Chapter reports that in our state, we serve more than 12,000 people diagnosed with MS, and that the disease generally strikes people in the prime of life, between ages 20 through 50, and causes unpredictable effects in which the progression, severity and specific symptoms cannot be foreseen, and the cause and cure for this often debilitating disease remain unknown; and

WHEREAS, the National Multiple Sclerosis Society – Northern California Chapter has been committed for more than 58 years to creating a world free of MS, heightening public knowledge about and insight into the disease while mobilizing people and resources so that everyone affected by MS can live their best lives as we stop MS in its tracks, restore what has been lost and end MS forever; and

WHEREAS, Since 1946 the National Multiple Sclerosis Society has been a driving force of MS research, relentlessly pursuing prevention, treatment and a cure and has invested more than 920 million dollars in groundbreaking research; and

WHEREAS, Funds raised through the National Multiple Sclerosis Society fuel the efforts of more than 380 research projects globally totaling nearly 54 million dollars annually at the best medical centers, universities and other institutions throughout the United States and abroad. Because of this MS research has never been more hopeful than it is today; and

WHEREAS, discovering the cause, finding a cure, and preventing future generations from being diagnosed with MS is an important task that all Americans and Californians should support; and

WHEREAS, the city of St. Helena/State of California recognizes the importance of finding the cause and cure of MS, a chronic and often devastating disease, and expresses its appreciation and admiration for the dedication that the National Multiple Sclerosis Society –Northern California Chapter has shown toward a future free of MS;

NOW, THEREFORE I, Alan Galbraith by virtue of the authority vested in me by the Constitution and the laws of the great state of California, do hereby proclaim March 7 – 13, 2016 as MS Awareness Week, and do commend this observance to all of our citizens. I encourage all Californians to learn more about multiple sclerosis and what they can do to support individuals with MS and their families.

Dated: February 23, 2016

Alan Galbraith, Mayor
City of St. Helena

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**City of St. Helena
PROCLAMATION**

Teen Dating Violence Prevention & Awareness Month Proclamation

WHEREAS, teen dating violence is a quiet epidemic that affects 1.5 million teens nation wide in a single year; and

WHEREAS, 1 in 3 high school students have been or will be involved in an abusive relationship; and

WHEREAS, only 33% of teens who are in an abusive relationship ever tell anyone about the abuse; and

WHEREAS, physically and sexually abused teen girls are 6 times more likely to become pregnant and twice as likely to get a STI; and

WHEREAS, high school students who experience physical violence in a dating relationship are more likely to use drugs and alcohol, are at greater risk of suicide and are much more likely to carry patterns of abuse into future relationships; and

WHEREAS, by educating youth about healthy relationships and by changing attitudes that support violence, dating violence can be prevented; and

WHEREAS, UpValley Family Centers' and the CLARA/CLARO program engage young people in learning about healthy and unhealthy dating relationships to prevent dating violence within their lives and the lives of their friends and families.

WHEREAS, youth, parents, and community members will demonstrate their support for Teen Dating Violence Prevention and Awareness during the month of February 2016, by emphasizing the importance of mutual respect and the right to safe and healthy relationships free from abuse;

NOW, THEREFORE I, Alan Galbraith, Mayor of the City of St. Helena does hereby proclaim the month of February 2016, as TEEN DATING VIOLENCE PREVENTION AWARENESS MONTH and encourages its residents to end teen dating violence by empowering youth with education about healthy relationships, assisting teens in accessing resources, and engaging in discussions and prevention activities, making a statement that the community supports relationships free from violence.

Dated: February 23, 2016

Alan Galbraith, Mayor
City of St. Helena

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Item No. 9



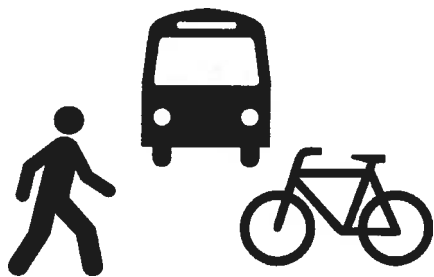
Countywide

PED PLAN— DRAFT

PURPOSE > COUNTYWIDE GOALS

Item No. 9

VISION 2040 MODE SHARE AND STATE FUNDING



*Plan Bay Area Goal:
Increase non-auto mode share by
10% by 2040*

Countywide Active Transportation Plan



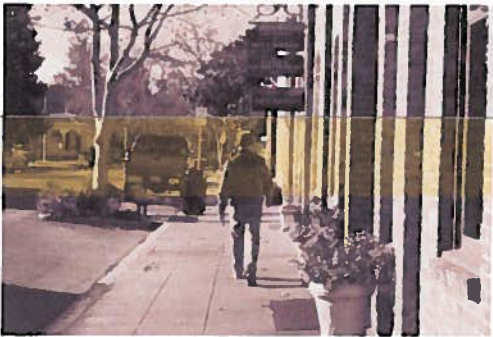
PLAN GUIDANCE AND COLLABORATION
ATAC and TAC

Item No. 9





Road Map



Plan Structure

Planning Process

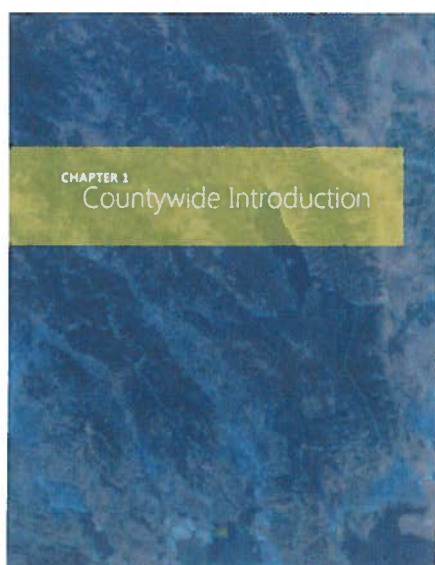
Outcomes



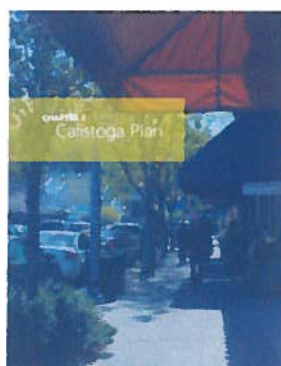
PLAN STRUCTURE

Item No. 9

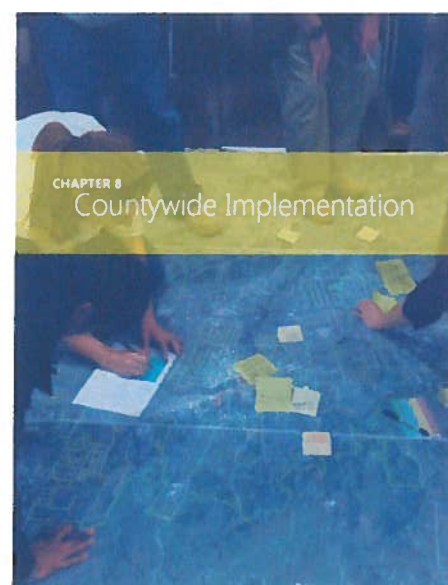
COUNTYWIDE vs. INDIVIDUAL JURISDICTIONS



Chapter 1: Countywide Introduction



Chapters 2-7: Jurisdiction Plans



Chapter 8: Countywide Implementation

PLANNING PROCESS
COUNTYWIDE GOALS

Item No. 9

One Pedestrian project / year

Reduce Collisions

Increase Walking Trips to Transit

Identify Funding

Safe Route Education

PLANNING PROCESS PROGRAMS, POLICIES AND PRACTICES

Item No. 9

Napa Countywide Pedestrian Plan - DCA
January 2015

Napa Countywide Pedestrian Plan - DCA
January 2015

APPENDIX AC-A: BENCHMARKING TABLE

AMERICAN CANYON PROGRAMS, POLICIES, AND PRACTICES BENCHMARKING ANALYSIS			
Plans, Policies, & Programs	Benchmark	American Canyon Response	Best Practice Examples
ADA Transition Plan Compliance with the Americans with Disabilities Act (ADA) guidelines is important, not only to ensure accessibility, but also to ensure walking conditions for all pedestrians. An ADA Transition Plan sets forth the process for bringing public facilities into compliance with ADA regulations.	Key Strength	American Canyon's Engineering Design Standards require curbs with gutters facing towards the center of the street at all street crossings and curb returns. The Standards do not include truncated domes or directional curb ramps. The city has an ADA Transition Plan from 2008 that includes an inventory of needed improvements for different sidewalks and curb ramps in the public right of way along priority corridors.	- Consider tracking ADA improvements using practices recommended in ADA Transition Plan, updated as part of this plan, to be implemented by the ADA Coordinator. - Implement directional curb ramps where practical and truncated domes in all cases. Review and revise standard drawings to align with PDOT's recommendations.
Traffic Calming Programs Traffic calming programs and policies set forth a systematic and consistent approach for addressing neighborhood requests and approvals, as well as standard treatments and criteria.	Key Strength	American Canyon has a Traffic Calming Program that outlines the steps for a community interested in traffic calming, defines the various traffic calming options and appropriate uses, and establishes guidelines for installing the traffic calming measures. There is no specific funding set aside for these improvements.	- Include a line item in the annual budget to create a form for Neighborhood Traffic Management Program (NTMP) to allow additional traffic calming implementation and an inventory of improvements. - Encourage the routine use of traffic calming measures beyond speed humps.
Complete Streets Policy Route Accommodations or Complete Streets Policy in an ordinance that addresses all modes of travel and travelers of all ages and abilities.	Key Strength	The city's Complete Streets policy, adopted in 2012, relates principles, implementation strategies, and exemptions from complete streets requirements. As part of implementation, the City of American Canyon Open Space Advisory Committee, serving as the city's Bicycle and Pedestrian Advisory Committee per Resolution 2010-115, reviews transportation projects to provide recommendations regarding Complete Streets. Route data collection is also required to evaluate how well all users are being served by the transportation network.	- Consider maintaining a GIS database for data collected as part of the policy evaluation to include pedestrian volumes collected in this plan. - Develop a checklist for project review to ensure routine application of the Complete Streets policy. - Consider using multi-modal level of service criteria.
Public Involvement	Key Strength	American Canyon residents (or visitors) may file requests for safety improvements on city streets via phone or	Consider adding a page to the city's website dedicated to receiving public input regarding

Program Response	Best Practice Examples
"SeeClickFix" app allows users to submit information on damaged sidewalks, on-emergency issues. - Through several groups, community services, or Advisory Committee. - The OSAC serves as the Advisory Committee per required with site plan transportation projects to recommendations.	- transportation issues and a subsection for pedestrian topics. This category or subcategory may allow residents to file comments or complaints for traffic control devices or dangerous conditions. Encourage broad use of the "SeeClickFix" app for pedestrian issue and opportunity input. - Consider creating a formal Active Transportation Advisory Committee (ATAC) for city-specific issues. This Committee could include the American Canyon representative on the ATAC for NVT. - Consider organizing neighborhood groups that identify street needs, including greening and traffic calming.
collected pedestrian and bicyclist counts, the city does not or bicycle counts, nor does it stream counts be collected units	- Use collected volumes in this plan to identify pedestrian nodes in the next update to the General Plan. - Routinely collect pedestrian volumes with all transportation impact studies (TIAs). - Geo-code existing and future pedestrian volume data with GIS software along with other data such as pedestrian control devices and collisions to analyze data for trends or hotspots related to pedestrian safety.
surveys are conducted in areas, frequent collisions, or at Napa County Sheriff's offices in the city	- Proactively consider pedestrian volumes when setting speed limits. - Explore the use of reduced speed limits in school zones. - Ensure design standards in pedestrian areas do not contribute to a routine need for traffic calming.
have a policy in place for this, but the city staff listed 129, the California Northern	Identify and create a comprehensive inventory of pedestrian barriers, along with appropriate remedies or projects.

AC-A2

AC-A1

PLANNING PROCESS DATA DRIVEN APPROACH

Item No. 9



Existing Facility Inventory



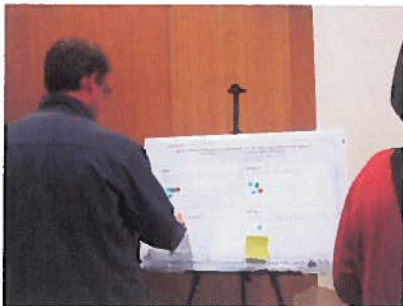
Pedestrian-Involved Collisions



Potential for Demand

PLANNING PROCESS PUBLIC INPUT

Item No. 9

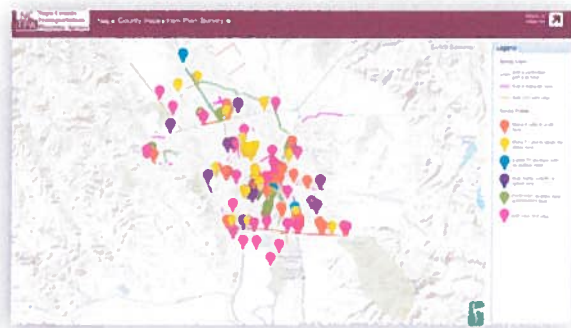


PLANNING PROCESS POST PROCESSING

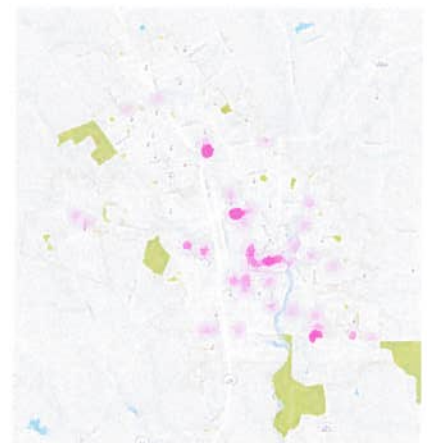
Item No. 9



Workshop Comments



Web Map Comments



Perceived Barriers

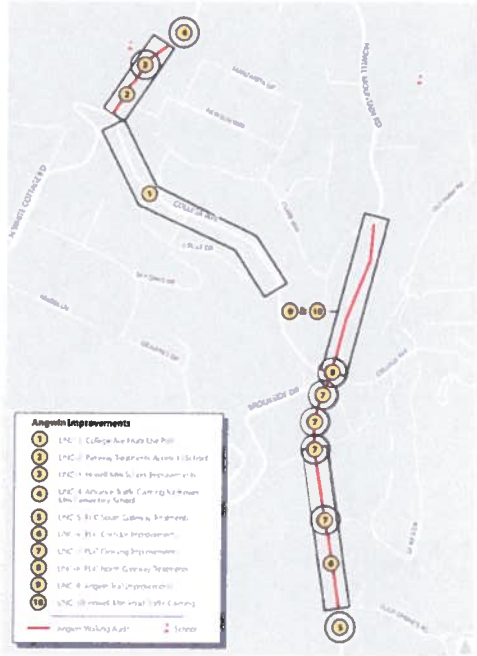
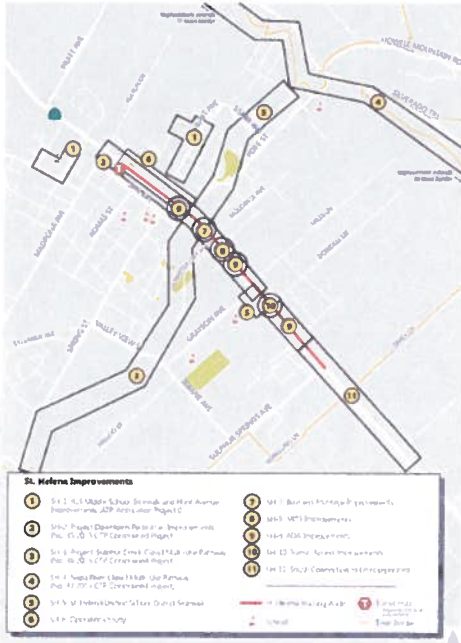
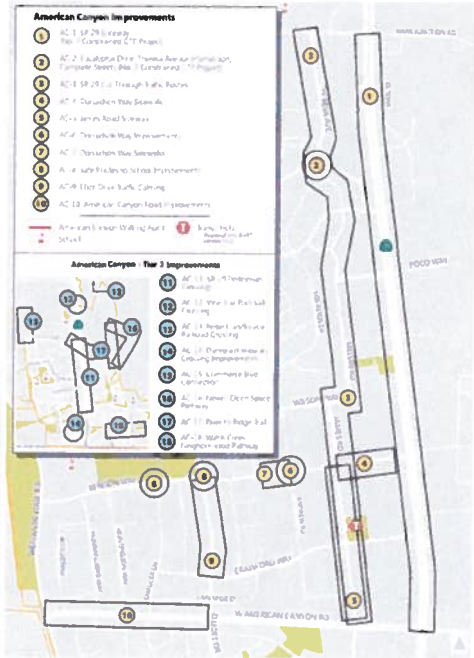
PLANNING PROCESS
WALKING AUDITS

Item No. 9



OUTCOME PEDESTRIAN IMPROVEMENT LISTS

Item No. 9



American Canyon - Project Locations

St. Helena - Project Locations

Angwin - Project Locations

OUTCOME>IMPLEMENTATION

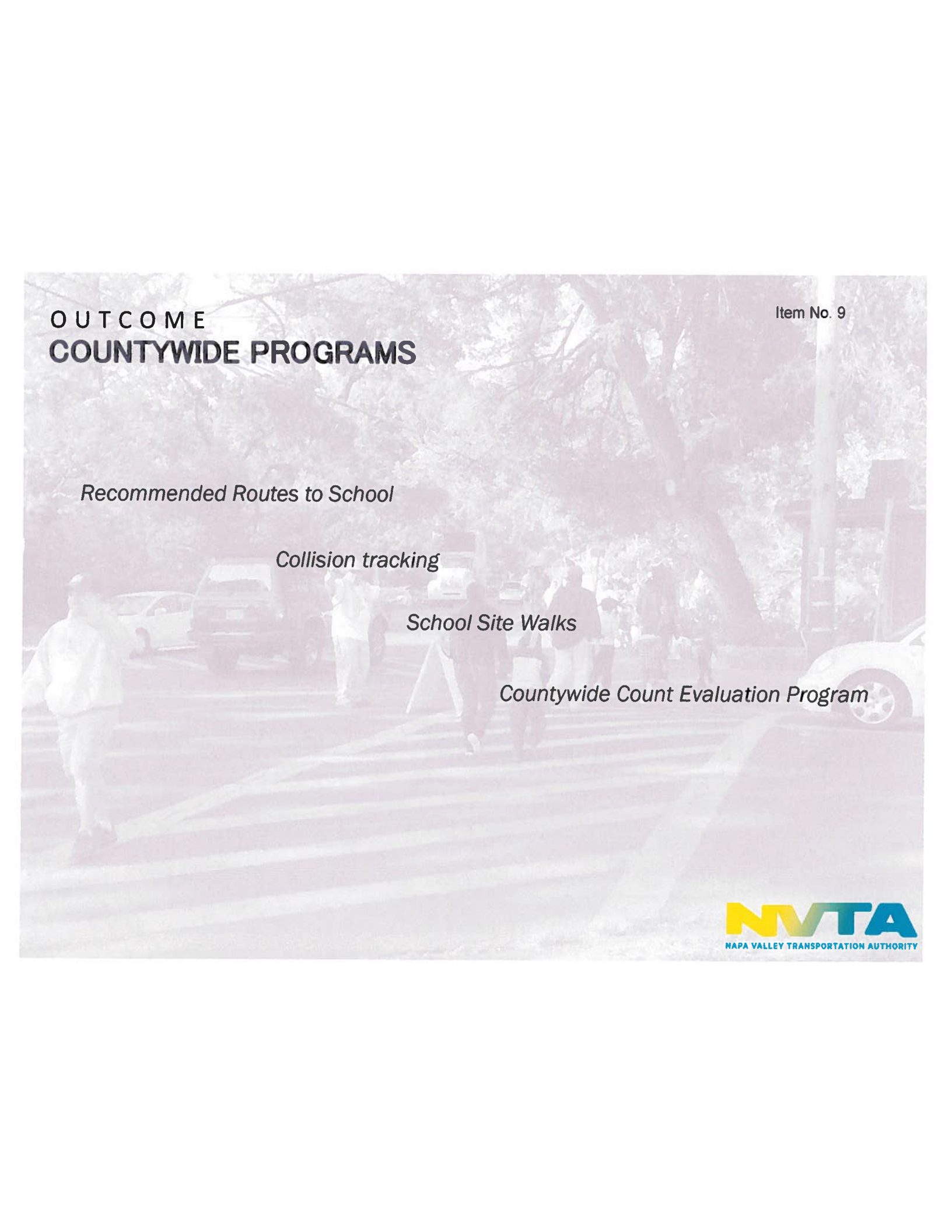
COMPLEMENTARY PROGRAMS AND FUNDING

Item No. 9



**METROPOLITAN
TRANSPORTATION
COMMISSION**





OUTCOME COUNTYWIDE PROGRAMS

Item No. 9

Recommended Routes to School

Collision tracking

School Site Walks

Countywide Count Evaluation Program



Item No. 9



Questions?



Kendra Rowley: k.rowley@fehrandpeers.com

Danielle Schmitz: dschmitz@nctpa.net





Report to the City Council Meeting of February 23, 2016

Agenda Section: Consent Calendar

Subject: Consideration of resolution approving the use of the Fire Station parking lot for Earth Day activities by the St. Helena Chamber of Commerce and waiver of the Encroachment Fee in the amount of \$200

CEQA Status: Not a CEQA project

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

This is an annual event the St. Helena Chamber of Commerce has hosted for the community.

DISCUSSION

The St. Helena Chamber of Commerce has requested permission to host the annual Earth Day activities at the Fire Station parking lot on Saturday, April 23rd, 2016 between the hours of 8:30pm and 1:00pm.

This event will be open to the general community and will include an e-waste collection, battery disposal and paper shredding opportunity. Chamber members' Upper Valley Disposal conducts the "anything with a cord" electrical waste disposal, and battery disposal and Umpqua Bank sponsors the Shredder. This coordinated effort highlights the Chamber's commitment to recycling, repurposing and proper disposal. Pharmaceutical Collection will be done under the direction of the St. Helena Police Department according to all state and local laws.

FISCAL IMPACT

Waiver of the encroachment permit fee in the amount of \$200.

RECOMMENDED ACTION

Staff recommends approving the attached resolution approving the Fire Station parking lot for Earth Day Activities by the Chamber of Commerce and waiver of the Encroachment Fee in the amount of \$200.00.

ATTACHMENTS

Attachment 1 – Resolution

CITY OF ST. HELENA
RESOLUTION NO. 2016-

**APPROVING THE USE OF FIRE STATION
PARKING LOT FOR EARTH DAY ACTIVITIES BY
THE ST. HELENA CHAMBER OF COMMERCE**

RECITALS

- A. The St. Helena Chamber of Commerce has requested permission to host the annual Earth Day activities at the Fire Station parking lot on Saturday, April 23rd 2016, between the hours of 8:30pm and 1:00pm.
- B. This event will be open to the general community and will include an e-waste collection, battery disposal and paper shredding opportunity. Chamber members' Upper Valley Disposal conducts the "anything with a cord" electrical waste disposal, and battery disposal and Umpqua Bank sponsors the Shredder. This coordinated effort highlights the Chamber's commitment to recycling, repurposing and proper disposal. Pharmaceutical Collection will be done under the direction of the St. Helena Police Department according to all state and local laws.

RESOLUTION

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

- 1. Permission is hereby granted to the St. Helena Chamber of Commerce to use the Fire Station parking lot for Earth Day activities with the conditions that an Encroachment Permit is obtained, conditions and requirements are met and required documents provided to the City Manager.
- 2. City Council waives encroachment permit fee of \$200.00 for the use of the Fire Station parking lot.

I HEREBY CERTIFY that the this Resolution was adopted at a regular meeting of the City Council held on February 23, 2015 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

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**Report to the City Council Meeting
of February 23, 2016**

Agenda Section: Consent Calendar

Subject: Consideration and proposed approval of a resolution updating the September 8, 2015 adopted Retention Schedule

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The City contracted with Kaizen InfoSource LLC to assess St. Helena's records practices and needs and to establish a policy for the management, preservation, and protection of the City's permanent, vital and archival records and a retention schedule for all City records.

On September 8, 2015, the City Council adopted resolution 2015-99 approving a new Records & Information Management Policy and Retention Schedule.

The adopted Policy and Retention Schedule provides clear, specific records descriptions and retention periods, and apply current law and technology to the management of St. Helena's records. The Policy and Retention Schedule also provide clear direction and legal authority for the destruction of nonpermanent City records when they are no longer needed as well as the permanent retention of City records that have enduring value and/or serve vital functions.

DISCUSSION

Since the adoption and implementation of the Policy and Retention Schedule staff has identified specific clean-up items. The clean-up items relate to department functions, terminology, record examples, and retention periods.

The City Clerk consulted with Kaizen InfoSource LLC and the City Attorney's office with each aspect of updating the Retention Schedule. They are in agreement with the updates.

Once the Retention Schedule updates are approved the schedule will better reflect the practice and preservation of the City of St. Helena's records.

FISCAL IMPACT

None

RECOMMENDED ACTION

Staff recommends the Council adopt the proposed updates to the Records Retention Schedule.

ATTACHMENTS

Attachment 1 – Proposed Updated Retention Schedule

Attachment 2 - Resolution

[illegible]

AR = Annual Review LI = Life of contract, program, asset			CU = Current Year S = Superseded/Overwritten T = Termination			LA = Limitation on Actions		
Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approval Retention	Sample Records from the Category	Comments	Guidance
009	All Departments	General	Historical Artifacts, Documents, Events, Memorabilia and Collections	Records and information documenting the history and significant milestones of the City including: • City seal, logo, and other official symbols • Historical photographs, maps, and documents • Records of major events, ceremonies, and milestones • Records of the City's development and growth • Records of the City's culture and heritage • Records of the City's achievements and accomplishments • Records of the City's challenges and setbacks • Records of the City's future plans and goals	PR	Annual Budgets City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
010	All Departments	General	Lists, Logs and General Reporting	General routine reports generated by the City, as well as records and information captured on a log or a list for tracking of certain information.	CL-2Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
011	All Departments	General	Policies, Procedures and Plans	All documentation of City policy, including: • Ordinances, resolutions, and other legislative acts • Policies, procedures, and manuals • Plans, programs, and projects • Records of the City's development and growth • Records of the City's culture and heritage • Records of the City's achievements and accomplishments • Records of the City's challenges and setbacks • Records of the City's future plans and goals	CL-10Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
012	All Departments	General	Projects, and Subject-Matter Files	Records documenting specific activities related to a particular project or subject.	CL-2Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
013	All Departments	General	Service Issues, Complaints	Documentation regarding department complaints and related requests for services.	CL-2Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
014	All Departments	General	Shipping and Receiving	Records related to the shipping and receiving of products.	2Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
015	All Departments	Human Resources	Compliance Reporting	Official governmental reports issued by City to comply with regulatory requirements.	5Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	
016	All Departments	Human Resources	Personnel Files - Employees	All documents related to paid employees, including but not limited to: • Hiring • Promotion • Transfer • Termination • Layoff / Recall / Re-employment • Discharge / Resignation • Any other: other forms of compensation	T-5Y	Certificates City General Fund Studies / Reports City Planning Information City Publications Executive, City Official Communications, Speeches, Video History of the Organization Historical Photographs, Maps, Documents Historical Parks, Facilities List of Historic Properties Records of the City Records of the City's Development Records of the City's Culture and Heritage Records of the City's Achievements and Accomplishments Records of the City's Challenges and Setbacks Records of the City's Future Plans and Goals Significant News Clippings, Releases	CA - GOV 30000 - (P)	

City of St. Helena
2016 Retention Schedule

	Harc No.	Applicable Departments	Business Process	Record Category Name	CL = Closed / Completion / Final Resolution LI = Life (for contract, program, asset)	CUI = Current Year LA = Limitation on Actions S = Suspended/Oversight T = Termination	Approved Retention	Record Category Description	Comments	Citations	Year?
	017	All Departments	Human Resources	Personnel Files - Volunteers and Unpaid Interns	AM Records related to unpaid volunteers and interns.	CL=3Y	Applications, Applicant Information Verifications Interviews, Recommendations, Certificates Compensation History (CO) Data Protection Forms (dppad) Performance Evaluations, Exception Policy Requests Individual Education Development Training Records Recruitment Resignation Termination, Exit Interview Notes Notes, Correspondence	CL=3Y	Applications, Applicant Information Verifications Interviews, Recommendations, Certificates Compensation History (CO) Data Protection Forms (dppad) Performance Evaluations, Exception Policy Requests Individual Education Development Training Records Recruitment Resignation Termination, Exit Interview Notes Notes, Correspondence		
	018	All Departments	Legal	Agreements, Contracts and Leases	Executed agreements between the City and other parties.	CL+10Y	Addendums Agreements/Contracts - ALL Arbitration Bids Contracts Disclaimers Insurance Agreements Joint Power Agreement (JPA) Leases, Real Estate Leases, Attachments Letters of Intent Licenses License Agreements, Licenses Licensing, License Renewal Memorandums of Understanding (MOU) Memorandums of Understanding (MOR) Payment Invoices Property Improvement Contracts Schedules Schedules of Work (SOH) Surety Bonds Warranties	CL+10Y	Addendums Agreements/Contracts - ALL Arbitration Bids Contracts Disclaimers Insurance Agreements Joint Power Agreement (JPA) Leases, Real Estate Leases, Attachments Letters of Intent Licenses License Agreements, Licenses Licensing, License Renewal Memorandums of Understanding (MOU) Memorandums of Understanding (MOR) Payment Invoices Property Improvement Contracts Schedules Schedules of Work (SOH) Surety Bonds Warranties	CA - CCP 116 - (LA) (ST) CA - CCP 337 - (AT) US - 28 CFR 31.600-1 - (CY+47) US - 28 CFR 31.600-1 - (CY+47) US - 28 CFR 31.600-1 - (CY+47) US - 28 CFR 31.600-1 - (CY+47) US - 46 CFR 122.410 - (PT) US - 46 CFR 122.410 - (PT) US - 46 CFR 122.410 - (PT) US - 46 CFR 122.410 - (PT)	x
	019	All Departments	Public Records Act	Public Records Requests	Records requested by law public and related requests.	CL+3Y	Collection List Formal Public Records Request	CL+3Y	Collection List Formal Public Records Request	CA - GOV 5000 - (PT)	
	020	City Clerk	Attorney	Advice and Opinions	Records documenting legal counsel and advice in various matters.	S+10Y	Internal Chief Communications Opinions	S+10Y	Internal Chief Communications Opinions	CA - GOV 5000 - (PT)	
	021	City Clerk	Attorney	Intellectual Property	Description of copyrights, patents and trademarks filed and maintained by the City.	CL+20Y	Copyrights Patent Applications Registered Logos Trademarks	CL+20Y	Copyrights Patent Applications Registered Logos Trademarks	CA - GOV 5000 - (PT) US - 15 USC 1052 - (A)(1)(7) US - 17 USC 507 (e) - (LA)(7) US - 17 USC 507 (e) - (LA)(7) US - 17 USC 507 (e) - (LA)(7) US - 35 USC 288 - (LA)(7)	x
	022	City Clerk	Elections	Election Records - Unsuccessful Candidates	Records and information related to the filing of campaign and disburse documentation by candidates for district.	CL+5Y	Campaign Disclosure, Notification Papers	CL+5Y	Campaign Disclosure, Notification Papers	CA - GOV 8100 - (PT)	
	023	City Clerk	Elections	Election Records - Vital	Records and information related to the filing and performance of City elections, as well as its elected representatives.	PR	Globe Materials Campaign Disclosure, Notification Papers Candidate Information Certificates of Election Sample Ballots Certification of Election Results Countywide Precinct Communication File	PR	Globe Materials Campaign Disclosure, Notification Papers Candidate Information Certificates of Election Sample Ballots Certification of Election Results Countywide Precinct Communication File	CA - ELEC 1700 - (BA) CA - ELEC 1702 - (BA) CA - ELEC 1704 - (BA) CA - ELEC 1705 - (BA) CA - GOV 8100 - (PT)	x
	024	City Clerk	Elections	Proposition 218	Documentation related to Proposition 218 assessment decisions records.	6 Months	Assessment Roll Processing Notice of Assessment Property Related Fees Proposition 218	6 Months	Assessment Roll Processing Notice of Assessment Property Related Fees Proposition 218	CA - ELEC 1702 - (BA)	
	025	City Clerk	Elections	Proposition 218 Assessment Districts	Records and information related to ballot roll projects letters for assessment districts.	2Y	Globe Printed Letters	2Y	Globe Printed Letters	CA - ELEC 1702 - (BA) CA - GOV 5000 - (PT)	
	026	City Clerk	General	Franchise Administration	Records and information pertaining to the administration of utility and service franchises within the City.	5Y	Pacific Gas & Electric Cable TV System Solid Waste Recycling	5Y	Pacific Gas & Electric Cable TV System Solid Waste Recycling	CA - GOV 337 - (AT) CA - GOV 5000 - (PT)	
	027	City Clerk	General	Statements of Economic Interest and Ethics Training	Forms mandated by state law related to economic interests of certain employees, elected or appointed officials, or conditions for office and required training.	CL+7Y	Form 400 (Campaign Statements) Form 400 (Economic Interest Statements, SEI) Form 401 Form 402 Form 403 Form 404	CL+7Y	Form 400 (Campaign Statements) Form 400 (Economic Interest Statements, SEI) Form 401 Form 402 Form 403 Form 404	CA - GOV 5000 - (PT) CA - GOV 8100 - (AT, TT) CA - AB1234	

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Rec. No.	Applicable Organizational Unit	Business Process	Record Category Name	Taxes	Record Category Description	Approved Retention	CU = Current Year S = Superseded/Overwritten T = Termination	Citations
044	Finance	Accounting			Records and information related to taxes collected and paid by the City.	CU+4Y	General Fund Taxes Property Tax Sales Tax Transfer Station Fee Transient Occupancy Tax	CA - GOV 36989 - (7Y)
045	Finance	Audit		Audits (Internal, External)	Records and information related to auditing activities, including reviewing and documenting operational completion, as financial information created as a part of an audit.	CL+4Y	Annual Audit Reports Audit Plan, Plans Audit Findings Reports Audit Workpapers Comprehensive Annual Financial Report (CAFR) Financial Statement Audits, Single Audit Investigations, Workshops Recommendations Recommendation Responses Recommendations / Results Workpapers	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601- (6Y) US - 28 USC 6331 - (7A+6Y)
046	Finance	Banking		Bank Account Information	Records and information related to banking activities, transactions and correspondence. This category includes deposits and recommendations.	CU+4Y	Bank Account Administration Bank Statements (All Agencies) Check Canceled Check Register Client Registers, Journals Corrections / Returns Deposit Slips Electronic Banking Interagency Correspondence Statements Cards Transactions Withdrawals Wire Transfers	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)
047	Finance	Budgets, Planning		Budget Management	Records and information relating to meeting and implementing the final approved budget.	CU+4Y	Fiscal Budget Document Grant Limit Annual Review Performance Measures Total Obligation/Disbursement Sheets (Final)	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)
048	Finance	Budgets, Planning		Financial, Strategic Planning	Records and information relating to financial planning.	3Y	Capital Plans Physical Needs Forecast Interest Rate Investment Assets Strategic Plan	CA - GOV 36989 - (7Y)
049	Finance	Fees, Licensing, Permitting		Fee Maintenance and Collection	Records and information accounting general administrative maintenance of City fee payments collection, and receipts.	CU+4Y	Assessment District Fees Business License Renewal Fees Business License Fees Construction Fee Development Fee Facility Fees Fire Subsidies Growth Fee Impact Fees Inspection Fees Plan Check/Coverage Permit Fees Plan Review Fees Registration Fees Water Systems (including Inflation) Fees	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)
050	Finance	Fees, Licensing, Permitting		Licenses, Permits	Documentation of fees collected by licensees, non-building permits and other authorizations issued to the City.	CL+4Y	Alarms Animal Licenses Armed Security Environmental Permits Flood Zone Determinations Hazardous Waste Home Occupation Permits (HOP) Household Hazardous Waste Management Establishments Mobile Vendors, Peddlers Taxis (cabs, drivers) Transportation Permits (overweight, oversize)	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)
051	Finance	Financial Reporting		Financial Reporting - Annual, Official	Official City financial reports required by regulations.	CU+4Y	Annual Report of Financial Transactions To State Annual Status Controller Filings Audited Financial Statements California Franchise Tax Board Procurement Record Report / Lease Reports	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)
052	Finance	Financial Reporting		Financial Reporting - Periodic (Daily, Weekly, Monthly, Quarterly)	General financial reports generated from financial transactions and commitments (FMIS).	CU+4Y	Encumbrance Reports Financial Reporting Payroll Reports (PFA, RPT, CMA 457 accounts, Memoranda obtained compensation) Statement of Accounts Weekly Reports	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)
053	Finance	Treasurer		Abandoned Property, Escheat	Records and information pertaining to unclaimed funds and interests held in trust by the City.	10Y	Consolidated Warrants (outstanding) Unclaimed Checks	CA - GOV 36989 - (7Y) US - 28 CFR 31.6001 (C7+3Y) US - 28 CFR 30.6601 - (C7+3Y)

2/19/2016

Attachment 1

2/19/2016



City of St. Helena
2016 Retention Schedule

AR = Annual Review CL = Closed / Completion / Final Resolution CU = Current Year LA = Limitation on Actions S = Suspended/Overwritten T = Termination									
Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Assigned Retention	Sample Records from the Category	Comments	Citations	Valid?
075	Planning	Code Enforcement	Code Compliance and Enforcement	Records and information documenting compliance with City codes, including violations.	CL*1Y	Code Citations Code Enforcement Code Violation Compliance with Conditions of Approval Inspections - Enforcement (Business, Residential) Inspections - Enforcement (Commercial) Inspections - Enforcement (Industrial) Inspections - Enforcement (Manufacturing) Inspections - Enforcement (Professional) Inspections - Enforcement (Public Works) Inspections - Enforcement (Special Use) Inspections - Enforcement (Temporary Use) Inspections - Enforcement (Variance) Inspections - Enforcement (Zoning)	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT)		
076	Planning	Case Licensing-Permitting	Building Codes and Permits—Commercial	Records and information documenting the City's building services activities for both commercial and residential structures.	PR	Building Codes Building Permits Building Permits - Commercial Building Permits - Residential Building Permits - Special Use Building Permits - Temporary Use Building Permits - Variance Building Permits - Zoning	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT) CA - HSC 19820 - (OT) CA - HSC 19820 - (OT)		
077	Planning	Case Licensing-Permitting	Building Codes and Permits—Residential	Records and information documenting the City's building services activities for both commercial and residential structures.	CL*10Y	Building Codes Building Permits Building Permits - Commercial Building Permits - Residential Building Permits - Special Use Building Permits - Temporary Use Building Permits - Variance Building Permits - Zoning	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT) CA - HSC 19820 - (OT) CA - HSC 19820 - (OT)		
078	Planning	Planning and Zoning	Housing Authority Administration	Records and information of housing agency operations and programs.	CL*10Y	Building Codes Building Permits Building Permits - Commercial Building Permits - Residential Building Permits - Special Use Building Permits - Temporary Use Building Permits - Variance Building Permits - Zoning	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT) CA - HSC 19820 - (OT) CA - HSC 19820 - (OT)		
079	Planning	Planning and Zoning	Housing Authority Financials	Records and information of housing agency operations and programs financial management.	PR LF*10Y	Building Codes Building Permits Building Permits - Commercial Building Permits - Residential Building Permits - Special Use Building Permits - Temporary Use Building Permits - Variance Building Permits - Zoning	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT) CA - HSC 19820 - (OT) CA - HSC 19820 - (OT)		
080	Planning	Planning and Zoning	Planning and Zoning Services	Records and information pertaining to the activities of the planning division, including zoning.	PR	Building Codes Building Permits Building Permits - Commercial Building Permits - Residential Building Permits - Special Use Building Permits - Temporary Use Building Permits - Variance Building Permits - Zoning	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT) CA - HSC 19820 - (OT) CA - HSC 19820 - (OT)		
081	Police Department	Case Files	Dead Bodies	Records, other reports and evidence associated with incidents of dead bodies, whether by natural causes or found.	CL*2Y	Building Codes Building Permits Building Permits - Commercial Building Permits - Residential Building Permits - Special Use Building Permits - Temporary Use Building Permits - Variance Building Permits - Zoning	CA - GOV 3000 - (OT) US - 40 CFR 12.21 - (OT) US - 40 CFR 12.21 - (OT) CA - HSC 19820 - (OT) CA - HSC 19820 - (OT)		

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City of St. Helena
2016 Retention Schedule

AR = Annual Review LI = Life (or contract, program, asset) CU = Closed / Completion / Final Resolution S = Superseded/Overwritten T = Termination					CU = Current Year S = Superseded/Overwritten T = Termination	LA = Limitation on Actions	Sample Records from this Category	Comments	Citations	Model
Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Retention	Retention	Retention	Retention	Retention	Retention
095	Police Department	General	Public Health Services and Community Education, Outreach	Records and information documenting the City's educational and community services.	2Y	2Y	CERT (Community Emergency Response Training) Program Manual Emergency Plans Emergency Forms Street Sweep Program Youth Violence Prevention Education / Community Training	CA - GOV 36800 - (7)		
096	Police Department	Human Resources	Employee Training - Specialized or Technical	All documents related to specialized and/or technical education and training taken by paid employees and unpaid volunteers.	T+3Y	T+3Y	Attendance Creative Development Training Continuing Education Firearm and Pistol Training Specialized Skills Trainings Training Bulletin	CA - GCR 3203 (G7-1) CA - GOV 3222.2b - (7) US - 28 CFR 1602.14 - (P7-11) US - 25 CFR 1602.31 - (P7-17)		
097	Police Department	Internal Investigations	Complaints, Investigations	Documentation of complaints received and investigations, including those by Internal Affairs, involving Police department employees (includes internal investigation).	CL+3Y	CL+3Y	Citizen Complaints Citizen Reports Departmental Actions	CA - PWD 1945 - (M7-19) CA - GOV 12948 - (7) CA - PEN 801.2 - (41) CA - CCR 3222.2b - (7) CA - VOA 2247 - (7)		
098	Police Department	Security	Security Investigations	Documentation regarding internal, inter-agency investigations conducted at the location of City facilities, assets, and information.	CL+10Y	CL+10Y	Internal Investigations Investigation Reports Investigative Notes, Protocols, Notes Security Incidents (regardless time reports) Security Investigations	CA - GOV 36800 - (7) US - 28 USC 6531 - (J&MT)		X
099	Police Department	Security	Security, Access Operations	Records and information regarding physical security for City buildings and facilities.	2Y	2Y	Access Controls Access Reports Badges Lists City Security Logs Physical Security Protected Area Access Requests Security Cameras (CCTV) Footage Security Plans Threat Intelligence Visitor Security / Access Logs	CA - GOV 36800 - (7)		
100	Police Department	Seized Property	Seized Property Records	Records documenting tracking and management of seized property, including: • Guns • Electronics • Hazardous Materials (e.g., fireworks) • Vehicles	CL+2Y	CL+2Y	Confiscated Property Lists Inventory Tags Evidence Tracking Physical Evidence Examination Reports Property Action Initiations Storage Inventory Unclaimed Property Reports	CA - CCP 330 - (A&AT) CA - GOV 36800 - (7)		
101	Public Works	Facilities	Building, Property Management	Records and information regarding the structure of City physical buildings and facilities.	Lf+10Y	Lf+10Y	As-Built Blueprints Construction Records Floor Plans Property Inventory	CA - CCP 337.1 - (A&AT) CA - CCP 337.15 - (A&OT) CA - HSC 18600 - (J)		X
102	Public Works	Facilities	Maintenance Inspection Reports	Reports of inspections of maintenance performed on City facilities including buildings, parks, streets, and sidewalks.	3Y	3Y	Inspection Logs Reports	CA - CCP 337.15 - (A&OT) CA - GOV 36800 - (7)		
103	Public Works	Facilities	Maintenance, Repairs	Records and information regarding the ongoing maintenance and up-keep of City equipment, facilities and infrastructure.	3Y	3Y	Equipment Conditionals (yearly, semi-yearly, periodic scheduled servicing devices, in-car video surveillance devices, mobile video devices) Inspections Maintenance Landscaping Maintenance and Repair Work Orders Maintenance Reports (buildings, parks, streets, sidewalks) Street Sweeping Trees	CA - CCP 337.15 - (A&OT) CA - GOV 36800 - (7)		
104	Public Works	Fleet Management	Fleet Management, Maintenance	Records related to fleet purchase, management and maintenance of City vehicles.	Lf+3Y	Lf+3Y	Vehicle Conditionals California Highway Patrol Biennial Inspection Form (BIF) Records Vehicle Research and Reports Fuel Tickets, Vehicle Logs, Logbook Registration, Operating Permits Repair Work Orders Title Examination Certificate Vehicle Certificates of Insurance Vehicle Licenses Vehicle License Plate Records Vehicle Maintenance Records, Repair Orders	CA - GOV 36800 - (7) CA - CCP 301.801 - (C7-37) US - 28 CFR 301.801 - (C7-37)		
105	Public Works	Fleet Management	Fuel Management	Records related to fuel purchases, handling and management of fuel for City vehicles and owned by City employees.	4Y	4Y	Fuel Area Air Quality Measurement District (BAQMD) Permits Fuel Receipts California Air Resources Board Certificate Fuel Card Authorizations Fuel Purchase Invoices Fuel Reports, Billing Reports, Journals, Fuel Trucks mileage Reports	CA - 10 GCR 4261 - (P7) CA - GOV 36800 - (7)		

ST. JEROME

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AR = Annual Review CL = Closed / Completion / Final Resolution LI = Life (of contract, program, asset) PR = Permanent CU = Current Year S = Superseded/Oversight T = Termination LA = Limitation on Actions										
Rec. No.	Applicable Department(s)	Business Process	Record Category Name	Record Category Description	Approved Retention	Sample Records from the Category	Comments	Citations	Value	
112	Public Works	Waste Management	Air, Sewer, Water and Solid Waste	Records and information associated with planning and maintenance of sewers, water, water and land use.	CL-5Y	Residential Permitting Development Orders Environmental Conservation Hazardous Waste Programs Flood Control Landfills Solid Waste Inventory SPDES (Discharging) Pipes Inventory Pollution Control Permits Air Quality Monitoring, events reports Sanitary District Storm Water Monitoring Construction Activities Permits Treatment Plant Trash Services Hazardous Waste Spill Plans (USA) Water Pollution Prevention Water Agency Information Water Reuse Testing Wetland Values	CA - CCR 306 (4-97) CA - CCR 328 (4-97) CA - CAL OSHA US - 40 CFR 122.21 (07) US - 40 CFR 122.22 (07) US - 40 CFR 141.155 (07) US - 40 CFR 261.32 (07)			
113	Public Works	Waste Management	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and responding/emergency action plans for hazardous waste, emergency and spill response, control and response contingencies, site investigation, remedial investigations, action plans and supporting documentation, hazardous communication plans, including labeling, MSDS creation, training programs and procedures.	CL-50Y	Emergency Waste (6 Weeks) Chemical Response Program Employee Hazardous Chemical Exposure Hazardous Waste Incident Response Hazardous Substance Shipping Materials Hazardous Waste Hazardous Waste Shipments (MSDS) Hazardous Waste Data Sheets (MSDS) Hazardous Waste Site Investigation Radiation Exposure Records Radioactive Materials Site Remediation Toxic Substances Inventory	CA - CCR 328 (4-97) CA - CCR 329 (4-97) CA - 17 CCR 30525(1) (07) CA - 17 CCR 30525(2) (07) CA - 22 CCR 66263.22 (07) US - 29 CFR 1910.1029 (CL-30Y) US - 29 CFR 1910.1030 (CL-30Y) US - 29 CFR 1910.1031 (CL-30Y) US - 29 CFR 1910.1032 (CL-30Y) US - 40 CFR 268.7 (07) US - 40 CFR 270 (07) US - 48 CFR 17.817 (07)			

CITY OF ST. HELENA
RESOLUTION NO. 2016-

**RESOLUTION UPDATING THE SEPTEMBER 8, 2015
ADOPTED RECORDS RETENTION SCHEDULE**

RECITALS

- A. The City contracted with Kaizen InfoSource LLC to assess St. Helena's records practices and needs and to establish a policy for the management, preservation, and protection of the City's permanent, vital and archival records and a schedule for their retention.
- B. On September 8, 2015, the City Council adopted resolution 2015-99 approving a new Records & Information Management Policy and Retention Schedule.
- C. Since the adoption and implementation of the Policy and Retention Schedule staff has identified specific clean-up items. The clean-up items relate to department functions, terminology, record examples, and retention periods.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. Adopts Exhibit A to this resolution as the City's updated official Records Retention Schedule.

Approved at a Regular Meeting of the St. Helena City Council on February 23, 2016, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of February 23, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a Resolution Approving an Employment Agreement with Kathy Robinson to serve as the Human Resources and Information Technology Director

CEQA Status: Not a project

Prepared By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

Prior to July 2014, the human resources duties and responsibilities were split between the Finance Director and Accounting Technician II/Human Resources Manager. In July 2014, the Interim City Manager created a new Administrative Services Manager position which was assigned responsibility for human resources, risk management and information technology (IT).

With the recent departure of the Administrative Services Manager, a review and status assessment was conducted of these functions, and it has been determined that this position should be reclassified to the lower level position of Human Resources Analyst. In addition, to provide the proper level of leadership, independence, abilities and skills necessary to effectively manage the City's human resources, risk management and IT functions, it was determined that the Administrative Manager position should be reclassified to Human Resources/IT Director. Savings from reducing the manager position to an analyst will be used to fund the increase in the manager position to director, making this minor reorganization cost neutral.

DISCUSSION

Kathy Robinson joined the City of St. Helena over five years ago and served as the Senior Management Analyst in the Public Works Department for the first four years. This past year, Ms. Robinson was promoted to Public Works Operations Manager overseeing the field operations crews. During this time Ms. Robinson implemented significant operational and administrative improvements resulting in improved

efficiencies and morale in the division. In December, Public Works conducted a reorganization and Ms. Robinson's position was transitioned from Operations Manager to Administrative Manager in the City Manager's Office. Just in the few short weeks that Ms. Robinson has managed the human resources, risk management and IT functions, she has identified needed improvements, developed a records management system, updated processes and initiated work on long awaited projects. Ms. Robinson has over 17 years of public administration and human resources experience and holds a Master's Degree in Business Administration. She also possesses a deep passion and talent for information technology which she infuses in her work by seeking technology driven solutions with the goal of helping the organization be more efficient and effective.

FISCAL IMPACT

No budget adjustment required.

RECOMMENDED ACTION

Approve an Employment Agreement with Kathy Robinson

ATTACHMENTS

1. Employment Agreement
2. Resolution

**EMPLOYMENT AGREEMENT FOR HUMAN RESOURCES/
INFORMATION TECHNOLOGY DIRECTOR**

Between

CITY OF ST. HELENA AND KATHY ROBINSON

THIS EMPLOYMENT AGREEMENT (the Agreement) is entered into as of February 23, 2016, between THE CITY OF ST. HELENA, a municipal corporation (City), and KATHY ROBINSON (Director or Employee), collectively "the Parties."

RECITALS

WHEREAS, City desires to employ Kathy Robinson as Human Resources/Information Technology (HR/IT) Director for the City of St. Helena.

WHEREAS, Kathy Robinson desires to serve as HR/IT Director of the City of St. Helena beginning on February 25, 2016.

WHEREAS, Kathy Robinson has the necessary education, experience, skills and expertise to serve as the City's HR/IT Director; and

WHEREAS, the City Manager, as appointing power, and Kathy Robinson desire to agree in writing to the terms and conditions of Kathy Robinson's employment as HR/IT Director;

NOW, THEREFORE, in consideration of the above recitals, promises and conditions contained herein, the Parties agree as follows:

AGREEMENT

1. Powers and Duties of the Human Resources/Information Technology Director

(a) Director shall have the powers and shall perform the functions and duties specified in state and federal law, the St. Helena Municipal Code, and the ordinances and resolutions of City, and to perform other legally permissible and proper duties and functions as City Manager may from time to time assign.

(b) Director shall perform her duties to the best of her ability in accordance with the professional and ethical standards of the profession and shall comply with the laws of the State of California, the Municipal Code of the City, and Ordinances and Resolutions of the City, and as they may be amended.

(c) Director shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under

California law. Prior to performing any services under this Agreement and annually thereafter, Employee must complete disclosure forms required by law.

(d) Director shall report to the City Manager who has authority to dismiss, discipline, and give direction to the HR/IT Director.

(e) Director shall devote full time to the performance of her duties; the Director shall notify the City Manager of any outside employment, which employment shall not interfere with the Director's City job duties, pose a conflict of interest, or be inappropriate for a City employee.

(f) Director shall maintain a valid California Driver's License as a condition of her employment unless it is not possible because of a documented medical reason.

2. Term

This Agreement is effective February 25, 2016, and will continue in effect until terminated as provided herein.

3. At-Will Employment

(a) The Parties recognize and affirm that: (1) the Director is an "at will" employee whose employment may be terminated by the City Manager at any time with or without cause, (2) there is no express or implied promise made to the Director for any form of continued employment and (3) upon termination of this Agreement, the Director understands that she has no right to any further employment, in any capacity, with the City. This Agreement is the sole and exclusive basis for an employment relationship between the Director and the City.

(b) Termination for cause means termination based upon a breach of any of the terms of this Agreement, malfeasance of any nature occurring during the course and scope of the Employee's duties as Director of HR/IT; or a conviction, plea bargain, or personal adverse State or federal determination against Employee individually involving any felony, intentional tort, crime of moral turpitude, violation of statute or law constituting forfeiture of office, misconduct in office for personal gain, misuse of public funds for personal benefit, conflict of interest resulting in conviction, or any other incompatible activity or conflict of interest.

4. Termination of Agreement

This Agreement may be terminated as follows:

(a) **By Mutual Agreement.** The City Manager and Director may terminate this Agreement at any time by mutual written agreement.

(b) **Termination by City.** The City Manager may, in her or her sole and unrestricted discretion, terminate this Agreement with or without cause at any time upon written notice to the Director.

(c) **Severance.** If the City Manager terminates this Agreement without cause while the Director is still willing and able to perform the duties of HR/IT Director, the Director shall be entitled to three (3) months' base salary, less applicable deductions, plus applicable accrued leaves as provided in this Agreement together with any extension of benefits required under California and federal law. No time served by the Director after notice of the termination shall be debited from the period of severance pay. However, in the event the Director is terminated for cause, the Director shall be entitled to only the compensation earned and accrued and such other termination benefits and payments as may be required by law. Director shall not be entitled to any severance benefits.

(c) **Resignation by Director.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Director to resign at any time from her position as HR/IT Director. Director may terminate this Agreement by submitting written notice of her resignation to City. As a courtesy, Director shall give the City thirty (30) days written notice of her intention to resign.

(d) **Rights and Remedies of Director upon Termination.** Nothing in this Agreement is intended to, or does, confer upon Director any due process right to a hearing or other administrative process pertaining to termination, before or after a decision by the City to terminate her employment, unless Director is entitled to a name clearing hearing under California or federal law. Director may appeal a determination of for cause termination to the City Council for the sole purpose of qualifying for severance pay; the City Council shall not have the authority to overturn the termination.

(e) **Resignation in Lieu of Termination.** If the Director is terminated without cause, the Director shall have the opportunity to resign in lieu of being terminated. In such an event, any public announcement issued by the City will state that the Director resigned.

(f) **Administrative Leave.** The City Manager may place the Director on administrative leave with or without pay pending investigation of any allegations of misconduct.

5. Compensation and Benefits.

(a) City agrees to pay Director for her services rendered an annual salary of \$114,519, payable in instalments at the same time as other employees of City are paid and subject to all applicable payroll taxes and withholdings. Such salary may be adjusted from time to time at the sole discretion of the City Manager. The Director shall be an “exempt” employee under all applicable state and federal labor laws, including, but not limited to, the Federal Labor Standards Act and the regulations of the California Industrial Welfare Commission.

(b) Performance Review. The City Manager shall evaluate the Director’s performance by August 30, 2016 and at least annually thereafter.

(c) CalPERS. Employee shall be included in the City’s Miscellaneous Plan with the California Public Employees' Retirement System ("CalPERS") as a Classic Member, and continue to be enrolled in the 2% at age 55, highest year average program. Employee shall contribute the total “employee contribution”.

(d) The City participates in Social Security; the employee contribution (6.2%) will be deducted from the Director’s gross pay.

(e) Director shall be entitled to all benefits, rights and privileges accorded to Department Heads as set forth in the St. Helena Employees’ Handbook, as may be amended from time to time, except as otherwise provided in this Agreement or as they may conflict with the Director’s status as an “At-will” employee. If there is any conflict between this Agreement and any resolution or policy fixing compensation and benefits for City Department Heads or other unclassified employees, this Agreement shall control.

(f) Director shall receive accruals based on original hire date of hire of June 7, 2010 which is fifteen (15) days paid vacation annually. During years six (6) through ten (10), the Director may accrue an additional eight (8) hours of vacation per year. The maximum vacation that may be accrued by the Director is twenty (20) days per year. The maximum amount of accrued vacation may not exceed 380 hours.

(g) Director shall receive five (5) days of paid floating holidays awarded January 1st of each full year of employment. Director shall receive five (5) days of executive leave awarded January 1st of each full year. Floating holidays and executive leave must be used in the year accrued or the time shall be forfeited. For purpose of calculating Vacation accruals and Floating Holidays; time shall be based on the Director’s initial date of hire with the City.

(h) Director shall be entitled to twelve (12) days sick leave each year.

(i) Vehicle Allowance. Director will receive a Vehicle Allowance of \$200 per month.

(j) Deferred Compensation. Director will receive a matching contribution of \$200 per month towards her deferred compensation account.

(k) Communications. Director will have the use of a City cellular phone and iPad pursuant to policies established by the City.

(l) Professional Development and Training. City shall pay for Director's annual training and membership to essential professional associations.

(m) Hours of Work. The Director is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the Director position. If mutually agreed to between the City Manager and the Director, the Director may have a modified work schedule, such as 4/10 or 9/80 or have the opportunity to telecommute as deemed appropriate by the City Manager.

6. Return of City Property

In the event of termination, any City equipment or property will be promptly returned to the City. In addition, any and all finished and unfinished documents, data, reports and materials are the property of the City and shall be promptly delivered to the City Manager. Director shall keep all information acquired through her position in the strictest confidence.

7. Indemnification

In accordance with the terms, conditions, and limitations of the Government Claims Act (Gov't Code §§ 810 et seq.), City shall defend, save harmless, and indemnify the Director against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Director's duties as HR/IT Director. City will determine whether to compromise and settle any such claim or suit and the amount of any settlement or judgment rendered thereon.

8. Attorney's Fees

In the event of any mediation, arbitration or litigation to enforce any of the provisions of this Agreement, each party shall bear its own attorney's fees and costs.

9. Jurisdiction and Venue

This Agreement shall be construed in accordance with the laws of the State of California, and the Parties agree that venue shall be in Napa County, California.

10. Notices

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with postage prepaid and addressed as follows:

TO CITY: City Manager
 City of St. Helena
 1480 Main Street
 St. Helena, CA 94574

TO EMPLOYEE: Kathy Robinson
 City of St. Helena
 1480 Main Street
 St. Helena, CA 94574

11. Entire Agreement

This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. However, the Agreement may be amended or altered by the City Manager at any time. Any such amendments or alterations must be in writing, signed by Director and the City Manager and approved by the City Council.

12. Severability

If any provision of this Agreement is found to be unenforceable by judgment or court order, the remainder of the Agreement shall remain in full force and effect, as if the unenforceable provision had never been included.

13. Assignment

Director may not assign or transfer any rights granted or obligations assumed under this Agreement.

14. Informed and Voluntary Agreement

Director acknowledges that she has had the opportunity to receive legal representation and advice in connection with this Agreement and that she voluntarily enters in to her Agreement

fully informed about the rights and obligations she assumes and waives by entering into her Agreement.

IN WITNESS WHEREOF, City and the HR/IT Director have entered into and executed this Agreement as of the 23th day of February 2016.

CITY OF ST. HELENA
A Municipal Corporation

HUMAN RESOURCES/IT DIRECTOR

By: _____
Jennifer Phillips
City Manager

By: _____
Kathy Robinson

Approved as to Form:

By: _____
Thomas B. Brown
City Attorney

**CITY OF ST. HELENA
RESOLUTION NO. 2016-**

**APPOINTING A HUMAN RESOURCES AND INFORMATION TECHNOLOGY
DIRECTOR AND APPROVING AN EMPLOYMENT AGREEMENT BETWEEN
THE CITY OF ST HELENA AND KATHY ROBINSON**

RECITALS

- A. To provide the proper level of leadership, independence, abilities and skills necessary to effectively manage the City's human resources, risk management and IT functions, it was determined that the Administrative Manager position should be reclassified to Human Resources/IT Director.
- B. Ms. Kathy Robinson has joined the City of St. Helena over five years ago and brought with her over 17 years of public administration and human resources experience and holds a Master's Degree in Business Administration.

RESOLUTION

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

- 1. Approve and authorize the City Manager to enter into an employment agreement effective February 23, 2016, with Kathy Robinson as the Human Resources and Information Technology Director of the City of St. Helena.

Approved at a Regular Meeting of the St. Helena City on February 23, 2016 by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Crull:	_____
Councilmember Dohring:	_____
Councilmember Pitts:	_____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk



**Report to the City Council
Council Meeting of February 23, 2016**

Agenda Section: Consent

Subject: Consideration and proposed approval of a Resolution Approving Amendment No. 1 to the Employment Agreement with John Sorensen to serve as the Fire Chief for three additional years.

CEQA Status: Not a project

Prepared By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

Municipal Code Section 2.48.040 states, "The officers of the fire department shall consist of a chief, a first assistant chief, a second assistant chief, a fire marshal, and company officers as may be provided by the bylaws of the fire department. The Chief shall be appointed by the City Council. The chief shall be appointed every three years in January of the three year cycle. The fire department may recommend to the City Council prior to appointment of a chief its choice or choices for chief. The chief shall hold office until the chief's successor is appointed. The other officers of the fire department shall be selected as provided in the bylaws of the fire department. (Prior code § 5A.4)"

Customarily based on the recommendation of the volunteer members of the Fire Department the City Council appoints a Fire Chief.

On January 28, 2010, the members of the Fire Department voted in favor of recommending John Sorensen as Fire Chief for a three year term. Upon their recommendation, the City Council appointed John Sorensen on February 9, 2010 as the new Fire Chief of the St. Helena Fire Department.

DISCUSSION

The volunteer members of the Fire Department are in favor of recommending John Sorenson as Fire Chief for an additional three year term.

FISCAL IMPACT

This position is fully budgeted in the FY 2015-16 Adopted Budget

RECOMMENDED ACTION

Approve Amendment No. 1 to the Employment Agreement with John Sorensen

ATTACHMENTS

- A. Amendment No. 1 to the Employment Agreement
- B. Resolution

**AMENDMENT No. 1
EMPLOYMENT AGREEMENT AMENDMENT**

This Amendment No. 1 is made and effective this day of February 1, 2016 among the City of St. Helena ("City") a municipal corporation (City), and JOHN SORENSEN (Chief or Employee), collectively "the Parties."

WITNESSETH:

WHEREAS, City employs John Sorensen as Fire Chief for the City of St. Helena.

WHEREAS, John Sorensen desires to continue serving as Fire Chief of the City of St. Helena beginning on February 1, 2016.

WHEREAS, John Sorensen has the necessary education, experience, skills and expertise to serve as the City's Fire Chief; and

WHEREAS, both Parties agree to amend said Agreement.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the Parties agree as follows:

2. Term

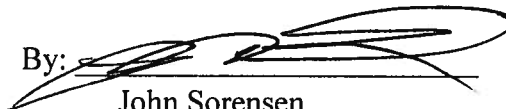
This Agreement is effective February 1, 2016, and will continue in effect until January 31, 2019.

IN WITNESS WHEREOF, the Parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

CITY OF ST. HELENA
A Municipal Corporation

FIRE CHIEF

By: _____
Jennifer Phillips
City Manager

By: _____
John Sorensen
Fire Chief

Approved as to Form:

By: _____
Name: Thomas B. Brown
Title: City Attorney

CITY OF ST. HELENA
RESOLUTION NO. 2016-

**Approving Amendment No. 1 to the Employment Agreement
with John Sorensen to serve as the Fire Chief for three
additional years**

RECITALS

A. Customarily based on the recommendation of the volunteer members of the Fire Department the City Council appoints a Fire Chief.

B. Volunteer members of the Fire Department voted in favor of recommending Fire Chief John Sorensen receive an additional three year term.

C. Municipal Code Section 2.48.040 states, "The officers of the fire department shall consist of a chief, a first assistant chief, a second assistant chief, a fire marshal, and company officers as may be provided by the bylaws of the fire department. The chief shall be appointed by the city council. The chief shall be appointed every three years in February of the three year cycle. The fire department may recommend to the city council prior to appointment of a chief its choice or choices for chief. The chief shall hold office until the chief's successor is appointed. The other officers of the fire department shall be selected as provided in the bylaws of the fire department. (Prior code § 5A.4)"

RESOLUTION

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

1. John Sorensen is hereby appointed as Fire Chief for an additional three year term expiring January 31, 2019 or until a successor is appointed by the City Council.

I HEREBY CERTIFY that the this Resolution was adopted at a regular meeting of the City Council held on February 23, 2016 by the following roll call vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

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**Report to the City Council
Council Meeting of February 23, 2016**

Agenda Section: Consent Calendar

Subject: Resolution authorizing the City Manager to approve the purchase of equipment for and outfitting of the two new Police Department patrol vehicles in the amount of \$27,126

CEQA Status: Not a CEQA project

Prepared By: William Imboden, Chief of Police

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The approved FY 2015-16 Public Safety Budget includes funding from Citizen Options for Public Safety (COPS) which has been earmarked for the purchase and outfitting of two new Ford Explorer Police Interceptors. The Interceptors are currently on order and delivery is expected in about 2 months. This is a combined procurement for the specialized services of a law enforcement installation and necessary equipment with warranty. The outfitting of a vehicle includes technology, sirens, hardware, bars, secure cargo storage and more. The Police Department solicited proposals from three vendors who are specially trained to install, test and warranty the vehicles and provide the necessary equipment.

DISCUSSION

Staff requested that vendors provide a written response to questions describing their experience and references as well as the price of the equipment. Vendors were asked about their company's operations, training, and history, in order to get a clear picture of the quality of the work they provide and any future follow-up work that might be needed. It is important to note that it is not prudent to purchase the equipment separately from the installation as then there is not a single party to hold accountable in the event of an equipment or installation failure. Based upon an evaluation of the written responses, staff selected Lehr Industries (dbi Pursuit North). Pursuit North is based out of Sacramento, however they have a secondary shop in Pittsburg, CA. They have been in business since 1946 and have been outfitting law enforcement vehicles for over twenty years. Their employees are trained and certified by the various equipment manufacturers to install their equipment, and in Napa County they currently perform the

installations for Napa Police Department and Calistoga Police Department. Pursuit North has a one year warranty on the workmanship, and has a turnaround time of one week for patrol vehicle installations. Along with their bid they also submitted four letters of recommendation from Bay Area law enforcement agencies outside of Napa County.

Staff received two other bids in response to the request, however only one of those bids responded with the answers to the company's professional services questionnaire. The bid which did not include the responses to the questions was deemed to be nonresponsive and not considered for selection. The responsive bid was not proximal to St. Helena, and based on their lack of experience and training, as well as their limited warranty on workmanship, they were deemed to be less attractive. Additionally, their turnaround time for patrol vehicles was twice as long.

Based on the bids received, staff determined Pursuit North was the most qualified, experienced, and trained company to proceed with.

FISCAL IMPACT

The purchase and installation of the equipment from Pursuit North will be funded entirely from the COPS grant, which has been allocated to the Capitol Equipment Fund (224-4900-2630). This amount was budgeted in the Fiscal Year 2015/16 Operational Budget.

RECOMMENDED ACTION

Staff recommends that the City Council of the City of St. Helena adopt a resolution authorizing the City Manager to approve the purchase and installation of equipment for two Police Department patrol vehicles, in the amount of \$27,126.

ATTACHMENTS

1. Resolution
2. Purchase quote
3. Build Out Letter
4. Letters of Reference

**CITY OF ST. HELENA
RESOLUTION NO. 2016-_____**

**Resolution authorizing the City Manager to approve the purchase of
equipment for and outfitting of the two new Police Department patrol
vehicles in the amount of \$27,126**

RECITALS

- A. The City of St. Helena has purchased two new Police Department Patrol vehicles;
and
- B. The vehicles need to be equipped and outfitted for safe and legal emergency
operations use; and
- C. Proposals for equipment purchase and installation services were solicited and
received; and
- D. This is an expected expense that was budgeted for; and
- E. The purchase will be entirely funded through the C.O.P.S. fund (224-4900-2630)
Capital Equipment; and
- F. No additional funds will be required from the General Fund for this purchase.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. The City Manager is authorized to approve the purchase and installation of
equipment to outfit two Police Department patrol vehicles.

Approved at a Regular Meeting of the St. Helena City Council on October 13th, 2015,
by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Crull:	_____
Councilmember Dohring:	_____
Councilmember Pitts:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



PIEDMONT POLICE DEPARTMENT

Office of the
Chief of Police

July 23, 2013

To Whom It May Concern:

The Piedmont Police Department has used the services of Pursuit North, located in Martinez, CA for repair and installation of emergency vehicle equipment for our fleet of marked and unmarked police cars, our animal control truck, and our parking enforcement truck for several years. In addition, the undersigned has used their services for many years prior, when employed at another Bay Area police department.

The staff at Pursuit North has consistently provided reasonable and realistic quotes for proposed work, high quality installation and repair work, and friendly and fair customer service. They stand by their work, remain up-to-date on the public safety vehicle equipment industry and motor vehicle manufacturer changes, and attend trade shows and training events to remain current with trends and best practices.

Based upon my experiences with Pursuit North, I have no hesitation recommending their professional services to any public safety agency looking for a company to outfit their emergency response vehicles.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott A. Wyatt".

Scott A. Wyatt
Captain



City of Pleasant Hill
MAINTENANCE DIVISION
PUBLIC SERVICE CENTER

July 31, 2013

The City of Pleasant Hill has been a customer of Pursuit North since 2003. During that time the crew has upfitted more than 50 emergency response vehicles for us including patrol vehicles, slick tops, detective cars and K-9 vehicles. Mary, Forrest and Kim have always demonstrated a high level of professionalism. The quality of work speaks for itself. On the rare occasion that I have an issue, it is always addressed immediately and effectively.

In September, 2010 Pursuit was acquired by Lehr Automotive in Sacramento. Since we were already a customer of Lehr, and familiar with their high level of service, I suspected that this would be a good thing, and it was. Wisely, Lehr did not make any staffing changes at Pursuit. The previous level of service was already high, and it remained that way. If anything changed it was the improved availability of repair parts and components.

I would not hesitate to recommend Pursuit North as a source of quality upfitting and replacement parts to any potential clients.



Dan Boaz
Fleet Services Coordinator
City of Pleasant Hill, CA



DALY CITY POLICE DEPARTMENT
MEMORANDUM

TO: Thomas Shiosaka
FROM: Captain John Gamez
DATE: January 3, 2014
SUBJECT: Request to use Pursuit North as Preferred Vendor

The purpose of this memorandum is to request that the City of Daly City Motor Vehicle Garage use Pursuit North as the preferred vendor for the outfitting of the Police Department vehicles.

I have personally inspected the work of Pursuit North and previous vendors. I believe that Pursuit North's workmanship and attention to detail is better than previous vendors. The ergonomics are sound and consistent with the needs of the operator in the harsh environment of police work. The equipment installed by Pursuit North is tight, compact, and the electrical systems have functioned well. We have had little if any need to send the equipment back for replacement or repair. It is our desire to use them as our installation vendor.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "John Gamez", with a long, sweeping horizontal line extending to the right.

John Gamez
Captain
Field Operations Bureau Commander

In an effort to better understand the level of professional service Saint Helena PD will receive during not only the initial build out, but with future and ongoing services, I need answers to the following questions:

- 1) How long has your company been in business? since 1946
- 2) How long have they been outfitting Law Enforcement vehicles? 20+ years
- 3) Do your technicians have specific training or certificates related to this type of work? Yes- Whelen and Code 3 certifications
- 4) How long is your work warrantied for? 1 year on workmanship + various manufacturers warranty's up to 5 years
- 5) What other agencies in Napa County do you do fleet installation for? City of Napa PD and Calistoga PD
- 6) What is your average turnaround time per vehicle assuming all parts are on hand? 3-4 days on admin/detective vehicles. 1 week on standard patrol units
- 7) Please list three references I can contact about the quality of your installation work.
 - a. ___See Attached_____
 - b. _____
 - c. _____

Please submit your responses to me no later than 5 PM Wednesday, February 3rd, 2016. You can submit them by fax, email, or USPS, however replies received after the deadline will not be accepted. Selection will be made on a combined evaluation of the responses to the questions, and the quoted price. A contract will be completed by the City issuing a Purchase Order following approval by the City Council.

___Mike McGee_____	___Area Sales Manager_____	1-27-2016_____
Name	Title	Date



CITY OF ROHNERT PARK DEPARTMENT OF PUBLIC SAFETY

POLICE AND FIRE SERVICES

Brian Masterson, Director

DATE: July 28, 2013
TO: Whom it May Concern
FROM: Lieutenant Patrick Strouse
SUBJECT: **LETTER OF REFERENCE FOR PURSUIT NORTH**

During the last two years our agency has had the pleasure of doing business with the company Pursuit North located in Martinez, California. Pursuit North was selected by our agency after a bidding process to order and install the emergency equipment in our patrol fleet. Our agency is transitioning to the new 2013 Ford Utility Interceptors and Pursuit North has completed the build-outs on 8 vehicles.

All the employees of the company have provided exceptional customer service including the design and ordering process, front office support & billing for accuracy, high quality build-outs, which included interaction with the installers. The entire staff did an excellent job in keeping me up to date on any issues / recommendations on these new vehicle types so our agency would be satisfied with the results.

I look forward to continuing our partnership with Pursuit North and highly recommend them to any agency in need of emergency equipment and installation.

Lieutenant Patrick Strouse



**Report to the City Council
Council Meeting of February 23, 2016**

Agenda Section: Consent Calendar

Subject: Approve Resolution Finding an Exemption from CEQA for the 2016 Slurry Seal Project; Approving and Adopting the Project Manual; and Authorizing the Bid Request for 2015 Pavement Rehabilitation Project

CEQA Status: Categorically Exempt Section 15301, Existing Facilities Class I

Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Adopted 2015-2020 Capital Improvement Plan and 2015/2016 Annual Budget include the 2015 Pavement Rehabilitation Project to rehabilitate various roadways throughout the City. The Project was previously bid in late 2015. The previous Project included, slurry seal, microsurfacing, and concrete curb ramp replacement. The bids received at that time were 70% higher than the engineer's estimate. Analysis by City staff indicated that bid process were likely high due to several factors, including: low number of interested contractors, potential for inclement weather, and low economies of scale. Bids were rejected by the City Council at the meeting on September 8, 2015.

DISCUSSION

The Project has been revised to include slurry seal treatments only. Overlay and/or microsurfacing work will be bid as a separate project. The 2014 Pavement Management Program Update (PMP) was used as the starting point for the list of streets to be treated, followed by a visual evaluation of select streets by Interwest. Selection for inclusion in this year's Project was based on the PMP, visual evaluation, geographic location, and available funding.

The following streets are planned to receive slurry seal as part of this Project:

- Vineyard Avenue - Hillview Place to north end of street
- Doris Avenue
- Doris Court
- Hillview Place/Oak Avenue - Madrona Avenue to Spring Mountain Road
- Elmhurst Avenue - Main Street to Spring Mountain Road

- Quail Court
- North Crane Avenue - Southern end to Spring Street

A Project Map is included as Attachment 2, and the Project Manual is available for review at City Hall, and at www.blueprintexpress.com/sthelenas.

The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use.

FISCAL IMPACT

The current engineer's estimate for the construction contract including bid alternate is \$115,300. The estimated Project expenditure summary is provided in the table below.

Description	Amount
Preliminary engineering and design	\$ 11,540
Construction management/inspection	\$ 13,800
Construction Contract	\$ 115,300
Contingency (10%)	\$ 11,530
Total	\$ 152,170

The Fiscal Year 2015/2016 budget includes \$258,601 for Capital Improvement Project R-74 2015 Pavement Rehabilitation. The total estimated Project cost of \$152,170 is within the current project budget, and there is no need for budget adjustments at this time.

RECOMMENDED ACTION

Approve Resolution Finding an Exemption from CEQA; Approving and Adopting the Project Manual; and Authorizing the Bid Request for 2015 Pavement Rehabilitation Project.

ATTACHMENTS

1. Resolution
2. Project Map

CITY OF ST. HELENA

RESOLUTION NO. 2016-_____

**FINDING THE 2015 PAVEMENT REHABILITATION PROJECT EXEMPT FROM
CEQA; APPROVING AND ADOPTING THE PROJECT MANUAL; AND
AUTHORIZING THE BID REQUEST FOR 2015 PAVEMENT REHABILITATION
PROJECT**

- A. The City of St. Helena is responsible for maintenance of public streets within the City limits; and
- B. The 2015 Pavement Rehabilitation Project includes maintenance of existing streets with slurry seal, which does not expand or increase the existing street capacity; and
- C. The Project Manual for R-74 2015 Pavement Rehabilitation Project has been prepared Interwest Consulting Group, Inc., reviewed by the City Engineer, and presented for approval and authorization to bid.

RESOLUTION

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

- 1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities Class 1 which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publically owned utilities; and
- 2. The Project Manual, available online and for viewing at City Hall, 1480 Main Street, is hereby approved; and
- 3. The City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on February 23, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

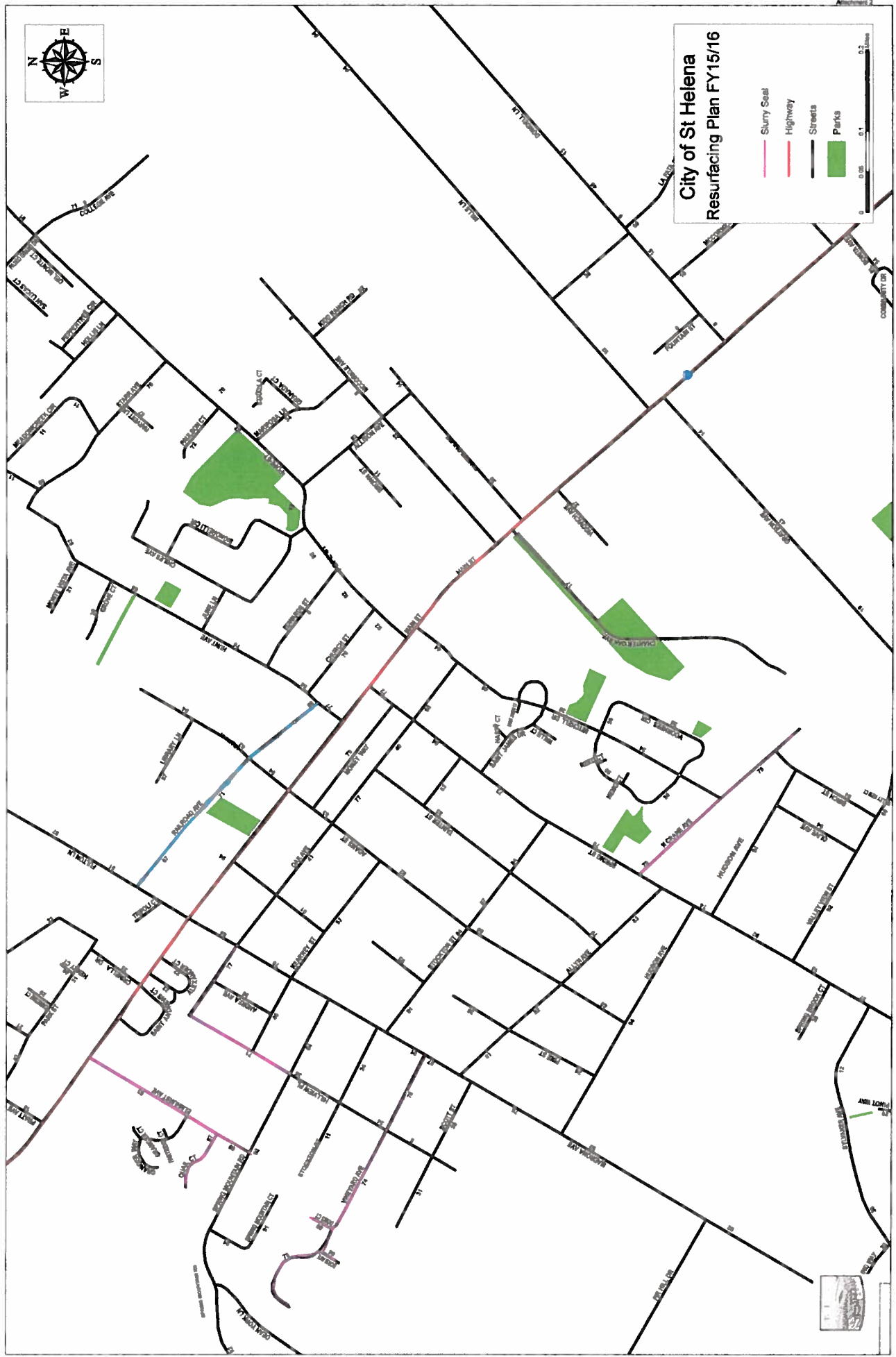
Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



City of St Helena
Resurfacing Plan FY15/16

- Slurry Seal
- Highway
- Streets
- Parks

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**Report to the City Council
Council Meeting of February 23, 2016**

Agenda Section: Consent Calendar

Subject: Approve Resolution Finding an Exemption from CEQA; Approving and Adopting the Project Plans and Manual; and Authorizing the Bid Request for Mitchell Drive Sidewalk Project, Capital Improvement Project R-76

CEQA Status: Categorically Exempt Section 15304, Minor Alterations to Land

Prepared By: Tobias Barr, Public Works Project Manager
Steven Palmer, PE, Director of Public Works/City Engineer

A handwritten signature in blue ink, appearing to be "S. Palmer", is written over the name Steven Palmer.

Approved By: Jennifer Phillips, City Manager

A handwritten signature in blue ink, appearing to be "J. Phillips", is written over the name Jennifer Phillips.

BACKGROUND

Previously the City received Transportation Development Act (TDA) grant funding in the amount of \$107,278 to fund design and installation costs for constructing a new sidewalk along Mitchell Drive. Because the cost of the project was estimated to be more than the grant money received, the City subsequently allocated the additional amount of \$18,722 from the Gas Tax Fund in the 5 Year Capital Improvement Program and Fiscal Year 2015/2016 budget.

In August 2015, City Staff solicited design and engineering proposals from the engineering consultants that have Master Professional Service Agreements with the City. Staff received an acceptable proposal from Green Valley Consulting Engineers and executed a Project Work Order to complete the engineering design work.

DISCUSSION

The Project will remove the existing temporary parking blocks, construct a new concrete curb, gutter, and sidewalk, and install bicycle striping within the City's Right-of-Way along the north side of Mitchell Drive between Oak Street and St. James Drive. All new facilities will be constructed to meet current ADA requirements and do not require property owners to move any private facilities or property. The final design, including all engineering specifications, is complete and has been approved by the Director of Public Works/City Engineer. The construction costs are expected to be above \$75,000 and will require formal bidding process.

The Project Manager has noticed all residents and property owners and also visited with residents to speak with them about the Project. The Project Manager found no residents who were concerned about the Project. Residents were found to be supportive of the Project and excited that the City was replacing the current makeshift walkway with an actual sidewalk. Additionally, City Staff presented the design to the Active Transportation Committee (ATC) at the February 3, 2016 meeting. The ATC supported and approved the Project.

Contract Documents were sent to the following builders exchanges on February 19, 2016:

Construction Billboard (eBidboard)

- McGraw-Hill Construction Dodge
- North Coast Builders Exchange
- Marin Builders Association
- Solano-Napa Builders Exchange
- Contra Costa Builders Exchange

Sealed proposals for the Mitchell Drive Sidewalk Project, Capital Improvement Project (CIP) R-76, will be received at the office of the Director of Public Works until 2:00 PM on March 24, 2016 at which time they will be publicly opened and read.

The award of the Mitchell Drive Sidewalk Project, CIP R-76 is tentatively scheduled for Council Award on April 12, 2016.

ENVIRONMENTAL

City Staff has reviewed the project and determined that it is categorically exempt from California Environmental Quality Act (CEQA) under a Class 4 Categorical Exemption, Section 15304, Minor Alterations to Land, which exempts minor alterations in the condition of land, water, and/or vegetation which do not involve the removal of healthy, mature, scenic trees except for forestry and agricultural purposes.

FISCAL IMPACT

A summary of anticipated expenditures and budget is presented below.

Project Cost	
Design and Engineering Costs	\$17,600.00
Estimated Construction Costs	\$86,431.00
Construction Management & Inspection	\$10,371.72
Construction Contingency (10%)	\$8,643.00
Total Estimated Project Cost	\$123,045.72

R-76 Mitchell Drive Sidewalk Project Budget	
Grant-TDA-3	\$107,273.00
Gas Tax Fund	\$18,722.00
Total Project Budget	\$125,995.00

The final construction budget and contract award will be presented to Council following the receipt of contractor's bids collected in the schedule outlined above.

RECOMMENDED ACTION

Adopt the attached resolution finding an exemption from CEQA; approving and adopting the Project Plans and Manual; and authorizing the bid request for Mitchell Drive Sidewalk Project CIP R-76.

ATTACHMENTS

1. Resolution
2. Photos of Existing Conditions
3. Plans
4. Plans and Manual may be viewed online at
www.blueprintexpress.com/sthelenal
5. Notice of Exemption

CITY OF ST. HELENA

RESOLUTION NO. 2016-_____

**FINDING THE PROJECT EXEMPT FROM CEQA; APPROVING AND ADOPTING
THE PROJECT MANUAL; AND AUTHORIZING THE BID REQUEST FOR MITCHELL
DRIVE SIDEWALK PROJECT- CIP PROJECT R-76**

RECITALS

- A. The Mitchell Drive Sidewalk Project is intended to improve pedestrian access to City residents; and
- B. The Project includes the removal of existing temporary parking blocks, construction of curb, gutter, sidewalk, and bicycle striping on Mitchell Drive within the City right-of-way between Oak Avenue and St. James Drive; and
- C. City Staff hired Green Valley Consulting Engineers under the City's Master Professional Services Agreement approved by City Council on August 11, 2015, Resolution 2015-94, to provide Plans, Specification and Estimate of the Mitchell Drive Sidewalk Project; and
- D. The Project Plans and Manual have been completed to City standards and approved by the City Director of Public Works/City Engineer; and
- E. The Project includes only minor alteration of land to install curb, gutter, sidewalk, curb ramps, on-street bicycle facilities, and other minor surface improvements; and
- E. The Fiscal Year 2015/2016 budget includes Project funding from Transportation Development Act (TDA) Grant Funds, and Gas Tax Funds.

RESOLUTION

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

- 1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15304, Minor Alterations to Land which exempts minor alterations in the condition of land, water, and/or vegetation which do not involve the removal of healthy, mature, scenic trees except for forestry and agricultural purposes; and
- 2. The Project Plans and Manual, available online and for viewing at City Hall, 1480 Main Street, are hereby approved; and
- 3. The City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on February 23, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

**Existing Conditions
Mitchell Drive
Summer 2015
St. Helena, California**







NOTICE OF EXEMPTION

TO: Napa County Clerk-Recorder
P.O. Box 298
Napa, CA 94559-0298

FROM: City of St. Helena
Planning Department
1480 Main Street
St. Helena, CA 94574

Project Title: Mitchell Drive Sidewalk

Project Location: Mitchell Drive and Oak Avenue, St. Helena, CA 94574

Description of Nature, Purpose, and Beneficiaries of Project:

This project includes the removal of existing curb and installation of new gutter, curb, sidewalk, ADA curb ramps (2) and driveway aprons (4). The project is approximately 340 linear feet from Oak Avenue to St James Drive on the north side of Mitchell Drive. The project will construct sidewalk in front of four existing residences along Mitchell Drive. The project modifies two existing storm drain inlets by relocating the inlets to the new curb face. The intent of the project is to improve pedestrian safety and walkability along Mitchell Drive.

Name of Public Agency Approving Project: City of St. Helena

Name of Applicant: City of St. Helena

Exempt Status:

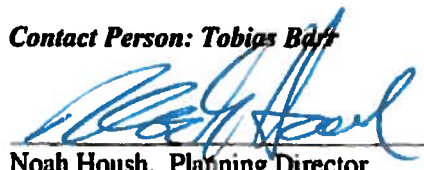
X Categorical Exemption (Class 4, Section 15304. Minor Alterations to Land)

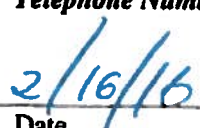
Reasons Why Project is Exempt:

The project is exempt because the construction of the new 340ft sidewalk is a minor alteration to an existing facility with a slope less than 10%, and will not involve removing any trees or vegetation.

Contact Person: Tobias Barr

Telephone Number: (707) 967-2792


Noah Housh, Planning Director


Date



Report to the City Council
Council Meeting of
February 23, 2016

Agenda Section: Consent

Subject: Resolution approving out-of-state travel for Library Director Chris Kreiden to attend the Public Library Association (PLA) Conference in Denver, Colorado April 5-9, 2016 in an amount not to exceed \$1,400

CEQA Status: Not a CEQA Project

Prepared By: Chris Kreiden, Library Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Public Library Association (PLA), with nearly 9,000 members, is a division of the American Library Association (ALA), the oldest and largest library association in the world. Founded in 1944, PLA is a member-driven organization that exists to provide communication, publication, advocacy, continuing education, and programming for its members and others interested in the advancement of public library service.

Offered every two years, PLA's conference is the premier event for public libraries, drawing thousands of librarians, library support staff, trustees, friends and library vendors from across the country and around the world. This multi-day event offers nearly a hundred educational programs and an exhibits hall featuring the latest in products and services. The 2016 PLA Conference will be held in Denver, Colorado from April 5th to 9th.

DISCUSSION

PLA conferences provide a wealth of offerings all focused on public libraries. There will be programs covering everything from examining current and emerging trends to the tools, strategies, and ideas for effective marketing and advocacy to examples and "how-to's" of successful collaborations. With nearly a hundred programs, there will be much to inspire and to provide opportunities to discover new concepts, skills, and ways to build, plan, lead, invent, and imagine public libraries. This year's theme is "Be Extraordinary".

One of this year's PLA pre-conference sessions is for new library directors. The preliminary program states that participants will gain the knowledge, skills, and

confidence to fearlessly face the challenges of library directorship. Subjects to be covered include budgeting, Human Resources issues, working with boards and local governments, and strategic planning.

This conference, with its focus on public libraries and its new director preconference session, will be very beneficial for both the Library Director and the Library itself.

FISCAL IMPACT

The Library's Fiscal Year 2015/16 budget includes \$1980 for training and conferences. Registration, transportation, lodging, and meals exceeding \$1400 will be paid for by the attendee. The cost of registration and an all-day preconference seminar totals \$505.

RECOMMENDED ACTION

It is recommended that the City Council adopt the resolution approving out-of-state travel for Library Director Chris Kreiden to attend the Public Library Association (PLA) Conference in Denver, Colorado, April 5-9, 2016 in an amount not to exceed \$1400.

ATTACHMENTS

1. Resolution approving out-of-state travel for Library Director Chris Kreiden to attend the Public Library Association (PLA) Conference in Denver, Colorado, April 5-9, 2016 in an amount not to exceed \$1,400.

CITY OF ST. HELENA

RESOLUTION NO. 2016-_____

**APPROVING OUT-OF-STATE TRAVEL FOR LIBRARY
DIRECTOR CHRIS KREIDEN
TO ATTEND THE PUBLIC LIBRARY ASSOCIATION (PLA)
CONFERENCE IN DENVER, COLORADO APRIL 5-9, 2016 IN AN
AMOUNT NOT TO EXCEED \$1,400**

RECITALS

- A. City Council Resolution 85-44 requires City Council approval for staff to attend out of state conferences.
- B. The Public Library Association's (PLA) bi-annual conference offers nearly 100 educational programs and is the premier event for public libraries.
- C. The PLA Conference will be held in Denver, Colorado, April 5-9, 2016.
- D. Attending this year's conference will be beneficial for Library Director Chris Kreiden and the St. Helena Public Library.
- E. \$1400 for conference registration, transportation, lodging and meals has been allocated in the Library's FY 2015/16 budget.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Out of state travel is approved for Library Director Chris Kreiden to attend the Public Library Association 2016 Conference in Denver, Colorado from April 5 through April 9, 2016 in an amount not to exceed \$1,400.

Approved at a Regular Meeting of the St. Helena City Council on February 23, 2016, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

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**Report to the City Council
Council Meeting of February 23, 2016**

Agenda Section: Public Hearing

Subject: Introduction and first reading of an ordinance to consider amendments to City of St. Helena Municipal Code Sections 17.08.180, 16.24.060 and 16.24.100 establishing a uniform 14-day appeal period

CEQA Status: The project is exempt from the requirements of CEQA under Section 15061 the "General Rule" where it can be seen with certainty that the City's decision will not have an adverse environmental impact.

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

There are inconsistencies in several sections of the Municipal Code with regards to the number of days that an appeal can be filed. The changes described below are intended to establish a consistent and uniform appeal period throughout the Municipal Code.

In addition, Municipal Code Section 17.08.110 states that an approved permit or other discretionary approval is transferable to any future owner of the subject property. Thus, there may be occasions where the Planning Director needs to determine at an administrative level whether or not a proposed use is consistent with a previously approved Use Permit. However, there is no built-in notification or appeal procedure for such a decision. Municipal Code Section 1.16.010 states that any administrative decision made by any official of the city pursuant to any of the provisions of the Municipal Code, may be appealed in writing to the city council by filing with the city clerk a written notice of such appeal setting forth the specific grounds thereof. Thus, a notification and appeal process needs to be created to address this situation. In addition, there are other Director level decisions that warrant notification, but there are no established protocols directing when this notification should be sent.

DISCUSSION

In order to address the appeal time period inconsistencies, staff has proposed modifying the appeal time period for all appeal process to 14-days for all appealed actions. The

actual changes to the text are identified below with strikeout for replaced text. A clean copy of the changes is attached to this report.

DESCRIPTION OF PROPOSED ZONING CODE CHANGES

The following is a description of the Zoning Code changes proposed. Additions are underlined and deletions are shown in ~~strikeout~~:

Amendment of Section 17.08.180 B. St. Helena Municipal Code Section 17.08.180 B is hereby amended to read as follows:

B. 14-Day Appeal Period.

1. Unless otherwise indicated, all appeals shall be made in writing and be accompanied by the appropriate fee. Appeals must be received by the planning director or city clerk not later than fourteen (14) calendar days following the date of action from which such appeal is being taken. If the fourteenth calendar day is a weekend or a city holiday, the deadline is extended to the next working day of the city.

2. No appeal is allowed or shall be heard, and the decision shall be final, after the lapse of the 14-day appeal period.

3. The appeal period shall commence the day following the date of action or decision. The 14-day appeal period shall not commence unless notice of the decision has been provided as required by law. For appeals of decisions by the Planning Director, the 14-day appeal period shall not commence unless the Planning Director, in addition to any other notice required by law, has provided notice of the decision to the applicant. At the discretion of the Director, when an administrative decision has the potential to generate significant public interest, the Director shall notify all property owners and residents within a 300-foot radius of the subject property within three days of the decision so that sufficient time remains for an appeal.

Amendment of Section 16.24.060. St. Helena Municipal Code Section 16.24.060 is hereby amended to read as follows:

The subdivider or any interested person adversely affected by a planning commission action with respect to the tentative parcel map may, within ~~tenfourteen~~ (14) days after the decision, file an appeal in writing with the planning director. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance. The appeal shall be a public hearing after notice has been given according to Section 16.04.100. In addition, notice shall be given to the planning commission. The city council may add, modify, or delete conditions if the city

council determines that such changes are necessary to ensure that the tentative parcel map conforms to the state Subdivision Map Act and this code. The city council may deny the tentative parcel map on any of the grounds contained in Section 16.16.080(D). Within ten (10) days following the conclusion of the hearing, the city council shall render its decision. (Prior code § 25.90)

Amendment of Section 16.24.100 E. St. Helena Municipal Code Section 16.24.100 E is hereby amended to read as follows:

E. City Council Review. If a parcel map is approved by the planning commission, the city planner shall make a written report thereof to the city council. Any member of the city council shall have the right to call up the parcel map and any subsection improvement agreement for city council review at a city council meeting or by a request to the planning director, either of which must be within ~~tenfourteen~~ (4014) days of the final action by the planning commission. If the city council, by a majority vote, decides to review the map it may do so at the same meeting or within thirty (30) days after the city council decides to review the map. The city council shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section 16.20.080.

Amendment of Section 16.24.100 F. St. Helena Municipal Code Section 16.24.100 F is hereby amended to read as follows:

F. Appeals of Planning Commission Action. The subdivider or any interested person adversely affected by a Planning Commission action with respect to the parcel map, must file an appeal in writing with the planning director within ~~tenfourteen~~ (4014) days of the decision. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance and shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section. 16.20.080.

PLANNING COMMISSION REVIEW

On February 2, 2016, the Planning Commission reviewed the proposed changes to the appeal period and unanimously supported revising the code language to create a uniform 14-day appeal period for all appeals actions. However, in reviewing the noticing requirements, the Commission asked that the notification be expanded to include not only property owners, but also residents.

While staff supports the intent of this expanded noticing, it will also create a new discrepancy within the appeal process by making the noticing requirements for appeals of (staff level) administrative determinations different from the noticing requirements for other actions (as no other noticing requirement currently includes both residents and property owners).

FISCAL IMPACT

The language modifications addressing the 10-day versus 14-day appeal time period were not identified as having any fiscal impact to the City.

Should the City Council direct staff to maintain the Commission recommendations for including both resident and property owners in the noticing for appeals of Administrative Determinations, there will be some additional cost associated with mailing the expanded notifications, as well as the additional staff time to put together the additional notices for mailing. The additional costs for each mailing will be different for each notification due to differences in the number of properties within each notification boundary, and staff is not able to quantify this additional cost at this time.

RECOMMENDED ACTION

It is recommended by the Planning and Community Department and the Planning Commission that the City Council:

1. Provide direction regarding the additional notification requirements proposed by the Planning Commission for Administrative Determinations;
2. Find that the project is exempt from the requirements of CEQA under Section 15061 the "General Rule" where it can be seen with certainty that the City's decision will not have an adverse environmental impact; and
3. Adopt the proposed Ordinance amending sections 17.08.180, 16.24.060 and 16.24.100 of the St. Helena Municipal Code establishing a uniform 14-day appeal period for appeals to the City Council and Planning Commission of zoning and subdivision map decisions.

ATTACHMENTS

Ordinance Number 2016-___ amending the City's Zoning Ordinance relating to a Uniform Appeal Process.

CITY OF ST. HELENA

ORDINANCE NO. _____

AMENDING SECTIONS 17.08.180, 16.24.060 AND 16.24.100 OF THE ST. HELENA
MUNICIPAL CODE ESTABLISHING A UNIFORM 14-DAY APPEAL PERIOD FOR
APPEALS TO THE CITY COUNCIL OF ZONING AND SUBDIVISION MAP
DECISIONS.

The City Council of the City of St. Helena does hereby ordain as follows:

SECTION 1. Amendment of Section 17.08.180 B. St. Helena Municipal Code Section 17.08.180 B is hereby amended to read as follows:

B. 14-Day Appeal Period.

1. Unless otherwise indicated, all appeals shall be made in writing and be accompanied by the appropriate fee. Appeals must be received by the planning director or city clerk not later than fourteen (14) calendar days following the date of action from which such appeal is being taken. If the fourteenth calendar day is a weekend or a city holiday, the deadline is extended to the next working day of the city.

2. No appeal is allowed or shall be heard, and the decision shall be final, after the lapse of the 14-day appeal period.

3. The appeal period shall commence the day following the date of action or decision. The 14-day appeal period shall not commence unless notice of the decision has been provided as required by law. For appeals of decisions by the Planning Director, the 14-day appeal period shall not commence unless the Planning Director, in addition to any other notice required by law, has provided notice of the decision to the applicant. At the discretion of the Director, when an administrative decision has the potential to generate significant public interest, the Director shall notify all property owners and residents within a 300-foot radius of the subject property within three days of the decision so that sufficient time remains for an appeal.

SECTION 2. Amendment of Section 16.24.060. St. Helena Municipal Code Section 16.24.060 is hereby amended to read as follows:

16.24.060 Appeals of planning commission action.

The subdivider or any interested person adversely affected by a planning commission action with respect to the tentative parcel map may, within ~~ten~~

fourteen (~~10~~14) days after the decision, file an appeal in writing with the planning director. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance. The appeal shall be a public hearing after notice has been given according to Section 16.04.100. In addition, notice shall be given to the planning commission. The city council may add, modify, or delete conditions if the city council determines that such changes are necessary to ensure that the tentative parcel map conforms to the state Subdivision Map Act and this code. The city council may deny the tentative parcel map on any of the grounds contained in Section 16.16.080(D). Within ten (10) days following the conclusion of the hearing, the city council shall render its decision. (Prior code § 25.90)

SECTION 3. Amendment of Section 16.24.100 E. St. Helena Municipal Code Section 16.24.100 E is hereby amended to read as follows:

E. City Council Review. If a parcel map is approved by the planning commission, the city planner shall make a written report thereof to the city council. Any member of the city council shall have the right to call up the parcel map and any subsection improvement agreement for city council review at a city council meeting or by a request to the planning director, either of which must be within ten-fourteen (~~10~~14) days of the final action by the planning commission. If the city council, by a majority vote, decides to review the map it may do so at the same meeting or within thirty (30) days after the city council decides to review the map. The city council shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section 16.20.080.

SECTION 4. Amendment of Section 16.24.100 F. St. Helena Municipal Code Section 16.24.100 F is hereby amended to read as follows:

F. Appeals of Planning Commission Action. The subdivider or any interested person adversely affected by a planning commission action with respect to the parcel map, must file an appeal in writing with the planning director within ten-fourteen (~~10~~14) days of the decision. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance and shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section. 16.20.080.

SECTION 5. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to amend Sections 17.08.180, 16.24.060 and 16.24.100 of the St. Helena Municipal Code is exempt from the provisions of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA) because the City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance may have a significant effect on the

environment, and the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(1), 15061(b)(2), and 15061(b)(3).

SECTION 6. Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Effective Date. This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the city of St. Helena.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the _____ day of _____, 2016, and was adopted at a regular meeting of the St. Helena City Council on the _____ day of _____, 2016, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Doring: _____
Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

I, CINDY BLACK, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the _____ day of _____, 2016. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the _____ day of _____, 2016 by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____

Councilmember Doring: _____

Councilmember Pitts: _____

ATTEST:

Cindy Black, City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney



**Report to the City Council
Council Meeting of February 23, 2016**

Agenda Section: New Business

Subject: Introduction and first reading of an ordinance to consider amendments to City of St. Helena Municipal Code Chapter 2.52 Concerning the Board of Library Trustees

CEQA Status: Not a CEQA project

Prepared By: Chris Kreiden, Library Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

On November 18, 2015 the Library Board of Trustees held a special meeting at the St. Helena Public Library to discuss their duties and responsibilities and to compare these to the current City of St. Helena Municipal Code Chapter 2.52 which governs the Board, its duties, and its responsibilities.

The Board's recommendations for the updating of Chapter 2.52, which resulted from the special meeting, were presented by the Library Director to the City Manager and the City Attorney for discussion and legal evaluation. The changes to Chapter 2.52 being requested herein incorporate the concerns expressed and recommendations made by all parties. The Library Board of Trustees, at their February 10th, 2016 meeting, voted to recommend that the City Council adopt these changes.

DISCUSSION

If the St. Helena City Council chooses not to adopt the changes listed below, Municipal Code Chapter 2.52 will remain the same and not reflect as accurately the true nature of the Library Board of Trustees duties and responsibilities or the rules that govern this entity.

The changes being recommended are:

Chapter 2.52.010: Composition of Board

Currently the Municipal Code states that the Board of Library Trustees consists of five members, in actuality the Board has seven members. The City Council approved this change on October 14, 2014 with Resolution 2014-78.

Chapter 2.52.020: Meetings of Board

- Quorum: To reach a quorum a majority of members must be present. With a Board consisting of seven members, four of these members must be present to reach the needed majority. Currently the Municipal Code states three.
- Special Meetings: Meetings of the Board are governed by the Ralph M. Brown Act which states that 24 hours must be given before a proposed special meeting. The Municipal Code still states the previous rule of three hours.
- Chairperson: City of St. Helena Protocol for Committees, Commissions and Boards, which was adopted with Resolution 2014-45 on July 8, 2014, states "a committee will select a chairperson and vice chairperson". This change of terms from president to chairperson will make for consistency with the City's own protocols and its other commissions and boards.

Chapter 2.52.303: Powers of Board

- Section C: Currently, and consistently in the past, the Library Director appoints and fixes the duties and the powers of those employees under his or her supervision. The fixing of compensation is at the discretion of the City. The Board of Library Trustees will still advise the City Council in determining the duties and powers of the Library Director.
- Section D: Currently this section of the Municipal Code states: "To purchase necessary books, journals, publications and other personal property." The changes suggested for this section make clear the Library Board's role in the budget process, which is to review, approve, and recommend to the St. Helena City Council the Library's annual budget.

FISCAL IMPACT

There is no fiscal impact by adopting these changes to Chapter 2.52 of the City's Municipal Code.

RECOMMENDED ACTION

The St. Helena Library Board of Trustees is recommending the City Council conduct the first reading and introduce by title only the changes to Chapter 2.52 of the City's Municipal Code which govern the Board. With these changes the rules, duties, and responsibilities of the Library Board are more accurately reflected in the Municipal Code.

ATTACHMENTS

- Attachment A: Chapter 2.52 with recommended changes

Chapter 2.52 BOARD OF LIBRARY TRUSTEES

Sections:

2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.

2.52.020 Meetings of board—Quorum—Officers—Records.

2.52.030 Powers of board.

2.52.040 Annual report of board.

2.52.050 Library fund.

2.52.060 Free use of library.

2.52.070 Contract for lending books.

2.52.080 Title to library property.

2.52.010 Library established—Composition, and appointment of members— Term of board of library trustees.

The free public library heretofore established and now maintained by the city shall be known as the “Dr. George J. Wood and Elsie M. Wood Library,” and shall be managed by a board of library trustees, consisting of ~~five~~seven members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for the purpose of staggering term expirations. Trustees shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents as trustees on a case-by-case basis, with the consent of the city council. Vacancies shall be filled by appointment of the unexpired term in the same manner as the original appointments are made. (Ord. 14-6 § 1: prior code § 8.1)

2.52.020 Meetings of board—Quorum—Officers—Records.

The board of library trustees shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by ~~three~~ four trustees, by written notice served upon each member at least ~~three~~ 24 hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their number ~~president~~ chairperson, who shall serve for one year and until his or her successor is appointed, and in his or her absence, shall select a ~~president~~ chairperson pro tem or vice-chairperson. The board shall cause a proper record of their proceedings to be kept. (Prior code § 8.2)

2.52.030 Powers of board.

The board of library trustees shall have the power:

- A. Subject to approval and confirmation thereof by the city council, to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the public library, and all property belonging thereto;
- B. To administer any trust declared or created for such library, and to receive by gift, devise or bequest and hold in trust or otherwise, property situated in the state or elsewhere, and where not otherwise provided, dispose of the same for the benefit of such library;
- C. To advise the city council in fixing the duties and powers of the ~~librarian, secretary and other officers and employees of such library, in determining the number of and appointment of all such officers and employees and in fixing their compensation, which such officers and employees shall hold their offices or positions at the pleasure of the city council~~ library director;
- D. To review and approve the library's annual budget and to make recommendations to the City Council, who may adopt, reject or modify the recommendation when it makes the final budget decision, and to purchase necessary books, journals, publications and other personal property;
- E. To require the Secretary of State and other state officials to furnish such library with copies of any and all reports, laws and other publications of the state not otherwise disposed of by law;

F. To borrow books from, lend books to and exchange the same with other libraries, and to allow nonresidents to borrow books upon such conditions as they may prescribe. (Prior code § 8.3)

2.52.040 Annual report of board.

The board of library trustees shall, on or before the first Monday in April in each year, make a report to the legislative body of the municipality, giving the condition of the library on the first Monday in April, together with a statement of their proceedings for the year then ended, and forward a copy thereof to the state library at Sacramento. (Prior code § 8.4)

2.52.050 Library fund.

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and be applied to the purpose authorized by this chapter. The library fund may consist of any combination of bank accounts, municipal budget accounts or trust funds. If such payment into the treasury should be inconsistent with the terms of any such gift, devise or bequest, the board shall provide for the safety and preservation of the same, and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest. Payments from the fund shall be ordered by the board of library trustees in the manner provided for the payment of other demands against the municipality. (Ord. 02-5 § 10: prior code § 8.6)

2.52.060 Free use of library.

The public library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations and bylaws as may be established by the board of library trustees, with the approval and confirmation thereof by the city council. (Prior code § 8.7)

2.52.070 Contract for lending books.

The board of library trustees may contract for lending the books of such library to residents of counties or neighboring municipalities upon a reasonable compensation to be paid by such counties or neighboring municipalities. (Prior code § 8.8)

2.52.080 Title to library property.

The title of all property acquired for the purpose of such library, when not inconsistent with the terms of its acquisition or otherwise designated, shall vest in the

municipality in which the library is, and in the name of the municipal corporation, may be sued for and defended by action at law or otherwise. (Prior code § 8.9)

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Report to the City Council
Council Meeting of February 23, 2016

Agenda Section: New Business

Subject: Review and direction on a request from Our Town St Helena to use Affordable Housing Trust Fund monies in the estimated cost ranging from \$32,000 to \$65,000 to cover planning application review fees for an affordable 8-unit housing project at 684 McCorkle

CEQA Status: This item is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment.

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

On May 12, 2015, the City of St Helena agreed to sell property at 684 McCorkle for \$1.00 to Our Town St. Helena (OTSH) for construction of an 8-unit affordable housing project. As a component of this development project, OTSH is required to request and obtain discretionary and building permit approvals for the proposed project. These approvals require submittal of applications and review of project materials, the cost of which is typically covered through application fees paid by the project developer.

DISCUSSION

OTSH has filed a letter requesting that these fees be covered through the use of Affordable Housing Trust fund monies. The 8-unit project is expected to require a Major Subdivision (up to \$35,000), Use Permit (\$5,200), Design Review (\$3,700), Demolition (\$1,700), California Environmental Quality Act (CEQA) analysis and a determination (approximately \$10,000), a Public Hearing fee (\$600) and the review of the final subdivision map by Public Works (\$2,500) and the building permit by the Building Division (approximately \$8,000). The total estimated cost for these fees is approximately \$32,000-\$65,000.

The Affordable Housing Trust Fund currently has approximately \$957,221 in funds.

FISCAL IMPACT

The request to have the application fees for the OTSH McCorkle project covered with funds from the Affordable Housing Trust Fund will have no direct impact on the City's General Fund budget. If approved, the application fees to cover the staff time would be transferred from the Affordable Housing Trust Fund leaving an approximate balance between \$925,221 and \$892,221.

RECOMMENDED ACTION

It is recommended by the Planning and Community Improvement Department that the City Council consider the request from OTSH, and provide direction to staff as to whether to off-set the required Planning, Building and Public Works application fees with funds from the Affordable Housing Trust Fund for their project at 684 McCorkle.

ATTACHMENTS

January 21, 2016, Letter from OTSH



January 21, 2016

Mr. Noah Housh
Director of Planning
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Dear Noah,

On behalf of Our Town St. Helena (OTSH) I would like to express our appreciation for the cooperation of the City of St. Helena with regard to our McCorkle Avenue Self-Help Project. The most recent example of this cooperation is your City Council agreement to amend our Purchase and Sale Agreement, to eliminate the conditions of City entitlement and receipt of all financing, thereby allowing Our Town to take title to the property sooner rather than later.

This was a critical step in allowing this important affordable housing project to move forward, since it will allow OTSH to obtain financing for Site Development and other expenses, including the payment of fees which, in turn, is a prerequisite for submittal of plans for City approval.

In our efforts to make these 8 townhomes affordable to Low Income families – thereby helping to satisfy a critical need in this community as well as the City's Regional Housing Needs Allocation (RHNA) and Calderon obligations – it is imperative that we keep our expenses to a minimum. Towards that end, I am writing to request that your City Council consider the waiver of certain "Planning Application" fees for this particular project.

We believe that the Affordable Housing mitigation fees (\$5,000 per unit) should automatically be waived due to the nature of this Project (i.e. providing 8 affordable units). We also understand that we must approach the St. Helena Unified School District regarding any requests to waive their Impact Fees.

Our Town is respectfully requesting that the following estimated fees be waived:

Major Subdivision	\$6,300
Use Permit (if required)	\$5,200
Pre-Application Review	\$4,200
Demolition	\$1,700
Public Works – Land Subdivisions	\$15,000
Estimate Total for Plan Submission	<u>\$32,400</u>

Noah Housh
Page Two

Please note that these figures are based upon our understanding of your Fee Schedule and other communication that we've had in recent months.

I want to point out that each of these low-income families will be expected to have to pay as much as \$40,000 per unit in the categories of Building Permit and Development Impact fees. In some cases, \$40K might be sufficient to eliminate a number of households from eligibility for this and/or other similar projects. Therefore, at that stage of the process, we may also request consideration of relief from a portion of those fees, to the extent that it would enable the project to be successful.

We would be happy to review our project budget with you to emphasize how critical these waivers would be in allowing us to move forward and help to satisfy this urgent need for our community. We are ready to submit our plans as soon as the escrow closes so that we can maintain our schedule of breaking ground this summer. Please let me know what the next steps would be to authorize these type of fee waivers.

Our Town greatly appreciates what the City is doing to assist us in our endeavors to make a dent in our affordable housing situation.

Sincerely,

A handwritten signature in black ink, appearing to read "Howard Siegel", written in a cursive style.

Howard Siegel
Project Manager
McCorkle Project

707 291 0665
howardsiegel@comcast.net