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

St. Helena City Council Meeting
June 14, 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 do so, but 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.

PRESENTATIONS AND PUBLIC RECOGNITIONS

6. Proclamation – June 2016 LGBTQ Pride Month presented to Haidi Arias and Hannah Cohen

7. Presentation – Marin Clean Energy membership update by Community Power Organizer Alexandra McGee.

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)

8. Consideration and proposed approval of Regular Meeting Minutes of May 24, 2016
CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Adopt

9. Consideration and proposed approval of a resolution accepting bids and awarding contracts to the lowest responsible bidders for furnishing chemicals for Water and Wastewater Treatment Plants in a total amount of $40,144 for Fiscal Year 2016/17
CEQA Status: Not a CEQA Project
Prepared By: Dan Brunetti, Chief Operator Water Treatment Plant
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

10. Consideration and proposed approval of a Resolution authorizing and approving budget adjustment request transferring $63,961 from assigned reserves for budget shortfalls due to the resignation of six employees and one retiree who received payouts of their entitled vacation and allowable sick leave accruals. Amounts to be transferred from assigned reserves are: $45,330 from General Fund, $5,910 from Water Fund, and $12,721 from Waste Water Fund.
CEQA Status: Not a CEQA Project
Prepared By: Kathy Robinson, HR/IT Director
April Mitts, Finance Director
Recommendation: Adopt

11. Consideration and proposed approval of Resolution approving a two year agreement with Housing Authority of the City of Napa in an amount not to exceed $83,149
CEQA Status: Not a CEQA Project
Prepared By: Jennifer Phillips, City Manager
Recommendation: Adopt

12. Consideration and proposed approval of a resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 8, 2016 and requesting the Board of Supervisors of the County of Napa Consolidate the General Municipal Election with the Statewide Election.
CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Adopt

13. Consideration and proposed approval of a Resolution Approving Amendment No. 1 to the Employment Agreement with Jennifer Phillips; proposed amendment including authorization of additional 40 hours of Executive Leave, implementation of a 1% PERS cost sharing agreement and to correct an administrative error
CEQA Status: Not a CEQA Project
Prepared By: Kathy Robinson, Human Resources & IT Director

Recommendation: Adopt

14. Consideration and proposed approval of a Resolution authorizing and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes revised salary schedule for Police Officers Association (POA), Mid-Management, and At-will Employees; and approval of proposed amendments to Unrepresented Compensation Resolution including authorization of additional 40 hours of Executive Leave for At-will employees

CEQA Status: Not a CEQA Project
Prepared By: Jennifer Phillips, City Manager
Recommendation: Adopt

15. Consideration and proposed approval of a resolution authorizing an amendment to the contract between Safety Police Management of the City of St. Helena and the Board of Administration of the California Employees' Retirement System (CalPERS) to include pension cost sharing

CEQA Status: Not a CEQA Project
Prepared By: Mandy Kellogg, Administrative Services Manager
Recommendation: Adopt

16. Consideration and proposed approval of a resolution adopting Schedule of Parks and Recreation Fees, at existing rates, for FY 2016/17

CEQA Status: Not a CEQA Project
Prepared By: Haidi Arias, Recreation Director
April Mitts, Finance Director
Recommendation: Adopt

PUBLIC HEARING:

17. Consideration and proposed approval of a resolution approving the Annexation of Territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 128 (90 Dahlia St., St Helena, CA. APN. 009-431-001)

CEQA Status: Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061(b)(3), No Possibility of Significant Effect on the Environment
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

NEW BUSINESS:

18. Consideration and proposed approval of a resolution approving use of Affordable Housing Trust Funds to support Our Town St Helena's construction of a maximum of two very low income houses at 684 McCorkle Avenue for a total maximum cost of up to $100,000

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 is can be seen with certainty that the proposed action will have no significant effect on the

environment.
Prepared By: Jennifer Phillips, City Manager
Recommendation: Adopt

19. Consideration and proposed approval of a resolution adopting Fiscal Year 2016/17 City of St. Helena Annual Budget
CEQA Status: Not a CEQA Project
Prepared By: Mandy Kellogg, Senior Management Analyst
Recommendation: Adopt

20. Consideration to Review of Transactions and Use Taxes Measure and Non-Binding Advisory Measure:

1. Proposed Ordinance of the City of St. Helena Imposing Transactions and Use Taxes
2. Proposed Resolution Ordering the Submission to the Qualified Electors of the City of St. Helena a Measure to Approve a Transactions and Use Taxes Ordinance at the General Municipal Election to be held on Tuesday, November 8, 2016
3. Proposed Resolution Ordering the Submission to the Qualified Electors of the City of St. Helena a Non-Binding Advisory Measure Regarding Use of Transactions and Use Taxes Proceeds at the General Municipal Election to be held on Tuesday, November 8, 2016

CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk

ADJOURNMENT The next Regular City Council meeting is scheduled for June 28, 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 June 10, 2016.

Cindy Black

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://cityofsthelena.org and will be available for public review at the respective meeting.

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Item No: 6

City of St. Helena

PROCLAMATION

LGBTQ Pride Month

Whereas, the City of St. Helena celebrates the vast diversity of its citizens, including those who are lesbian, gay, bisexual, transgender, and queer (or questioning), and seeks to be a safe, healthy and tolerant place for all citizens and their families; and

Whereas, the City of St. Helena strives to be a community that offers equal opportunity, whose citizens all deserve to live with dignity and respect, free from fear and violence, and protected against discrimination, regardless of their gender identity or sexual orientation; and

Whereas, June has become a symbolic month in which lesbian, gay, bisexual, transgender, and queer (or questioning) people, their families, friends, and allies come together in various celebrations of pride;

Now, therefore let it be resolved, that I, Alan Galbraith, Mayor of the City of St. Helena, do hereby proclaim the month of June to be:

LGBTQ PRIDE MONTH

Dated: June 14, 2016

____

Alan Galbraith, Mayor

City of St. Helena

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Item No: 7

MCE St. Helena

Your local, not-for-profit electricity provider

Five Napa Jurisdictions Join MCE

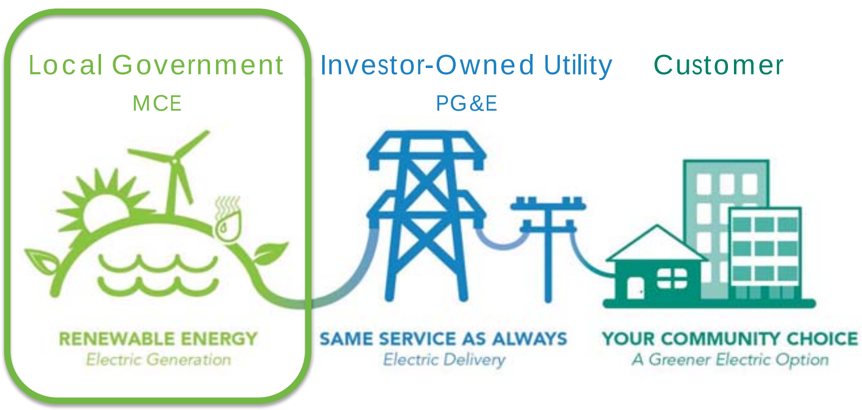
Council Votes:

Calistoga: Oct 20, 2015
American Canyon: Nov 3, 2015
St Helena: Dec 8, 2015
City of Napa: Jan 19, 2016
Yountville: Mar 1, 2016

Enrollment

Service starts for incorporated Napa County customers beginning September 1, 2016

www.mceCleanEnergy.org/napacounty



How It Works

Community Outreach Plan

Summary:

- 1st of 5 notices mailed 6/14
- Customers can now opt-up and opt-out
- MCE staff in City offices after first mailer (6/15-16)
- City staff trained on CCA, MCE and "The Basics"
- Multi-lingual call center
- Intensive CLAG-informed outreach

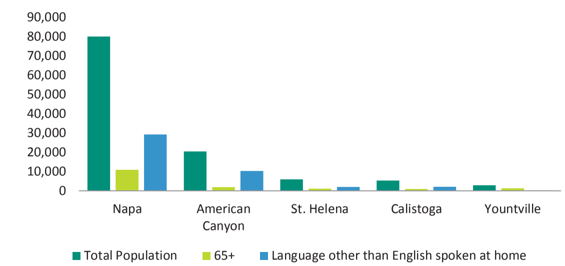
3,456 potential accounts in St. Helena

Community Leader Advisory Group (CLAG)

Summary:

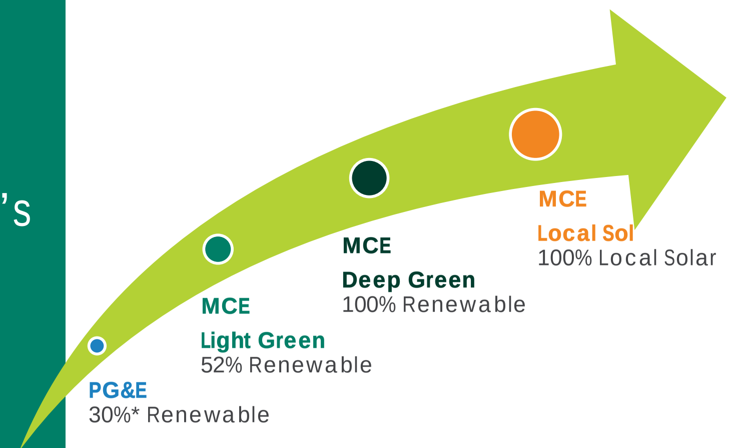
- 15-20 community members & leaders
- Advises MCE on representative outreach
- Combined CLAG for all 5 Napa County jurisdictions

Determining special outreach



	Total Population	65+	Language other than English spoken at home
Napa	80,011	14%	37%
American Canyon	20,470	10%	51%
St. Helena	5,987	19%	34%
Calistoga	5,303	19%	39%
Yountville	2,916	45%	8%

St. Helena's Energy Choices



*as reported to the California Energy Commission Power Source Disclosure Program in June 2015 (www.energy.ca.gov/sb1305/labels)

City Council Feedback

Summary:

- Creating contact lists for all 5 jurisdictions
- MCE to contact lists with enrollment information, schedule presentations
- Any suggestions?

MCE Community Outreach:

- Advertising venues
- Community Groups (ESL, low-income, seniors)
- Large commercial businesses and employers
- Community events for tabling
- CLAG members

Residential Cost Comparison (Proposed Rates)

Example Monthly Electric Charges*	PG&E 30% Renewable	MCE Light Green 52% Renewable	MCE Deep Green 100% Renewable	PG&E Solar Choice 100% Renewable	MCE Local Sol 100% Renewable
PG&E Electric Delivery	$49.43	$49.43	$49.43	$49.43	$49.43
Electric Generation	$44.84	$33.80	$38.43	$50.67	$65.75
Added PG&E Fees	-	$11.04	$11.04	$10.76	$11.04
Average Total Cost	$94.27	$94.27	$98.90	$110.86	$126.22

*Based on a typical usage of 463 kWh at current PG&E and MCE rates effective as of September 2016 under the Res-1/E-1 rate schedule. Actual differences may vary depending on usage, rate schedule, and other factors. Estimate provided is an average of seasonal rates.

Item No: 7

Commercial Cost Comparison (Proposed Rates)

Example Monthly Electric Charges*	PG&E	MCE Light Green	MCE Deep Green	PG&E Solar Choice	MCE Local Sol
	30% Renewable	52% Renewable	100% Renewable	100% Renewable	100% Renewable
PG&E Electric Delivery	$154.20	$154.20	$154.20	$154.20	$154.20
Electric Generation	$116.42	$ 95.59	$107.69	$128.74	$171.82
Added PG&E Fees	-	$ 22.43	$ 22.43	$ 21.62	$ 22.43
Average Total Cost	$270.62	$272.22	$284.32	$304.56	$348.45

*Based on a typical usage of 1,210 kWh at PG&E's rates effective as of September 2016 and MCE's current rates under the Com-1/A-1 rate schedule. Costs shown are an average of summer and winter rates. Actual differences may vary depending on usage, rate schedule, and other factors.

122,102 metric tons of GHG eliminated, 2010-2014

equivalent to: **13,365** cars removed from the road each year

Procurement Goal

Light Green Power Content

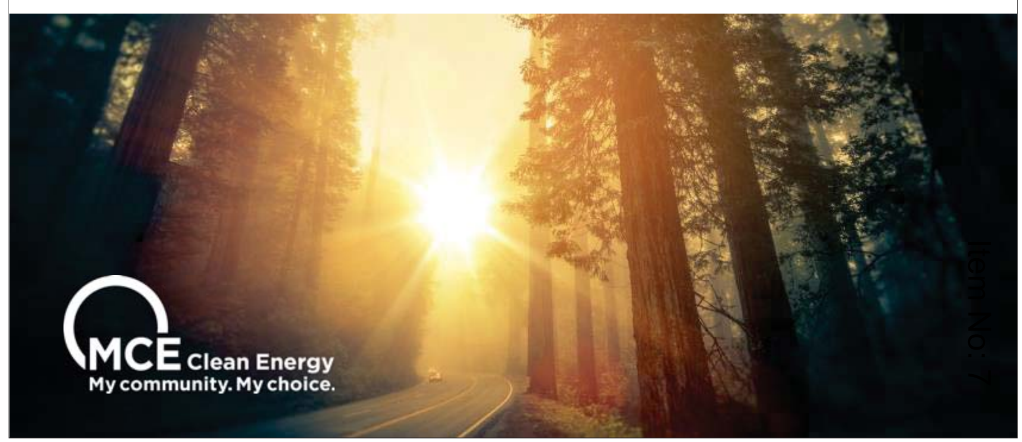
80% renewable

95% carbon-free

By 2025

Thank You

info@mceCleanEnergy.org
www.mceCleanEnergy.org



Additional Reference Slides

STATE Impacts
New Jobs

2,400+ California jobs

750,000+ union work hours created from new solar projects in 1 year

10 new CA renewable project sites

POWERING

1/2 of the homes we serve per year

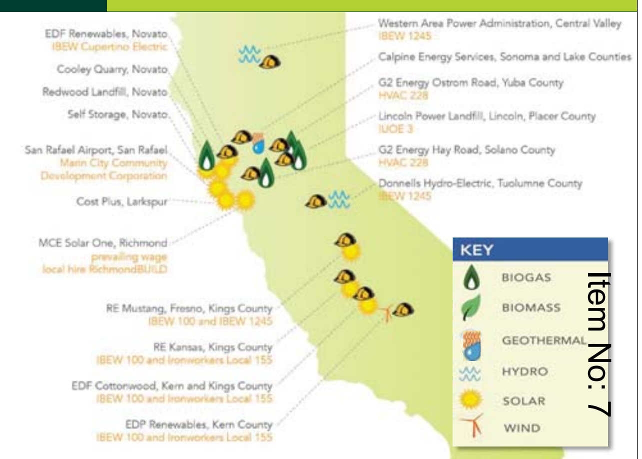
STATE Impacts
New Renewable Projects

$516 Million committed

Our Power Sources

12 suppliers **17** energy contracts

Shell Energy North America
Western Area Power Administration
3Degrees
GenPower
Calpine
One Energy
EDF renewable energy
g2energy
Recurrent Energy
Exelon



Item No: 7

Residential Cost Comparison 2015

Example Monthly Electric Charges*	PG&E	MCE Light Green	MCE Deep Green	PG&E Solar Choice	MCE Local Sol
	30% Renewable	52% Renewable	100% Renewable	100% Renewable	100% Renewable
PG&E Electric Delivery	$49.43	$49.43	$49.43	$49.43	$49.43
Electric Generation	$44.84	$37.97	$42.60	$50.66	$65.75
Added PG&E Fees	-	$11.04	$11.04	$10.76	$11.04
Average Total Cost	$94.27	$98.44	$103.07	$110.85	$126.22

*Based on a typical usage of 463 kWh at current PG&E and MCE rates effective as of March 2016 under the Res-1/E-1 rate schedule. Actual differences may vary depending on usage, rate schedule, and other factors. Estimate provided is an average of seasonal rates.

Novato Buck Institute

1 MW Carport shade structure

- Online: April 2016
- 25 jobs supported
  - Cupertino Electric, IBEW 1245 signatory contractor
- Negotiated as part of 23 MW of new central CA solar with EDF Renewable Energy

Commercial Cost Comparison 2015

Example Monthly Electric Charges*	PG&E	MCE Light Green	MCE Deep Green	PG&E Solar Choice	MCE Local Sol
	30% Renewable	52% Renewable	100% Renewable	100% Renewable	100% Renewable
PG&E Electric Delivery	$154.20	$154.20	$154.20	$154.20	$154.20
Electric Generation	$116.42	$ 98.62	$110.72	$128.74	$171.82
Added PG&E Fees	-	$ 22.43	$ 22.43	$ 21.62	$ 22.43
Average Total Cost	$270.62	$275.25	$287.35	$304.56	$348.45

*Based on a typical usage of 1,210 kWh at PG&E's rates effective as of March 2016 and MCE's current rates under the Com-1/A-1 rate schedule. Costs shown are an average of summer and winter rates. Actual differences may vary depending on usage, rate schedule, and other factors.

1.5 MW

Ground-mounted Solar

Cooley Quarry

- 11.5 acre brownfield site
- Expected online date: Summer 2016
- 11-17 jobs supported
- Partners: REP Energy and Danlin Solar
- 100% new solar power for approximately 200 customers who choose Local Sol service

Item No: 7

MCE Solar One

10.5 MW

Ground-mounted Solar

- Chevron brownfield site
- Expected online date: April 2017
- 341 jobs supported
  - 50% local hire requirement
- Partners: City of Richmond, RichmondBUILD, Stion Energy Services

San Rafael Airport

1 MW hanger rooftop solar

- Completed 2012
- 20 jobs supported
  - Marin City Community Development Corp & CLP Resources
- Project Partners: Synapse Electric, REP Energy

Item No: 8

Minutes
St. Helena City Council
May 24, 2016

5:00 P.M. Special Study Session Meeting
6:00 P.M. REGULAR MEETING
Vintage Hall Board Room – Second Floor
465 Main Street, St. Helena

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Councilmembers Crull, Dohring, White, Mayor Galbraith
Recused: Councilmember Pitts
Absent: None

~~4. Public comments pertaining to the Study Session.~~
(Please observe the time limit of three minutes.)

Public comments pertaining to the Study Session was heard after the item was presented.

5. **Study Session:** Presentation from Antonio Castellucci seeking general input on a conceptual project which proposes to subdivide a 10-acre parcel located at 567 Pope Street into 19 single family lots for single family residential development; construct a 5,000 square foot private winery on an adjacent parcel and also construct 12 farmworker housing units on this adjacent property (APN 009-070-040) which fronts onto Pope Street and College Avenue.

Presentation to the City Council was made by Antonio Castellucci, Backen & Gillam Architects Project Manager Edmund Junker and Land Use Attorney Rob Anglin.

George David, Bobbi Monnette, Maria (Mr. Antonio Castellucci's daughter), Gary Jaffe, Steve Goldfarb, Mary Stevenson, Loraine Stuart, Michael Hannah, Elizabeth Gills and Matthew Heil addressed the City Council.

The Study Session adjourned at 5:52 p.m.

Councilmember Pitts joined the dais at 6:00 p.m.

The Regular City Council meeting convened at 6:04 p.m.

6. PUBLIC FORUM:

Andy Bartlett addressed the City Council.

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

Finance Director April Mitts noted preparation is in progress for the proposed budget adoption at the next Council meeting.

Public Works Director Steve Palmer provided a Mitchell Street project and slurry seal update and the Marin Clean Energy Program Notice.

Councilmember Crull noted the upcoming home composting program and also acknowledge City Manager Jennifer Phillips for receiving a Career Excellence Award from Municipal Management Association of Northern California (MMANC).

Vice Mayor White updated the Council on the Napa County Transportation Authority's county wide pedestrian plan and the upcoming WICC meeting.

PRESENTATIONS AND PUBLIC RECOGNITIONS

8. Presentation – Visit Napa Valley Mid-Year Update Presentation by Cass Walker

Geoff Ellsworth addressed the City Council.

STAFF BRIEFING

9. Monthly water wise update presented by Jennifer Tuell, Water Conservation Coordinator

Water Conservation Coordinator Jennifer Tuell presented a water wise update.

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 Regular Meeting Minutes of May 10, 2016
CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Adopt

11. Consideration and proposed approval of a resolution 2016-61 authorizing the use of Asset Forfeiture funds (279) to purchase twelve new ballistic body armor vests for the Police Department in an amount not exceed $12,000
CEQA Status: Not a CEQA Project
Prepared By: William Imboden, Chief of Police

Recommendation: Adopt

12. Consideration and proposed approval of a Resolution 2016-62 Setting a Hearing to Approve the Annexation of Territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 128 (90 Dahlia Street St Helena, CA. APN. 009-431-001)
CEQA Status: Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061, No Possibility of Significant Effect on the Environment
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

13. Consideration and proposed approval of a resolution 2016-63 approving a Professional Services Agreement with GHD International in the amount of $292,108 for engineering services for the Wastewater Treatment and Reclamation Plant Improvement Feasibility Study to be funded from Capital Improvement Project S-52
CEQA Status: Categorically Exempt, Section 15301 Existing Facilities, and 15302 Replacement or Reconstruction
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

Councilmember Crull recused herself from Item 14 due to a conflict. Item 14 was pulled from the Consent.

~~**14.** Consideration and proposed approval of a resolution 2016-64 approving a Raw Water Use Agreement between the City of St. Helena and Spring Mountain Vineyard, Inc. for raw (non-potable) water from Lower Reservoir~~
~~CEQA Status: Categorically Exempt, Section 15301 Existing Facilities~~
~~Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer~~
~~Recommendation: Adopt~~

15. Consideration and proposed approval of a resolution 2016-65 approving the Willmarth Family to have two mobile food venders at Crane Park on June 4, 2016 between the hours of 5:00pm – 8:30pm for a pre-wedding event.
CEQA Status: Not a CEQA Project
Prepared By: Haidi Arias, Recreation Director
Recommendation: Adopt

Item 16 was pulled from Consent.

~~**16.** Consideration, re-appointment and proposed approval of a resolution 2016-66 to reform the Ad Hoc Revenue Source Task Force to evaluate and provide feedback for the water and waste water rate study~~
~~CEQA Status: Not a CEQA Project~~
~~Prepared By: Jennifer Tuell, Water Conservation Coordinator~~
~~Steven Palmer, PE, Director of Public Works/City Engineer~~
~~Recommendation: Provide direction~~

17. Authorization to submit a grant application under the 2016 Department of Justice Community Oriented Policing Services (COPS) Hiring Program

CEQA Status: Not a CEQA Project
Prepared By: William Imboden, Chief of Police
Recommendation: Approve

Vice Mayor White moved to approve Consent items 10-13, 15 and 17. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Pitts, Dohring and Mayor Galbraith

NOES: None

ABSENT: None

Councilmember Crull recused herself due to a conflict and left the dais.

14. Consideration and proposed approval of a resolution 2016-64 approving a Raw Water Use Agreement between the City of St. Helena and Spring Mountain Vineyard, Inc. for raw (non-potable) water from Lower Reservoir
CEQA Status: Categorically Exempt, Section 15301 Existing Facilities
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

Director of Public Works/City Engineer Steve Palmer reported on this item.

Diane Kinderman addressed the City Council.

Vice Mayor White moved to approve Consent item 14. The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers White, Dohring, Pitts and Mayor Galbraith

NOES: None

RECUSED: Councilmember Crull

ABSENT: None

Councilmember Crull returned to the dais.

16. Consideration, re-appointment and proposed approval of a resolution 2016-66 to reform the Ad Hoc Revenue Source Task Force to evaluate and provide feedback for the water and waste water rate study
CEQA Status: Not a CEQA Project
Prepared By: Jennifer Tuell, Water Conservation Coordinator
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Provide direction

Director of Public Works/City Engineer Steve Palmer reported on this item.

Vice Mayor White moved to approve Consent items 16. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Pitts, Dohring and Mayor Galbraith

NOES: None

ABSENT: None

NEW BUSINESS:

18. Consideration and proposed adoption of a Resolution 2016-67 Rescinding Resolution 2012-38; Authorizing the following water use efficiency programs and pilot programs: High-Efficiency Toilet Rebate, Weather-Based Irrigation Controller Rebate, Water Efficient Landscape Rebate, Greywater Rebate, Rainwater Harvesting Rebate, and Recirculating Hot Water Pump Rebate programs; and authorizing the City Manager to develop, implement, and update program guidelines to align with current best practices, funding availability, program participation, and geographical norms

CEQA Status:	Categorically Exempt, Section 15301 Existing Facilities, and 15302 Replacement or Reconstruction
Prepared By:	Jennifer Tuell, Water Conservation Coordinator Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation:	Adopt

Water Conservation Coordinator Jennifer Tuell reported on this item.

No public comment was received.

Councilmember Dohring moved to adopt Resolution 2016-67 Rescinding Resolution 2012-38; Authorizing the following water use efficiency programs and pilot programs: High-Efficiency Toilet Rebate, Weather-Based Irrigation Controller Rebate, Water Efficient Landscape Rebate, Greywater Rebate, Rainwater Harvesting Rebate, and Recirculating Hot Water Pump Rebate programs; and authorizing the City Manager to develop, implement, and update program guidelines to align with current best practices, funding availability, program participation, and geographical norms. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Pitts, Crull, White and Mayor Galbraith

NOES: None

ABSENT: None

19. Consideration of proposed approval of a Resolution 2016-68 Approving and Finding an Exemption from CEQA, Approving and Adopting Project Plans and Manual, and Authorizing the Bid Request for the Pope Street Bike Lane Project, Capital Improvement Project R-30; and Adopt a Resolution Designating No Parking Zones along Pope Street

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

Recommendation: Adopt

Director of Public Works/City Engineer Steve Palmer reported on this item.

Betsy Holtshauer, Geoff Ellsworth, citizen, George David and Carrie Baldwin.

Vice Mayor White moved to adopt Resolution 2016-68 approving and Finding an Exemption from CEQA, Approving and Adopting Project Plans and Manual, and Authorizing the Bid Request for the Pope Street Bike Lane Project, Capital Improvement Project R-30; and adopt a Resolution Designating No Parking Zones along Pope Street and include signage approaching the Pope Street Bridge. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

Mayor Galbraith called for a recess at 8:13 p.m.

Mayor Galbraith reconvened the meeting at 8:24 p.m.

20. Direction on Conservation Easement for Flood Control Project Parcels (APN 009-030-058 and a portion of APN 009-030-056) and Potential Impact on Proposed Adams Street Extension from Starr Avenue to Silverado Trail

CEQA Status: Environmental Impact Report (SCH. No. 2002012078)

Prepared By: Tracey Perkosky, Grants Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Provide direction

Grants Manager Tracey Perkosky reported on this item.

Vicky Bradshaw addressed the City Council.

It was the consensus of the City Council to move forward with the completion of the conservation easement on Flood Control Projects parcels (APNs 009-030-058 and a portion of 009-030-056), to satisfy the required mitigation for Incidental Take Permit No. 2081-2009-004-03 and the requirements of the grant from the Department of Water Resources. Council directed staff to bring back the conservation easement item to Council for final approval.

21. Consideration of, and Direction to Staff on Steps for a Sales Tax Measure for the November 2016 Ballot and Issuance of the Request for Proposals for Adams Street.

CEQA Status: Categorically exempt from the requirements of CEQA under Section 15306 as an effort to gather information on development interest for specific City owned properties within St. Helena.

Any future development of a specific project will be subject to separate CEQA review and compliance.

Prepared By: Jennifer Phillips, City Manager
Recommendation: Provide direction

City Manager Jennifer Phillips reported on this item.

Pam Simpson addressed the City Council.

Vice Mayor White moved to approve a .5% sales tax measure with no sunset, non-binding advisory measure and move forward with the Adams Street RFP. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

22. Presentation of the Fiscal Year 2015 Comprehensive Annual Financial Report (CAFR)

CEQA Status: Not a CEQA Project
Prepared By: April Mitts, Finance Director
Mandy Kellogg, Senior Management Analyst
Recommendation: Receive and file

Senior Management Analyst Mandy Kellogg and Finance Director April Mitts reported on this item.

No public comment was received.

Councilmember Crull moved to accept the CAFR as presented. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Crull, Pitts, Dohring, White and Mayor Galbraith

NOES: None

ABSENT: None

ADJOURNMENT

Mayor Galbraith adjourned the meeting at 9:00 p.m.

APPROVED: **ATTEST:**

Alan Galbraith, Mayor Cindy Black, City Clerk

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Item No: 9

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **Consent**

Subject: Consideration and proposed approval of a resolution accepting bids and awarding contracts to the lowest responsible bidders for furnishing chemicals for Water and Wastewater Treatment Plants in a total amount of $40,144 for Fiscal Year 2016/17

CEQA Status: Not a CEQA Project

Prepared By: **Dan Brunetti, Chief Operator Water Treatment Plant**
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Bulk quantities of chemicals are used in a number of different processes to treat water at the Louis Stralla Water Treatment Plant (LSWTP) and for disinfection at the Waste Water Treatment and Reclamation Plant (WWTRP). It has been the City's practice to purchase these chemicals throughout the fiscal year and to establish guaranteed prices for chemical deliveries for the entire year. At LSWTP these chemicals include a coagulant used to remove solids; Sodium Hypochlorite to improve filtration, help oxidize Manganese, and disinfect treated water; Sodium Hydroxide to raise pH in the treated water; and non-ionic polymer as a coagulant and filter aid. Sodium Hypochlorite is also used at the WWTRP to disinfect treated wastewater. The purpose of this action is to provide single contracts for each plant for chemical deliveries for FY 2016/17 for each vendor that provides the lowest unit cost.

DISCUSSION

The City of St. Helena is a member of the North Bay Agency Chemical Pool (NBACP) that consists of fourteen (14) public agencies. The NBACP endeavors to obtain the best available pricing through joint purchasing. In accordance with City of St. Helena Municipal Code Section 3.04.150, purchases conducted utilizing a cooperative purchasing program with the state, county or other public agencies are exempt from competitive purchasing conducted by the City. Cooperative purchases must be competitively awarded, and documentation as to the advantage of the cooperative purchase retained. By combining the quantities of chemicals needed by the fourteen (14) agency purchasing consortium, the City benefits from the economies of scale and receives lower bid prices compared to a standalone City bid. Invitations to bid, issued by NBACP, were sent to 25 chemical companies on April 12, 2016. A total of 17 sealed bids were received and opened on May 12, 2016 at the City of Fairfield's Waterman Water Treatment Plant.

A Bid Summary, which lists the bidders and bids for each chemical, as well as the NBACP's Recommendation for Chemical Purchase, is attached (Attachment 2). At the bottom of the bid summary is a historical pricing chart for each chemical over the last five years. Review of the summary illustrates that over time, some costs have increased and others have decreased. These variances are affected by transportation, raw material and energy costs.

After review of the bids, including the NBACP recommendations, it is recommended that the Council award bids to the following lowest responsible bidders for the chemicals listed and the prices indicated:

Apparent Low Bidder	Item	Unit Cost
Univar USA	Sodium Hypochlorite (12.5%) (short load)	$0.565/gallon
Univar USA	Sodium Hypochlorite (12.5%) (full load)	$0.471/gallon
Brenntag Pacific	Sodium Hydroxide (50%) (full load)	$395.00/dry ton
Chemtrade Chemicals US	Aluminum Sulfate (full load)	$229.00/pound
Nalco Company	Nonionic Polymer Nalco 8170 PULV	$1.80/pound

The table below, summarizes the anticipated FY 2016/17 quantities and costs for bid chemicals, by vendor. The total amount is $40,144.50. Historical chemical prices are shown in the chemical bid summary in Attachment 2.

Chemical costs and estimated quantities

Vendor Name	Chemical Name	Estimated Quantity	FY 16/17 Pricing	FY 16/17 Expense	Taxed
Univar USA	Sodium Hypochlorite LSWP	11,500 gallons	$0.565/gallon	$6,497.50	no
	Sodium Hypochlorite WWTP	21,231 gallons	$0.471/gallon	$10,000.00	no
	Sodium Hypochlorite WWTP	8,850 gallons	$0.565/gallon	$5,000.00	no
			Univar USA Total	*$21,497.00*	
Brenntag Pacific	Sodium Hydroxide 50%	12.6 tons	$395.00/dry ton	$4,977.00	no
Chemtrade Chemicals US, LLC	Aluminum Sulfate	55.5 tons	$229.00/dry ton	$12,709.50	no

Nalco Company	Nonionic Polymer	495 lbs.	$1.80/lb.	$960.05	yes
Total Estimated Costs including sales tax 7.75%				*$40,144.05*	

FISCAL IMPACT
The chemical costs of $15,000.00 for the WWTRP, and $25,144.05 for LSWTP are within the FY 2016/17 operating budgets for chemicals of $15,000.00 and $68,300.00, respectively.

RECOMMENDED ACTION
It is recommended that the City Council adopt the attached Resolution Accepting Bids and Awarding Contracts to the Lowest Responsible Bidders for Furnishing Chemicals for the City of St. Helena Water and Wastewater Treatment Plants in a total amount of $40,144.05 for Fiscal Year 2016/17 and Authorizing the City Manager to Execute the Necessary Agreements or Purchase Orders.

ATTACHMENTS
1. Resolution
2. NBACP Chemical Bid Summary

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2016-____

RESOLUTION ACCEPTING AND AWARDING BIDS TO THE LOWEST RESPONSIBLE BIDDERS FOR FURNISHING CHEMICALS FOR THE WATER AND WASTEWATER TREATMENT PLANTS FOR FISCAL YEAR 2016/2017 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY AGREEMENTS OR PURCHASE ORDERS ON BEHALF OF THE CITY

RECITALS

WHEREAS, the City of St Helena uses bulk chemicals in its operation of the Louis Stralla Water Treatment Plant and the Waste Water Treatment and Reclamation Plant; and

WHEREAS, the City of St Helena joined the North Bay Agency Chemical Pool (NBACP) in 2006 to obtain lowest possible pricing through joint purchasing; and

WHEREAS, the NBACP conducted a competitive bid process for bulk purchase of numerous chemicals for the Fiscal Year 2016/17; and

WHEREAS, the NBACP bid the chemicals on April 12, 2016, and seventeen (17) bids were received and opened on May 12, 2016 in accordance with applicable law; and

WHEREAS, the lowest responsive bids for the chemicals to be purchased through NBACP by the City of St Helena were:

A. Univar USA for Sodium Hypochlorite
B. Brenntag Pacific for Sodium Hydroxide
C. Chemtrade Chemicals US, LLC for Aluminum Sulfate
D. Nalco Company for Non-Ionic Polymer

WHEREAS, as a member of NBACP, the City of St Helena is entitled to purchase bulk chemicals from the NBACP's low bidders at the bid price stated; and

WHEREAS, the bulk chemical purchases contemplated by this resolution are exempt from other competitive bid requirements of the St. Helena Municipal Code Chapter 3.04.1 pursuant to City of St. Helena Municipal Code Section 3.04.150, "Cooperative purchasing with other agencies"; and

WHEREAS, the City benefits from participating in the cooperative purchase because it takes advantage of lower bid prices due to the economies of scale in bidding larger quantities of chemicals for all fourteen agencies that cooperate in the purchasing consortium.

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St Helena as follows:

1. The bids for chemicals listed above are hereby accepted.

2. Purchase Orders are awarded to the following vendors for the bulk chemicals listed below, in conformance with the NBACP lowest responsive bids, conditioned on timely execution by each vendor of the Standard Agreement contained in the NBACP Chemical Requirements for 2016/17 bid package ("Standard Agreement") and submission of all required documents:

a) Univar USA, for Sodium Hypochlorite (12.5%), $0.565 /gallon (short load price) and not to exceed $6,500 plus applicable sales tax for the Water Treatment Plant
b) Univar USA, for Sodium Hypochlorite (12.5%), $0.471 /gallon (full load price) and not to exceed $10,000 for the Waste Water Treatment and Reclamation Plant.
c) Univar USA, for Sodium Hypochlorite (12.5%), $0.565 /gallon (full load price) and not to exceed $5,000 for the Waste Water Treatment and Reclamation Plant.
d) Univar USA, for Sodium Hypochlorite (12.5%), $0.471 /gallon (full load price) and not to exceed $15,000 for the Waste Water Treatment and Reclamation Plant.
Brenntag Pacific, for 50% Sodium Hydroxide $395.00 a dry ton and not to exceed $5,000 plus applicable sales tax.
e) Chemtrade for Aluminum Sulfate $229.00/dry ton and not to exceed $13,000 plus applicable sales tax.
f) Nalco Company, for Non-Ionic Polymer 8170 PULV, $99.00/55 lb. bag and not to exceed $891.00 plus applicable sales tax.

3. The City Manager is authorized to execute purchase orders necessary to complete bulk chemical purchases for Fiscal Year 2016/17.

Approved at a Regular Meeting of the St. Helena City Council on June 14, 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

North Bay Agency Chemical Pool
Chemicals for LSWP and WWTP
Bid Summary 2016-2017

Attachment 2

Chemical Vendor	12.5% NaOCl (gallons)		50 % NaOH (Dry Ton)	Alum (Dry Ton)	Nonionic-Polymer Nalco 8170
	Short	Full	Full	Full	Cost/pound
Univar USA	$0.565	$0.471			
Brenntag Pacific			$395.00		
Chemtrade Chemicals US LLC				$229.00	
Nalco Company					$1.80
Previous Fiscal Year Prices					
FY 15-16	**$0.574**	**$0.501**	**$399.130**	**$204.00**	Not available
FY 14-15	$0.584	$0.512	$445.000	$184.00	Not available
FY 13-14	$0.498	$0.620	$452.000	$277.60	Not available
Fy 12-13	$0.478	$0.576	$475.000	$398.00	Not available
FY 11-12	$0.650	$0.680	$518.880	$393.00	Not available

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Item No: 10

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a Resolution authorizing and approving budget adjustment request transferring $63,961 from assigned reserves for budget shortfalls due to the resignation of six employees and one retiree who received payouts of their entitled vacation and allowable sick leave accruals. Amounts to be transferred from assigned reserves are: $45,330 from General Fund, $5,910 from Water Fund, and $12,721 from Waste Water Fund.**

CEQA Status: **Not a CEQA project**

Prepared By: **Kathy Robinson, HR/IT Director**
April Mitts, Finance Director

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

By law, all employees are entitled to compensation of their vacation accruals. Per the City of St. Helena Employee Handbook and their position's perspective employee association's memorandum of understanding, the terminating employee is also entitled to be paid out for their accrued and allowable sick leave accruals.

Per St. Helena Employee Handbook:

> Upon separation in good standing from City employment, the City will pay a regular Miscellaneous employee, unrepresented full-time Safety Employee, or regular Department Head for unused sick leave in the following amount: the total amount of hours of sick leave accumulated multiplied by the hourly rate of pay of the employee at the time of separation, divided by two, shall be paid to separating employee.

Per St. Helena Employee's Association MOU:

> Pay-out of Sick Leave at Termination of Employment.

a. Effective July 1, 2012, the City will not pay the employee upon separation in good stand from City employment for any unused sick leave accrued on or after July 1, 2012.
Upon separation in good standing from City employment, the City will pay the employee for unused Sick Leave in the following amount: The total number of hours of Sick Leave accumulated multiplied by the hourly rate of pay of the employee at the time of separation, divided by two (2). An employee is not "separating in good standing" if proceedings to terminate the employee have been initiated or concluded in accordance with the provision of Article 14. Resignation, Termination or Disciplinary Action. When an employee uses sick leave, City will first reduce employee sick leave balances from sick leave accrued after July 1, 2012.

DISCUSSION

During the course of Fiscal Year 2015/16, six employees resigned and one retired from their positions. Four of the seven were long-term (nearly 10+ years or longer) employees having accumulated substantial accruals. There are two positions that have not yet been filled this fiscal year and a few others that remained vacant for a few months. The anticipated salary savings is inadequate to cover all the leave compensation for the longer-standing employees. While it is a Best Practice to budget for these unanticipated resignations, it was not budgeted for the FY 2015-16 and has resulted in a $63,961 shortfall in various accounts. The chart below is a summary of the necessary budget adjustments.

Fund	Dept	Account	Amount
101	5013	2010	$ 4,250
571	5020	2010	$ 6,350
101	4600	2010	$ 7,150
101	4900	2010	$ 18,600
101	4200	2010	$ 12,300
561	4200	2010	$ 5,010
571	4200	2010	$ 5,800
101	4000	2350	$ 121
101	4500	2350	$ 121
101	4900	2350	$ 1,109
101	5000	2350	$ 340
101	5015	2350	$ 779
101	5027	2350	$ 560
561	5031	2350	$ 560
561	5034	2350	$ 340
571	5020	2350	$ 121
571	5029	2350	$ 450
	TOTAL		**$ 63,961**

A budget transfer totaling $4,500 will be done from the following accounts to the Garage Fund. The $4,500 is accounted for in the chart above.

101	4000	2350	$	121	Transfer to 582-5037-2010
101	4500	2350	$	121	Transfer to 582-5037-2010
101	4900	2350	$	1,109	Transfer to 582-5037-2010
101	5000	2350	$	340	Transfer to 582-5037-2010
101	5015	2350	$	779	Transfer to 582-5037-2010
101	5027	2350	$	560	Transfer to 582-5037-2010
561	5031	2350	$	560	Transfer to 582-5037-2010
561	5034	2350	$	340	Transfer to 582-5037-2010
571	5020	2350	$	121	Transfer to 582-5037-2010
571	5029	2350	$	450	Transfer to 582-5037-2010
Total			**$**	**4500**	

FISCAL IMPACT

The fiscal impact is $63,961. Amounts to be transferred from assigned reserves are: $45,330 from General Fund, $5,910 from Water Fund, and $12,721 from Waste Water Fund.

RECOMMENDED ACTION

Staff recommends the City Council approve Resolution No. 2016-____ approving use of General Fund, Water Fund, and Wastewater Fund reserves to cover budget shortfall due to the resignation of employees in FY 2015-16.

ATTACHMENTS

1. Attachment A – Resolution No. 2016-____

CITY OF ST. HELENA

RESOLUTION NO. 2016-

RESOLUTION AUTHORIZING AND APPROVING BUDGET ADJUSTMENT REQUEST TRANSFERRING $63,961 FROM ASSIGNED RESERVES FOR BUDGET SHORTFALLS DUE TO THE RESIGNATION OF SIX EMPLOYEES AND ONE RETIREE WHO RECEIVED PAYOUTS OF THEIR ENTITLED VACATION AND ALLOWABLE SICK LEAVE ACCRUALS. AMOUNTS TO BE TRANSFERRED FROM ASSIGNED RESERVES ARE: $45,330 FROM GENERAL FUND, $5,910 FROM WATER FUND, AND $12,721 FROM WASTE WATER FUND

RECITALS

A. By law, all employees are entitled to compensation of their vacation accruals; and

B. There are two positions that have not yet been filled this fiscal year and a few others that went vacant for a few months, the salary savings anticipated still left a shortfall overall due to the leave compensation for the longer-standing employees; and

C. While is it a Best Practice to budget for these unanticipated resignations, it was not budgeted for the FY 2015-16 and has resulted in a $63,961 shortfall.

RESOLUTION

Now, therefore, the City Council of the City of St. Helena resolves as follows:

1. Approve a budget adjustment from assigned reserves for an amount not to exceed $63,961, budget adjustments are shown in "Exhibit A."

Approved at a Regular Meeting of the St. Helena City Council on June 14, 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

Exhibit A – Budget Adjustments

Fund	Dept	Account	Amount
101	5013	2010	$ 4,250
571	5020	2010	$ 6,350
101	4600	2010	$ 7,150
101	4900	2010	$ 18,600
101	4200	2010	$ 12,300
561	4200	2010	$ 5,010
571	4200	2010	$ 5,800
101	4000	2350	$ 121
101	4500	2350	$ 121
101	4900	2350	$ 1,109
101	5000	2350	$ 340
101	5015	2350	$ 779
101	5027	2350	$ 560
561	5031	2350	$ 560
561	5034	2350	$ 340
571	5020	2350	$ 121
571	5029	2350	$ 450
TOTAL			$ 63,961

A budget transfer totaling $4,500 will be done from the following accounts to the Garage Fund. The $4,500 is accounted for in the chart above.

101	4000	2350	$ 121	Transfer to 582-5037-2010
101	4500	2350	$ 121	Transfer to 582-5037-2010
101	4900	2350	$ 1,109	Transfer to 582-5037-2010
101	5000	2350	$ 340	Transfer to 582-5037-2010
101	5015	2350	$ 779	Transfer to 582-5037-2010
101	5027	2350	$ 560	Transfer to 582-5037-2010
561	5031	2350	$ 560	Transfer to 582-5037-2010
561	5034	2350	$ 340	Transfer to 582-5037-2010
571	5020	2350	$ 121	Transfer to 582-5037-2010
571	5029	2350	$ 450	Transfer to 582-5037-2010
Total			$ 4500	

Item No: 11

Report to the City Council
Council Meeting June 14, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of Resolution approving a two year agreement with Housing Authority of the City of Napa in an amount not to exceed $83,149**

CEQA Status or Action: **Not a CEQA Project**

Prepared By: **Jennifer Phillips, City Manager**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND
In 2008, the Napa Valley Housing Authority Joint Powers Agreement was dissolved and the City entered into a separate agreement with the Housing Authority of the City of Napa. Since that time, the Housing Authority has provided services related to affordable housing occupancy certifications, annual owner verification and eligibility, administration of the lottery process for new affordable units, technical assistance to the City related to development agreement, countywide homelessness representation and other specific requests for technical assistance. The Housing Authority and the City have continued this contractual relationship and have developed a strong and productive working relationship.

DISCUSSION
The Housing Authority has prepared a new two-year agreement to provide affordable housing related services that include countywide activities that include Section 8 housing and continuum of care services; standard housing services that include regulatory agreement monitoring, review of development projects, and affordable housing regulatory agreements; and additional services that are mutually agreed upon. The cost for FY 2016-17 is $41,019 and the cost for FY 2017-18 is $42,130 for a total two year cost of $83,149. This is a modest 4% increase over the current contract.

FISCAL IMPACT
Funds are budgeted in the proposed FY 2016-17 Budget for this agreement.

RECOMMENDED ACTION
Approve the Resolution approving a two year agreement with Housing Authority of the City of Napa in an amount not to exceed $83,149.00.

ATTACHMENTS

Attachment A - Resolution 2016-__ Approving a Professional Services Agreement with Housing Authority of the City of Napa

Attachment B – Professional Services Agreement with Housing Authority of the City of Napa

CITY OF ST. HELENA

RESOLUTION NO. 2016-

APPROVING AN AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF NAPA AND THE CITY OF ST. HELENA FOR AFFORDABLE HOUSING SERVICES THROUGH JUNE 30, 2018

RECITALS

A. The City of St. Helena contracted with the Housing Authority of the City of Napa (HACN) to provide affordable housing services.

B. The current contract expires on June 30, 2016. HACN is now requesting a new two year contract through June 30, 2018.

C. HACN is prepared to provide services related to affordable housing occupancy certifications, annual owner occupancy verification and eligibility, overseeing application and lottery process for new units, technical assistance to the City related to housing policy development, development agreement assistance, countywide homeless representation, and specific requests for technical assistance.

RESOLUTION

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

1. Approval of the agreement between the Housing Authority of the City of Napa and the City of St. Helena, a copy of which is attached and made part of this resolution, for affordable housing services through June 30, 2018.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on June 14, 2016 by the following roll call vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED:	ATTEST:
____________________	____________________
Alan Galbraith, Mayor	Cindy Black, City Clerk

HOUSING AUTHORITY OF THE CITY OF NAPA AGREEMENT NO. _____
CITY OF ST. HELENA AGREEMENT NO. _____

THIS AGREEMENT is made and entered into as of July 1, 2016, by and between the HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic (the "Authority"), and the CITY OF ST. HELENA, a municipal corporation (the "City") under the laws of the State of California;

RECITALS

WHEREAS, The City desires to obtain supportive services from the Authority for services during the Fiscal Year 2016 – 2017 and Fiscal Year 2017 – 2018, and the Authority is willing to provide such services to the City subject to the terms and conditions set forth herein below;

TERMS

NOW, THEREFORE, City and Authority agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on July 1, 2016 and shall expire on June 30, 2018 unless earlier terminated in accordance with Paragraphs 8 or 9 of this Agreement.

2. **Scope of Services.** Authority shall provide the City those services set forth in Exhibit "A", attached hereto and incorporated by reference herein.

3. **Compensation.**

(a) Rates. In consideration of Authority's fulfillment of the promised work, the City shall pay Authority for those services denoted in Exhibit "A" a sum of $41,019.00 for fiscal year 2016–2017 and $42,130.00 for fiscal year 2017–2018 set forth in Exhibit "B", but not to exceed the maximum amount described in subparagraph (b) of this Paragraph unless other services are requested during the term of this Agreement.

(b) Maximum Annual Compensation and Expense Reimbursement. Compensation and reimbursement for expenses by City to Authority under this Agreement for fiscal year 2016-2017 shall be a total of $41,019.00 and for fiscal year 2017-2018 shall be a total of $42,130.00; services required beyond those outlined in Exhibit "A" shall be agreed upon and added to the scope of work denoted in Exhibit "A", and billed on a time and materials basis.

4. **Method of Payment.** An invoice will be presented by the Authority to City for payment on July 1, 2016 for 50% of fiscal year 2016-2017 housing services fees in the amount of $18,509.50 plus 100% of the pass through agreements of $4,000.00 for a total of $22,509.50; a second invoice will be presented on January 1, 2017 for the remaining 50% of the housing services fees of $18,509.50. A third invoice will be presented on July 1, 2017 for 50% of fiscal year 2017-2018 for a total baseline fee of in the amount of $19,065.00 plus 100% of the pass through agreements in the amount of

$4,000.00 for a total of $23,065.00; a fourth invoice will be presented on January 1, 2018 for the remaining 50% of the housing services fees in the amount of $19,065.00.

5. **Independent Contractor.** In the performance of this Agreement, the Authority shall perform this Agreement as an independent contractor. The Authority and the officers, agents and employees of Authority are not, and shall not be deemed, City employees for any purpose, including workers' compensation. The Authority shall determine the method and manner by which duties imposed on the Authority by this Agreement shall be performed. The Authority and its officers, employees and agents shall be entitled to none of the benefits accorded to a City employee. City shall not deduct or withhold any amounts whatsoever from the compensation paid to the Authority, including, but not limited to amounts required to be withheld for state and federal taxes. The Authority alone shall be responsible for all such payments.

6. **Indemnification.** City shall defend, indemnify and hold harmless the Authority and the respective officers, agents and employees of the Authority from any claim, loss or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by the Authority or its officers, agents, or employees, of activities or obligations required under this Agreement. Authority shall defend, indemnify and hold harmless City and the respective officers, agents and employees of City from any claim, loss or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by the City or their officers, agents, or employees, of activities or obligations required under this Agreement.

7. **Termination for Cause.** If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving fifteen (15) days written notice to the defaulting party in the manner set forth in Paragraph 11 (Notices).

8. **Termination for the Convenience of a Party.** This Agreement may be terminated by either party for any reason and at any time by giving no less than thirty (30) days prior written notice of such termination to the other party and specifying the effective date thereof.

9. **Payment for Work upon Expiration or Termination.** In the event of termination for cause under Paragraph 7 or termination for the convenience of a party under Paragraph 8, Authority shall be entitled to receive compensation for any satisfactory work completed by the Authority prior to the effective date of the notice subject to the maximum amount set forth in Paragraph 3(b). In the event the termination results in the Authority having received payment in excess of compensation for work completed, City shall be entitled to receive reimbursement for any overpayment from Authority.

10. **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

11. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by first class mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

AUTHORITY
Lark Ferrell, Housing Manager
Housing Authority of the City of Napa
P.O. Box 660
Napa, CA 94559

CITY OF ST HELENA
Jennifer Phillips, City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

12. **Confidentiality.** Confidential information is defined as all information disclosed to the Authority which relates to City past, present, and future activities, as well as activities under this Agreement. Except as otherwise provided in Paragraph 16, as directed by the City Manager or Designee thereof, or when required California Public Records Act or by court order, the Authority shall hold all such information as the Authority may receive, if any, in trust and confidence.

13. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

14. **Compliance with Laws.** In the performance of this Agreement, the Authority shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes.

15. **Access to Records/Retention.** City shall have access to any books, documents, papers and records of the Authority prepared or obtained by the Authority when providing the services required of the Authority under this Agreement. Upon expiration or termination of this Agreement the Authority shall return all such records to City unless otherwise directed by City to retain or dispose of such records, except that with the written permission of City, the Authority may keep a copy of such records as long as such copy is maintained in confidence and is returned to City or its successor agency to be destroyed upon notification to Authority that City has authorized destruction of the original records.

16. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

17. **Interpretation.** The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California.

18. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

19. **Entirety of Contract.** This Agreement constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

This Agreement continues on the following page.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

CITY OF ST. HELENA

By: ______________________________
ALAN GALBRAITH , Mayor, City Council

ATTEST:

By: ______________________________
CINDY BLACK, City Clerk

APPROVED AS TO FORM:

By: ______________________________
TOM BROWN, City Attorney

HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic

By: ______________________________
RICK TOOKER, Deputy Director

ATTEST:

By: ______________________________
DOROTHY ROBERTS, Deputy Authority Secretary

COUNTERSIGNED:

By: ______________________________
DESIREE BRUN, City Auditor

APPROVED AS TO FORM:

By: ______________________________
MICHAEL BARRETT, Authority General Counsel

EXHIBIT "A"

Scope of Work

WORK PROGRAM	DESCRIPTION
A. COUNTYWIDE ACTIVITIES	
1. Section 8 Housing Services	HUD-funded very low income rental housing assistance program administered countywide - 88% City of Napa & 12% countywide
2. Continuum of Care	Participate in Countywide Continuum of Care for delivery of homeless services & projects
B. STANDARD HOUSING SERVICES	
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units summarized in Exhibit C.
2. Review development projects	Technical assistance reviewing proposed housing developments to maximize affordable housing units
3. Affordable Housing Regulatory Agreements	Review affordable housing agreements & make recommendations
4. Annual Meeting with Staff and Council	Report on year's activities
C. ADDITIONAL HOUSING SERVICES	
5. Additional housing services as mutually agreed to	TBD

EXHIBIT "B"
COMPENSATION RATES

Commencing on July 1, 2016 and ending no later than June 30, 2018, City shall compensate Authority for all services provided under the Agreement by Authority as described in Exhibit "A" at the rate of base rate of $83,149.00. Duties requested beyond those items listed in Exhibit "A" will be billed separately upon preauthorization of the City and Authority on a time and materials basis.

An invoice will be presented by the Authority to City for payment on July 1, 2016 for 50% of fiscal year 2016-2017 housing services fees in the amount of $18,509.50 plus 100% of the pass through agreements of $4,000.00 for a total of $22,509.50; a second invoice will be presented on January 1, 2017 for the remaining 50% of the housing services fees of $18,509.50. A third invoice will be presented on July 1, 2017 for 50% of fiscal year 2017-2018 for a total baseline fee of in the amount of $19,065.00 plus 100% of the pass through agreements in the amount of $4,000.00 for a total of $23,065.00; a fourth invoice will be presented on January 1, 2018 for the remaining 50% of the housing services fees in the amount of $19,065.00.

COMPENSATION BREAKDOWN			
Service Provided	**FY2016-17 Cost**	**FY2017-18 Cost**	**Total Cost**
HACN Baseline Housing Services	$37,019	$38,130	$75,149
Community Action Napa Valley - Rental Assistance	$2,000	$2,000	$4,000
Fair Housing General Housing Counseling Service	$2,000	$2,000	$4,000
Total Service Cost	$41,019	$42,130	$83,149

Additional housing services as mutually agreed upon shall be billed on a time and materials bases at a rate of $100.00 per hour in fiscal year 2016-2017 and $103.00 in fiscal year 2017-2018.

EXHIBIT "C"

MONITORING DETAIL

Project	Type	Affordable Units	Task	Description
Marietta Townhomes Voorhees Circle	BMR	10	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Wallis	BMR	20	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Magnolia Oaks	BMR	2	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Sherwin Project	BMR	1	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
957 Hunt Street	Studio	2	Annually	Mail out project compliance report and review household information. Update database.
1421 Railroad Avenue	Apt.	1	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
Magnolia Oaks	Apt.	10	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
Magnolia Oaks	2nd units	6	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.
Additional affordable housing units	TBD	16	TBD	TBD

Affordable units beyond the number identified above shall be billed on a time and material basis under Additional Housing Services.

Item No: 12

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 8, 2016 and requesting the Board of Supervisors of the County of Napa Consolidate the General Municipal Election with the Statewide Election.**

CEQA Status: **Not a CEQA project**

Prepared By: **Cindy Black, City Clerk**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The City is required by its municipal code and state law to conduct a general municipal election in November of even-numbered years and to request consolidation of this election with the statewide election conducted by Napa County.

DISCUSSION

The consolidated General Municipal Election is scheduled for November 8, 2016. The citizens of the City of St. Helena will be asked to vote for a Mayor for a term of two years and two Councilmembers for a term of four years. Mayor Galbraith, and Councilmembers Pitts and Crull have terms expiring after the November 2016 election.

The Council must approve a resolution calling and giving notice of the consolidated General Municipal Election and requesting the Napa County Board of Supervisors to establish a counting precinct and provide the City of St. Helena with certain services in conjunction with the election. This resolution must be sent to the County of Napa for approval by the Board of Supervisors.

Once the election process has been initiated with the adoption of the proposed resolution, the next steps are the public noticing of the election and the opening of the nomination period. The nomination period for the November 8, 2016 election opens 8:00 a.m. Monday, July 18, 2016 and closes at 5:00 p.m. Friday, August 12, 2016.

During the period, July 18 through August 12, any eligible St. Helena resident interested in running for City Council may take out and file nomination papers for candidacy. If any incumbent City Council member up for election does not submit nomination papers by August 12, then the nomination period for potential non-incumbent candidates is extended until August 17.

The City Clerk's Office will have election packets for St. Helena residents interested in becoming candidates for the City Council beginning at 8:00 a.m. on Monday, July 18, 2016. The election packets will include nomination paper forms, campaign financing reporting forms and instructions, and other documents, including an explanatory election guide for candidates.

The schedule outlined above is for the upcoming City Council election only. As the City Council has expressed an intention to place a measure(s) on the ballot, it should be noted that the Napa County Elections Division has requested the Council submit resolutions no later than the end of June. However, as provided by the Elections Code, the last date to adopt a resolution to submit a measure for the November 8, 2016, general municipal election is August 12, 2016. A detailed November 8, 2016 election calendar is attached to this report.

FISCAL IMPACT
The cost of a consolidated election is split between the number of entities on the ballot, number of positions, and number of ballot measures. The City is budgeting $27,000 for the November 2016 Consolidated General Municipal Election including the intention to place a measure(s) on the ballot.

RECOMMENDED ACTION
Staff recommends the City Council adopt a Resolution calling and giving notice of the General Municipal Election to be held in the City of St. Helena on November 8, 2016 and requesting the Board of Supervisors of the County of Napa consolidate the General Municipal Election with the Statewide Election to be held on November 8, 2016.

ATTACHMENTS:

1. November 8, 2016 election calendar
2. Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2016-

CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2016; REQUESTING CONSOLIDATION OF THE CITY'S GENERAL ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DATE; AND REQUESTING THAT COUNTY OF NAPA PROVIDE ELECTION SERVICES

RECITALS

WHEREAS, under the provisions of the laws relating to general law cities in the State of California and the City of St. Helena's Municipal Code, a General Municipal Election shall be held on November 8, 2016, for the election of certain municipal officers; and

WHEREAS, pursuant to the California Elections Code, the City Council of the City of St. Helena calls and gives notice of the General Municipal Election; and

WHEREAS, the County of Napa will be conducting a Statewide General Election in St. Helena on November 8, 2016; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide Election to be held on the same date, and that within the City, the precincts, polling places, and election officers of the two elections be the same, and that the County Elections Division of the County of Napa canvass the returns of the General Municipal Election and that this Election be held in all respects as if there were only one Election.

RESOLUTION

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF ST. HELENA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Pursuant to the requirements of the laws of the State of California, there shall be, and is hereby called and ordered to be held, on Tuesday, November 8, 2016 a Consolidated General Municipal Election of the qualified electors of the City, for the purpose of electing a Mayor for a full term of two (2) years and two (2) Councilmembers for full terms of four (4) years.

Section 2. The ballots to be used in the election shall be, both as to form and matter contained therein, such as may be required by law.

Section 3. The polls for the election shall be open at 7:00 a.m. of the day of the election and shall remain open continuously until 8:00 p.m. when the polls shall be closed pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code.

Section 4. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 5. Pursuant to the requirement of Section 10403 of the Elections Code, the Board of Supervisors of the County of Napa is hereby requested to consent and agree to the consolidation of the City of St. Helena's General Municipal Election with the Statewide Election to be held on November 8, 2016.

Section 6. That the City Council may also request at a later date that the Board of Supervisors permit the consolidated election to include a local ballot measure(s) to be determined by separate resolution of the City Council of the City of St. Helena.

Section 7. That the City Council acknowledges that the consolidated election will be held and conducted in the manner prescribed by §10418 of the Elections Code.

Section 8. That the City of St. Helena requests the services of the County Election Department to conduct said General Municipal election and the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of a consolidated election.

Section 9. That the County Election Department is authorized and instructed to procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment and other necessary items in order to properly and lawfully conduct the election.

Section 10. That the County Election Department is authorized to canvass the returns of the Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

Section 11. That the City of St. Helena recognizes that additional cost will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs that are not reimbursed by the State.

Section 12. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 13. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County Election Department of the County of Napa.

PASSED, APPROVED and **ADOPTED** at a regular meeting of the City Council of the City of St. Helena held on the 14th of June, 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

City Elections
General Municipal Elections Consolidated
November 8, 2016

Laws in effect in 2016 (Calendar laws updated 10/2015)

(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
May 20	-172		Suggested Last Day to File Petitions Regarding Measure
June 20	-141		Suggested Last Day for Council to Adopt Resolutions
June 21	-140		Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
No deadline except ONCE before Election Day			Election Official to Publish Notice of Election – Measure(s) Only, No Candidates
7 - 14 days after date Council puts measure(s) on the ballot			Suggested Last Day to File Arguments & Impartial Analyses / Recommended to be 7-14 days after Council calls Election
July 4 to July 18	-127	-113	Election Official to Publish Notice of Election - Candidates
July 11	-120		Last Day to Adopt Regulations for Candidates Statements
10 days after Arguments are due			Last Day to File Rebuttal Arguments / 10 Days after Arguments
July 18 to August 12	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
August 1			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
August 12	-88		Last Day to Call Election For Ballot Measures
August 12 by 5:00 pm	-88		Last Day for County to Receive Resolutions Requesting Services or Consolidation
August 12	-88		Last Day to File Nomination Papers (Consolidated Cities)
August 17	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
August 17	-83		Last Day to Withdraw Measure(s) from Ballot
August 18	-82		Secretary of State to Determine Order of Names on Ballot
August 25	-75		Time to Cancel Election – Insufficient Candidates
September 12 to October 25	-57	-14	Filing Period for Write–in Candidate
September 29			Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement
October 10	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
October 10 to November 1	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
October 18	-21		Last Day to Mail Sample Ballots and Polling Place Notices
October 24	-15		Last Day to Register to Vote
October 25	-14		Last Day to File for Write–in Candidate
October 27	-12		Last Day to File Campaign Expenditure Statements - 2nd Pre-election Statement
November 1	-7		Last Day for Election Official to Publish Notice of Nominees
November 2 to November 8	-6	0	Emergency/Late Vote by Mail Voting Period
November 7	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
November 8	0		**ELECTION DAY**
November 11	3		Last Day to Receive Vote by Mail Voter Ballots if Postmarked on Election Day
November 16	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than December 23	45		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
December 8 December 23	E+30+15+?		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
(30 days after Assuming Office)			Filing of Statement of Economic Interests
January 31, 2017			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
April 1, 2017			Last Day to Submit Report on Measures to Secretary of State

Item No: 13

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a Resolution Approving Amendment No. 1 to the Employment Agreement with Jennifer Phillips; proposed amendment including authorization of additional 40 hours of Executive Leave, implementation of a 1% PERS cost sharing agreement and to correct an administrative error**

CEQA Status: **Not a CEQA project**

Prepared By: **Kathy Robinson, Human Resources & IT Director**

Approved By: **Jennifer Phillips, City Manager**

DISCUSSION

On July 22, 2014, the City Council approved an employment agreement with Jennifer Phillips to serve as City Manager.

The employment agreement states that the City Manager's base salary shall be reviewed annually by the City for consideration of increase. This review occurred on April 6, 2016. In light of the City's current financial challenges, the City Council and City Manager agreed to forgo an increase. To recognize the City Manager's performance, the City Manager's Employment Agreement is being amended to include an additional 40 hours of Executive Leave.

On March 8, 2016, City Council approved Resolution 2016-36 which approved a New Unrepresented Compensation Program that covers all City employees not represented by an Employee Group which includes the mid-managers and executive staff (department heads) who are classified as Miscellaneous group in the PERS pension program. The resolution included a 1% salary adjustment expressly contingent on the pension cost sharing arrangement, and would not be implemented unless and until the cost sharing arrangement is implemented. The cost sharing contract with PERS is currently anticipated to be effective the pay period beginning August 25, 2016. In the PERS pension program, the City Manager is included in the Miscellaneous Group and subject to the 1% pension cost sharing agreement when implemented. Expressly contingent upon the cost sharing implementation it would appropriate for the City Manager to also be compensated with a 1% salary adjustment.

Finally, this amendment corrects an administrative error. During the entire recruitment process, the City did not disclose that it participated in social security program. To partially compensate the City Manager for the required undisclosed 6.2% contribution to social security, the not to exceed 2.75% bonus was included and was intended to be annual. The amendment corrects the error to be annually.

FISCAL IMPACT
No budget adjustment required.

RECOMMENDED ACTION
Approve Amendment No. 1 to the Employee Agreement between the City of St. Helena and Jennifer Phillips.

ATTACHMENTS

1. Amendment No. 1 to Employment Agreement
2. Resolution

AMENDMENT No. 1
EMPLOYMENT AGREEMENT AMENDMENT

This Amendment No. 1 is made and effective this day of June 15, 2016 among the City of St. Helena, a municipal corporation (City), and JENNIFER PHILLIPS (City Manager or Employee), collectively "the Parties."

WITNESSETH:

WHEREAS, City employs Jennifer Phillips as City Manager for the City of St. Helena.

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:

Section 4. Benefits C. Leave. Shall be amended in its entirety as follows:
"Leave. Employee shall accrue vacation at a rate of 180 hours per year. On July 1, 2016 Employee shall be credited an additional 40 hours of Executive Leave. Employee shall be credited with 120 hours of Executive leave on January 1st of each year Employee is employed under this Agreement. Employee shall not be entitled to any personal convenience holidays. Employee will accrue sick leave in the same manner and under the same limitations provided to and imposed upon Department Heads."

Section 7. Performance Evaluations. Shall be amended in its entirety as follows:
"B. At least annually the Council and Employee shall define such goals and performance objectives which they determine are necessary for the proper operation of the City and the attainment of the Council's policy objectives, and shall further establish a relative priority among those various goals and objectives. Annually, Employee shall be eligible for a bonus not to exceed 2.75% of salary based on completion or satisfaction of mutually established and quantifiable objectives."

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	CITY MANAGER
By: ____________________	By: ________________________
Alan Galbraith Mayor	Jennifer Phillips City Manager

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 Jennifer Phillips to serve as the City Manager

RECITALS

A. An employment agreement with Jennifer Phillips to serve as the City Manager was approved by the City Council on July 22, 2014.

B. Section 3. Compensation B.[KDS1] states that the City Manager's base salary shall be reviewed annually by the City for consideration of increase. This review occurred on April 6, 2016. In light of the City's current financial challenges, the City Council and City Manager agreed to forgo an increase.

C. Section 4. Benefits C. Leave includes Executive Leave for the City Manager. To recognize the City Manager's performance, the City Manager's Employment Agreement is being amended to include five additional days of Executive leave.

D. Section 7. Performance Evaluation B. This section is being amended to correct an administrative error. The not to exceed 2.75% bonus was intended to be annual to partially compensate for the undisclosed 6.2% contribution to social security.

RESOLUTION

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

1. Section 4. Benefits C. Leave. Shall be amended as follows:

   E. **Leave.** Employee shall accrue vacation at a rate of 180 hours per year. On July 1, 2016 Employee shall be credited an additional 40 hours of Executive Leave. Employee shall be credited with 120 hours of Executive leave on January 1st of each year Employee is employed under this Agreement. Employee shall not be entitled to any personal convenience holidays. Employee will accrue sick leave in the same manner and under the same limitations provided to and imposed upon Department Heads.

2. Section 7. Performance Evaluations. Shall be amended as follows:

   B. At least annually the Council and Employee shall define such goals and performance objectives which they determine are necessary for the proper operation of the City and the attainment of the Council's policy objectives, and shall further establish a relative priority among those various goals and objectives. Annually, Employee shall be eligible for a bonus not to exceed 2.75% of salary based on completion or satisfaction of mutually established and quantifiable objectives.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on ______________ 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

Item No: 14

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a Resolution authorizing and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes revised salary schedule for Police Officers Association (POA), Mid-Management, and At-will Employees; and approval of proposed amendments to Unrepresented Compensation Resolution including authorization of additional 40 hours of Executive Leave for At-will employees**

CEQA Status: **Not a CEQA project**

Prepared By: **Jennifer Phillips, City Manager**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The City of St. Helena contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees. As a public employer, the City must abide by the Government Code when establishing and reporting compensation for its employees. The California Code of Regulations (CCR) Title 2, Section 570.5 (Section 570.5) provides that each pay schedule meet the following requirements:

- Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws
- Identifies the position title for every employee position
- Shows the pay rate for each position
- Indicates the time base for each pay rate

CalPERS uses the City's pay schedules to determine final compensation and to calculate retirement benefits for the City's employees. Inaccurate pay schedules could negatively impact an employee's final retirement calculation or delay receipt of the appropriate retirement compensation. To ensure that the City remains compliant with its obligation under Section 570.5 staff will, at a minimum, biannually present pay schedules to City Council to be duly authorized and approved. The biannual presentation to the City Council will coincide with the start of a new fiscal year, and at the beginning of each calendar year as these times have historically coincided with the ratification of negotiated memorandum of understandings with the City's labor unions.

DISCUSSION

The Police Officers' Association (POA) Memorandum of Understanding for the period of July 1, 2014 through June 30, 2017 authorizes the third and final salary increase on July 1, 2016 of a 4% increase to the base salary for sworn personnel and a 3.5% increase to the base salary for non-sworn personnel. These increases to base salaries have been updated and are reflected in the salary schedule herein attached (Attachment 1).

The California Code of Regulations (CCR) Title 2, Section 570.5 (Section 570.5) provides that position title, pay rate, and time base for each employee position the City has in the CalPERS system to be included in a publically available compensation schedule. Per the CCR, the City Council, part-time seasonal employees, and prior positions (retired and/or vacant) are included in the salary schedules and will continue to be included in all future updates.

On April 6, 2016, the City Council met in a special closed session meeting with City Manager Jennifer Phillips to discuss unrepresented at-will Executive staff. The City Manager and City Council discussed the performance, compensation and classification of Executive staff. In keeping with City Council objectives for FY 2016/17 of providing the community with a functional and safe city by supporting and maintaining City staff it was discussed that a compensation and classification analysis would be appropriate and findings would be presented to City Council at a regular session.

Staff completed a compensation and classification analysis for mid-manager and executive staff that focused on Napa County cities, which included: Napa, American Canyon, Calistoga and Yountville. The objective of the analysis was to identify improvements in "Best Practices" that keep the City competitive in terms of compensation and classification. One of the parameters used for "Best Practices" in retaining talented department heads and mid-managers was simply to identify positions that were not at or within a 5% range of the median market for the Napa County cities.

The results of this analysis identified that of the 18 budgeted positions of mid-managers and at-will executive staff, six (6) positions (33%) were not within a 5% range of the Napa County market median for compensation and classification, nine (9) positions (50%) were slightly above the market median, and three positions (17%) were at or within 5% of the market median (Attachment 2). Adjusting the compensation schedule for the six positions to be competitive and bringing those positions up to the same level as their colleagues (not above) would make 50% of staff at the median level for the Napa County area. The proposed adjustments to the salary schedules only include those classifications that were at or more than 5% below the market, and have been updated in the compensation schedule.

In recognition that the City is not in a position to offer mid-managers and at-will executive staff similar salary increase as the two labor unions, the City Council did support that it would be appropriate to look at offering executive at-will employees other enhancements such as additional hours of executive leave, and to have City staff research and present those findings with the compensation and classification analysis. Staff concluded that at a minimum, executive staff members may spend an additional 72 hours above a normal work year just in attending 20 regular City Council meetings (based on an average meeting duration of 3.5 hours). Furthermore, this 72 hours does not include the extra hours executive staff member may take to prepare an agenda item. Many executive staff members stay later or work from home as their normal course of day-to-day operations do not often leave time for agenda preparation. An "agenda item count" by department report was prepared by staff and shows that 257 department specific agenda items were presented to City Council in the calendar year 2015 (Attachment 3). Bear in mind, this count does not include special meetings, budget hearings, or other board and commission meeting agenda items prepared by staff. It is staff's recommendation that it would be appropriate to offer the executive staff members an additional 40 hours of executive leave. The additional hours which will be awarded on July 1st of the calendar and must be used by December 31st or it will be forfeited. The restriction to "use or lose" the hours by the end of the calendar year is to encourage and ensure that the time will be taken off.

Finally, the mid-managers and executive staff are cognizant of the City's budgetary constraints and are supportive of extending the unrepresented compensation program an additional six month fully aware that doing so acknowledges that they are forgoing any consideration for raises until FY 2017/18. This action again affirms their continued support of St. Helena Employee Association (SHEA) employees and ensuring that adequate funding will be available to SHEA to receive their raise on January 1, 2017.

The summary of the proposed amendments to the 2016 Unrepresented Compensation Program adopted on March 8, 2016 (Attachment 4) are as follows:

1. Expiration date extended from December 31, 2016 to June 30, 2017
2. **Section 1.3 Employees Covered**, updated working titles to reflect correct title and/or classification, and removed positions no longer funded

3. **Section 4.4 Cost Sharing Implementation – All Tiers**, updated to include the positions of Police Chief and Lieutenant in the CalPERS contract amendment for member cost sharing.
4. **Section 8 Executive Leave,** added additional language to award executive at-will staff an additional 5 days (40 hours) of Executive Leave

FINANCIAL IMPACTS

There are no financial impacts to the budget as Police Office Association's final salary increases were considered and budgeted for FY 2016/17. Adjustments to the six mid-manager and at-will compensation schedules were made to the position's step grade schedule only and are cost neutral as each position remains at their budgeted FY 2016/17 salary. No position will receive a step grade increase that was not projected and accounted for in the FY 2016/17 budget. Awarding of an additional 40 hours of executive leave has no financial impact as it can only be used for time-off, cannot be cashed out and does not carry-over if not used.

RECOMMENDED ACTION

Approve the proposed resolution.

ATTACHMENTS

1. FY 2016/17 Compensation Schedule
2. Compensation and Classification Analysis
3. 2015 Agenda Item Count report
4. Amended Unrepresented Compensation Program
5. Resolution

City of St. Helena
Publicly Available Salary Schedule
FY 2016-2017

Position		A	B	Steps C	D	E
St. Helena Employee Association - Miscellaneous Group						
Accounting Assistant I	Annual	40,667.00	42,700.00	44,835.00	47,077.00	49,431.00
Accounting & HR Assistant I [(6)]	Monthly	3,389.00	3,558.00	3,736.00	3,923.00	4,119.00
Office Assistant 75%	Pay Period	1,694.44	1,779.17	1,868.12	1,961.53	2,059.61
Office Assistant	Hourly	19.55	20.53	21.56	22.63	23.77
Library Assistant I						
Maintenance Worker I	Annual	41,487.00	43,561.00	45,740.00	48,027.00	50,428.00
	Monthly	3,457.00	3,630.00	3,812.00	4,002.00	4,202.00
	Pay Period	1,728.63	1,815.06	1,905.81	2,001.11	2,101.16
	Hourly	19.95	20.94	21.99	23.09	24.24
Library Assistant II	Annual	42,219.00	44,330.00	46,546.00	48,873.00	51,317.00
	Monthly	3,518.00	3,694.00	3,879.00	4,073.00	4,276.00
	Pay Period	1,759.11	1,847.06	1,939.42	2,036.39	2,138.21
	Hourly	20.30	21.31	22.38	23.50	24.67
Plant Operator in Training	Annual	43,070.00	45,224.00	47,485.00	49,859.00	52,352.00
Maintenance Worker I-Water Dist.	Monthly	3,589.00	3,769.00	3,957.00	4,155.00	4,363.00
	Pay Period	1,794.60	1,884.33	1,978.55	2,077.47	2,181.35
	Hourly	20.71	21.74	22.83	23.97	25.17
Building Permit Technician I	Annual	45,959.00	48,257.00	50,670.00	53,204.00	55,864.00
Recreation Coordinator	Monthly	3,830.00	4,021.00	4,223.00	4,434.00	4,655.00
	Pay Period	1,914.97	2,010.72	2,111.25	2,216.82	2,327.66
	Hourly	22.10	23.20	24.36	25.58	26.86
Accounting Assistant II	Annual	46,887.00	49,231.00	51,692.00	54,277.00	56,991.00
Accounting & HR Assistant II [(6)]	Monthly	3,907.00	4,103.00	4,308.00	4,523.00	4,749.00
	Pay Period	1,953.60	2,051.28	2,153.85	2,261.54	2,374.62
	Hourly	22.54	23.67	24.85	26.10	27.40
Senior Library Assistant	Annual	47,952.00	50,350.00	52,867.00	55,511.00	58,286.00
	Monthly	3,996.00	4,196.00	4,406.00	4,626.00	4,857.00
	Pay Period	1,998.00	2,097.90	2,202.80	2,312.94	2,428.58
	Hourly	23.05	24.21	25.42	26.69	28.02
Plant Operator I - Wastewater	Annual	48,676.00	51,110.00	53,665.00	56,348.00	59,166.00
Plant Operator I - Water	Monthly	4,056.00	4,259.00	4,472.00	4,696.00	4,930.00
	Pay Period	2,028.16	2,129.57	2,236.05	2,347.85	2,465.24
	Hourly	23.40	24.57	25.80	27.09	28.45
Accounting Assistant III	Annual	49,287.00	51,752.00	54,339.00	57,056.00	59,909.00
Accounting & HR Assistant III [(6)]	Monthly	4,107.00	4,313.00	4,528.00	4,755.00	4,992.00
	Pay Period	2,053.64	2,156.32	2,264.14	2,377.34	2,496.21
	Hourly	23.70	24.88	26.13	27.43	28.80
Librarian I	Annual	49,411.00	51,881.00	54,475.00	57,199.00	60,059.00
Lib Assoc Bilingual Services	Monthly	4,118.00	4,323.00	4,540.00	4,767.00	5,005.00
	Pay Period	2,058.77	2,161.71	2,269.80	2,383.29	2,502.45
	Hourly	23.76	24.94	26.19	27.50	28.87
Administrative Assistant	Annual	49,658.00	52,141.00	54,748.00	57,485.00	60,360.00
	Monthly	4,138.00	4,345.00	4,562.00	4,790.00	5,030.00
	Pay Period	2,069.08	2,172.53	2,281.16	2,395.22	2,514.98
	Hourly	23.87	25.07	26.32	27.64	29.02
Maintenance Worker II	Annual	50,533.00	53,060.00	55,713.00	58,499.00	61,424.00
	Monthly	4,211.00	4,422.00	4,643.00	4,875.00	5,119.00
	Pay Period	2,105.56	2,210.84	2,321.38	2,437.45	2,559.32
	Hourly	24.30	25.51	26.79	28.12	29.53

Position		Steps A	B	C	D	E
Equipment Operator/Maint Worker III	Annual	51,041.00	53,593.00	56,272.00	59,086.00	62,040.00
	Monthly	4,253.00	4,466.00	4,689.00	4,924.00	5,170.00
	Pay Period	2,126.70	2,233.03	2,344.68	2,461.92	2,585.01
	Hourly	24.54	25.77	27.05	28.41	29.83
Building Permit Technician II	Annual	51,168.00	53,727.00	56,413.00	59,234.00	62,195.00
	Monthly	4,264.00	4,477.00	4,701.00	4,936.00	5,183.00
	Pay Period	2,132.01	2,238.61	2,350.55	2,468.07	2,591.48
	Hourly	24.60	25.83	27.12	28.48	29.90
Maintenance Lead Worker Accounting Assistant/Building Tech	Annual	51,553.00	54,131.00	56,837.00	59,679.00	62,663.00
	Monthly	4,296.00	4,511.00	4,736.00	4,973.00	5,222.00
	Pay Period	2,148.04	2,255.45	2,368.22	2,486.63	2,610.96
	Hourly	24.79	26.02	27.33	28.69	30.13
Maintenance Worker II-Water Dist.	Annual	52,593.00	55,223.00	57,984.00	60,883.00	63,927.00
	Monthly	4,383.00	4,602.00	4,832.00	5,074.00	5,327.00
	Pay Period	2,191.38	2,300.95	2,416.00	2,536.80	2,663.64
	Hourly	25.29	26.55	27.88	29.27	30.73
Plant Operator II - WW Plant Operator II - Water Maintenance Lead Worker-Water Dist.	Annual	53,654.00	56,337.00	59,154.00	62,112.00	65,217.00
	Monthly	4,471.00	4,695.00	4,929.00	5,176.00	5,435.00
	Pay Period	2,235.60	2,347.38	2,464.74	2,587.98	2,717.38
	Hourly	25.80	27.09	28.44	29.86	31.35
Librarian II	Annual	53,923.00	56,619.00	59,450.00	62,423.00	65,544.00
	Monthly	4,494.00	4,718.00	4,954.00	5,202.00	5,462.00
	Pay Period	2,246.79	2,359.13	2,477.08	2,600.94	2,730.98
	Hourly	25.92	27.22	28.58	30.01	31.51
Project Coordinator/Admin Asst. Building Permit Technician III	Annual	54,737.00	57,474.00	60,347.00	63,365.00	66,533.00
	Monthly	4,561.00	4,789.00	5,029.00	5,280.00	5,544.00
	Pay Period	2,280.70	2,394.74	2,514.47	2,640.20	2,772.21
	Hourly	26.32	27.63	29.01	30.46	31.99
Plant Operator III - Water	Annual	54,874.00	57,617.00	60,498.00	63,523.00	66,699.00
	Monthly	4,573.00	4,801.00	5,042.00	5,294.00	5,558.00
	Pay Period	2,286.40	2,400.72	2,520.76	2,646.80	2,779.14
	Hourly	26.38	27.70	29.09	30.54	32.07
Recreation Supervisor	Annual	55,148.00	57,906.00	60,801.00	63,841.00	67,033.00
	Monthly	4,596.00	4,825.00	5,067.00	5,320.00	5,586.00
	Pay Period	2,297.85	2,412.74	2,533.38	2,660.05	2,793.05
	Hourly	26.51	27.84	29.23	30.69	32.23
Accounting Technician	Annual	55,563.00	58,341.00	61,258.00	64,321.00	67,537.00
	Monthly	4,630.00	4,862.00	5,105.00	5,360.00	5,628.00
	Pay Period	2,315.13	2,430.88	2,552.43	2,680.05	2,814.05
	Hourly	26.71	28.05	29.45	30.92	32.47
Senior Librarian	Annual	56,121.00	58,927.00	61,873.00	64,967.00	68,215.00
	Monthly	4,677.00	4,911.00	5,156.00	5,414.00	5,685.00
	Pay Period	2,338.36	2,455.28	2,578.05	2,706.95	2,842.30
	Hourly	26.98	28.33	29.75	31.23	32.80
Equipment Mechanic	Annual	56,826.00	59,667.00	62,650.00	65,783.00	69,072.00
	Monthly	4,735.00	4,972.00	5,221.00	5,482.00	5,756.00
	Pay Period	2,367.74	2,486.13	2,610.43	2,740.96	2,878.00
	Hourly	27.32	28.69	30.12	31.63	33.21
Plant Operator III - Water & WW Building Technician III/Office Manager	Annual	60,789.00	63,828.00	67,020.00	70,371.00	73,889.00
	Monthly	5,066.00	5,319.00	5,585.00	5,864.00	6,157.00
	Pay Period	2,532.87	2,659.51	2,792.49	2,932.11	3,078.72
	Hourly	29.23	30.69	32.22	33.83	35.52

Position		Steps A	B	C	D	E
Jr. Engineer	Annual	63,266.00	66,430.00	69,751.00	73,239.00	76,901.00
Assistant Planner	Monthly	5,272.00	5,536.00	5,813.00	6,103.00	6,408.00
HR Manager / Acctg Technician II	Pay Period	2,636.10	2,767.91	2,906.30	3,051.62	3,204.20
	Hourly	30.42	31.94	33.53	35.21	36.97
Public Works Supervisor	Annual	64,704.00	67,940.00	71,336.00	74,903.00	78,648.00
	Monthly	5,392.00	5,662.00	5,945.00	6,242.00	6,554.00
	Pay Period	2,696.01	2,830.81	2,972.35	3,120.97	3,277.02
	Hourly	31.11	32.66	34.30	36.01	37.81
Public Works Supervisor-Parks	Annual	68,018.00	71,418.00	74,989.00	78,739.00	82,676.00
	Monthly	5,668.00	5,952.00	6,249.00	6,562.00	6,890.00
	Pay Period	2,834.06	2,975.77	3,124.55	3,280.78	3,444.82
	Hourly	32.70	34.34	36.05	37.86	39.75
Associate Planner*	Annual	68,188.00	71,597.00	75,177.00	78,936.00	82,882.00
	Monthly	5,682.00	5,966.00	6,265.00	6,578.00	6,907.00
	Pay Period	2,841.15	2,983.21	3,132.37	3,288.98	3,453.43
	Hourly	32.78	34.42	36.14	37.95	39.85
Chief Plant Operator - Water	Annual	70,613.00	74,144.00	77,851.00	81,744.00	85,831.00
Chief Plant Operator - Wastewater	Monthly	5,884.00	6,179.00	6,488.00	6,812.00	7,153.00
Chief Water Distribution Operator	Pay Period	2,942.22	3,089.33	3,243.80	3,405.99	3,576.29
	Hourly	33.95	35.65	37.43	39.30	41.27

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary
10 years - 5.0% of base salary
15 years - 7.5% of base salary
20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

(3) Standby Pay - Shall be paid at a rate of $75.00 per weekend to those employees in the Public Works Department who are required to be on Standby on weekends (3:30 p.m. Friday to 7:00 a.m. Monday), $75.00 per week for those employees who are required to Standby for the week (Monday - Friday) and $75.00 for those employees who are required to Standby on holidays (3:30 p.m. to 7:00 a.m. of the next regular work day).

(4) Certification Pay - $50.00 per month for each governmental certificate or licensing as follow:

"Operator Cross-certification" (Class I or above) for employees assigned to the Water Treatment Plant or Waste Water Treatment Plant, enabling those employees to perform duties at the other plant

A necessary pesticide certificate, for Public Works employees responsible for pesticide applications programs for the city

Certification for back-flow prevention devices for Public Works employees

Playground Inspection Certification for employees working in the Parks Division

Arborist Certificate for employees working in the Parks Division

(5) Uniform Allowance - The city will provide uniforms to employees in the following Public Works positions: Public Works Supervisor, Maintenance Worker I, Maintenance Worker II, Maintenance Lead Worker, Chief Water Distribution Operator, Plant Operator in Training, Plant Operator I, Planter Operator II, Planter Operator III, Chief Operator. The City will provide and pay for cleaning services for the uniforms of employees. These costs will be reported each pay period as follows:

Employees assigned to Water Distribution and Public Works - $35.49 per pay period
Employees assigned to Parks-Trees-Buildings - $33.06 per pay period
Employees assigned to the Wastewater Treatment Plant (Chief Plant Operator and Plant Operator II) - $9.29 per pay period
Employees assigned to the Wastewater Treatment Plant (Plant Operator III) - $5.79 per pay period
Employees assigned to the Water Treatment Plant - $11.49 per pay period

(6) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

Police Officers Association

Dispatcher	Annual	50,035.00	52,537.00	55,164.00	57,922.00	60,818.00
	Monthly	4,170.00	4,378.00	4,597.00	4,827.00	5,068.00
	Pay Period	2,084.79	2,189.03	2,298.48	2,413.41	2,534.08
	Hourly	24.06	25.26	26.52	27.85	29.24
Police Officer	Annual	58,358.00	61,276.00	64,340.00	67,557.00	70,935.00
	Monthly	4,863.00	5,106.00	5,362.00	5,630.00	5,911.00
	Pay Period	2,431.58	2,553.16	2,680.82	2,814.86	2,955.61
	Hourly	28.06	29.46	30.93	32.48	34.10
Corporal	Annual	63,088.00	66,242.00	69,554.00	73,032.00	76,683.00
	Monthly	5,257.00	5,520.00	5,796.00	6,086.00	6,390.00
	Pay Period	2,628.67	2,760.08	2,898.09	3,042.99	3,195.14
	Hourly	30.33	31.85	33.44	35.10	36.87
Sergeant	Annual	69,554.00	73,032.00	76,683.00	80,518.00	84,544.00
	Monthly	5,796.00	6,086.00	6,390.00	6,710.00	7,045.00
	Pay Period	2,898.09	3,042.99	3,195.14	3,354.90	3,522.65
	Hourly	33.44	35.10	36.87	38.71	40.65

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

5 years - 2.5% of base salary
10 years - 5.0% of base salary
15 years - 7.5% of base salary
20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of an additional $150.00 per month.

(3) POST Certificates - Additional monthly salary compensation shall be received by an employee attaining certificates, as follows.

POST Intermediate Certificate - $100.00
POST Advanced Certificate - $200.00
POST Records Supervisor Certificate - $100.00

(4) Special Assignment Pay:

Motorcycle Officer, Range Master or Reserve Coordinator - $100.00 per month
Field Training Officers or Communication Training Officers - 7% of their daily salary, per day, while assigned to the trainee
Records Coordinator - 5% of regular salary
Investigator Position - 2 1/2% of base salary
Police Service Dog Handler - $228.13 per pay period

(5) Holiday Accrual - Full-time employees will accrue 3.833 hours per pay period, which will be paid out twice a year (in June and December) at the employee's current hourly rate.

(6) Uniform Allowance - Employees shall receive an annual uniform allowance as follows:

Sworn Personnel - $750.00

Dispatch and CSO Personnel - $750.00

Motorcycle Officers - 1 pair of Police motorcycle boots, 2 pairs of Police motorcycle pants, 1 Police motorcycle leather jacket, 2 sets of riding gloves (1 cold weather and 1 warm set) and Protective eyeglasses (not to exceed $150.00)

Bicycle Patrol - Gloves, Helmet, Padded Shorts, Padded Pants, Protective Eyeglasses, Pedal Retention Devices, and Inclement Weather Clothing

City of St. Helena
Publicly Available Salary Schedule
FY 2016-2017[1]

Position		Steps A	B	C	D	E
Mid-Management Exempt						
Assistant Public Works Director	Annual	94,549.00	99,277.00	104,241.00	109,453.00	114,925.00
	Monthly	7,879.00	8,273.00	8,687.00	9,121.00	9,577.00
	Pay Period	3,940.00	4,137.00	4,343.00	4,561.00	4,789.00
	Hourly	45.46	47.73	50.12	52.62	55.25
Chief Building Official	Annual	91,659.00	96,242.00	101,054.00	106,107.00	111,411.00
	Monthly	7,638.00	8,020.00	8,421.00	8,842.00	9,284.00
	Pay Period	3,819.00	4,010.00	4,211.00	4,421.00	4,642.00
	Hourly	44.07	46.27	48.58	51.01	53.56
Grants and Finance Manager	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
Public Works Project Manager	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
Senior Management Analyst	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
Water Conservation Coordinator	Hourly	38.40	40.32	42.34	44.45	46.68
Library Manager	Annual	88,704.00	93,139.00	97,796.00	102,687.00	107,821.00
	Monthly	7,392.00	7,762.00	8,150.00	8,557.00	8,985.00
	Pay Period	3,696.00	3,881.00	4,075.00	4,279.00	4,493.00
	Hourly	42.65	44.78	47.02	49.37	51.84
Lieutenant	Annual	87,504.00	91,880.00	96,473.00	101,297.00	106,362.00
	Monthly	7,292.00	7,657.00	8,040.00	8,442.00	8,864.00
	Pay Period	3,646.00	3,828.00	4,020.00	4,221.00	4,432.00
	Hourly	42.07	44.18	46.38	48.70	51.14
Management Analyst	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
Public Works Maintenance Manager	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Senior Planner	Annual	84,867.00	89,110.00	93,566.00	98,245.00	103,156.00
	Monthly	7,072.00	7,426.00	7,797.00	8,187.00	8,596.00
	Pay Period	3,536.00	3,713.00	3,898.00	4,094.00	4,298.00
	Hourly	40.80	42.84	44.98	47.23	49.59
Confidential Positions						
Administrative Services Manager [4]	Annual	92,217.00	96,828.00	101,669.00	106,753.00	112,090.00
	Monthly	7,685.00	8,069.00	8,472.00	8,896.00	9,341.00
	Pay Period	3,842.00	4,034.00	4,236.00	4,448.00	4,670.00
	Hourly	44.34	46.55	48.88	51.32	53.89
Executive Management						
City Manager [2]	Annual					189,880.00
	Monthly					15,823.00
	Pay Period					7,912.00
	Hourly					91.29
City Clerk	Annual	95,524.00	100,300.00	105,315.00	110,581.00	116,110.00
	Monthly	7,960.00	83.58	8,776.00	9,215.00	9,676.00
	Pay Period	3,980.00	4,179.00	4,388.00	4,608.00	4,838.00
	Hourly	45.93	48.23	50.64	53.17	55.83
Fire Chief [2] [3]	Annual					31,000.00
Finance Director	Annual	109,066.00	114,519.00	120,245.00	126,258.00	132,571.00
	Monthly	9,089.00	9,543.00	10,020.00	10,521.00	11,048.00
	Pay Period	4,544.00	4,772.00	5,010.00	5,261.00	5,524.00
	Hourly	52.44	55.06	57.81	60.70	63.74

Position		Steps A	B	C	D	E
Human Resources/IT Director	Annual	109,066.00	114,519.00	120,245.00	126,258.00	132,571.00
	Monthly	9,089.00	9,543.00	10,020.00	10,521.00	11,048.00
	Pay Period	4,544.00	4,772.00	5,010.00	5,261.00	5,524.00
	Hourly	52.44	55.06	57.81	60.70	63.74
Library Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Planning/Community Services Director	Annual	127,394.00	133,764.00	140,452.00	147,474.00	154,848.00
	Monthly	10,616.00	11,147.00	11,704.00	12,290.00	12,904.00
	Pay Period	5,308.00	5,573.00	5,852.00	6,145.00	6,452.00
	Hourly	61.25	64.31	67.52	70.90	74.45
Police Chief	Annual	132,528.00	139,154.00	146,112.00	153,417.00	161,088.00
	Monthly	11,044.00	11,596.00	12,176.00	12,785.00	13,424.00
	Pay Period	5,522.00	5,798.00	6,088.00	6,392.00	6,712.00
	Hourly	63.71	66.90	70.25	73.76	77.45
Public Works Director	Annual	139,596.00	146,576.00	153,905.00	161,600.00	169,680.00
	Monthly	11,633.00	12,215.00	12,825.00	13,467.00	14,140.00
	Pay Period	5,817.00	6,107.00	6,413.00	6,733.00	7,070.00
	Hourly	67.11	70.47	73.99	77.69	81.58
Recreation Director	Annual	104,272.00	109,486.00	114,960.00	120,708.00	126,743.00
	Monthly	8,689.00	9,124.00	9,580.00	10,059.00	10,562.00
	Pay Period	4,345.00	4,562.00	4,790.00	5,029.00	5,281.00
	Hourly	50.13	52.64	55.27	58.03	60.93

(1) Mid-Management, Confidential and Executive salary ranges include a 1% salary increase that is expressly contingent upon the implentation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented.

(2) Positions do not have a pay range

(3) 1% Increase was not applied to Safety Fire Position: Fire Chief

(4) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

(5) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

Position		Steps A	B	C	D	E
Part-time Positions						
Casual Worker I	Hourly	10.00	10.51	11.03	11.58	12.16
Casual Worker II	Hourly	12.78	13.43	14.10	14.79	15.54
Casual Worker III	Hourly	16.31	17.14	17.99	18.88	19.83
Casual Worker IV	Hourly	20.80	21.86	22.95	24.09	25.30
Casual Worker V	Hourly	26.54	27.90	29.28	30.73	32.27
Firefighter (1) (2) (3)	Hourly					25.00
Fire Marshal (1)	Hourly					45.00
Elected Positions						
Mayor (1)	Monthly					3,600.00
Vice Mayor (1)						
Council Member (1)						
Planning Chairperson (1)	Monthly					1,200.00
Planning Vice Chairperson (1)						
Planning Commissioner (1)						

(1) Positions do not have a pay range

(2) Standby Pay - Shall be paid at a rate of $50.00 per 24 hour period.

(3) Classification Pay - Additional monthly salary compensation shall be received as follows:

1st and 2nd Assistant Chief Classification - $315.00
Captain Classification - $210.00
Engineer Classification - $105.00

2016 COMPENSATION & CLASSIFICATION STUDY

Position	Period	A (Low)	E (High)	Calistoga Low	Calistoga High	Calistoga Notes	Yountville Low	Yountville High	Yountville Notes	American Canyon Low	American Canyon High	American Canyon Notes	Napa Low	Napa High	Napa Notes	Median Low	Median High	Proposed Low	Proposed High	% of Median Market	
St. Helena Mid-Managers																					
Assistant Public Works Director	Annual	$ 90,047.00	$ 109,453.00	$ 95,557.00	$ 116,150.00		$ 87,063.00	$ 105,826.00		$ 84,440.00	$ 132,660.00	At-will	$ 130,208.00	$ 157,291.00	Deputy	$ 90,047.00	$ 116,150.00	$ 94,549.35	$ 114,925.65	6%	below (add a step)
	Monthly	$ 7,504.00	$ 9,121.00	$ 7,963.08	$ 9,679.17	Range: 44	$ 7,255.25	$ 8,818.83		$ 7,370.00	$ 11,055.00										
	Pay Period	$ 3,752.00	$ 4,561.00	$ 3,675.27	$ 4,467.31	Biweekly	$ 3,348.58	$ 4,070.23		$ 3,402.00	$ 5,102.00	Biweekly									
	Hourly	$ 43.29	$ 52.62	$ 45.94	$ 55.84		$ 41.86	$ 50.88		$ 42.52	$ 63.78										
Chief Building Official	Annual	$ 90,751.00	$ 110,308.00	$ 71,305.00	$ 86,672.00				N/A	$ 86,752.00	$ 105,448.00		$ 111,088.00	$ 136,612.00	Chief	$ 88,751.50	$ 107,878.00	$ 90,751.00	$ 110,308.00	2%	above
	Monthly	$ 7,563.00	$ 9,192.00	$ 5,942.08	$ 7,222.67	Range: 32	$ -	$ -		$ 7,229.00	$ 8,787.00		$ 89,287.00	$ 107,860.00	Supervisor						
	Pay Period	$ 3,781.00	$ 4,596.00	$ 2,742.50	$ 3,333.54	Biweekly	$ -	$ -		$ 3,337.00	$ 4,056.00	Biweekly									
	Hourly	$ 43.63	$ 53.03	$ 34.28	$ 41.67		$ -	$ -		$ 41.71	$ 50.70										
Lieutenant	Annual	$ 86,638.00	$ 105,309.00	$ 68,951.00	$ 109,838.00	CalChamber Salary Cal				$ 93,620.00	$ 112,382.40	Napa County, Corr. II	$ 123,286.00	$ 148,975.00	Lieutenant	$ 90,129.00	$ 111,110.20	$ 90,129.00	$ 111,110.20	-3%	within
	Monthly	$ 7,220.00	$ 8,776.00	$ 5,745.92	$ 9,153.17		$ -	$ -													
	Pay Period	$ 3,610.00	$ 4,388.00	$ 2,651.96	$ 4,224.54	Biweekly	$ -	$ -													
	Hourly	$ 41.65	$ 50.63	$ 33.15	$ 52.81		$ -	$ -													
Management Analyst Public Works Maintenance Manager	Annual	$ 72,324.00	$ 87,910.00			N/A	$ 65,005.08	$ 79,014.00		$ 71,379.00	$ 87,006.00		$ 71,509.00	$ 86,395.00	MAI	$ 71,444.00	$ 86,700.50	$ 72,324.00	$ 87,910.00	1%	above
	Monthly	$ 6,027.00	$ 7,326.00	$ -	$ -		$ 5,417.09	$ 6,584.50													
	Pay Period	$ 3,014.00	$ 3,663.00	$ -	$ -	Biweekly	$ 2,500.20	$ 3,039.00													
	Hourly	$ 34.77	$ 42.26	$ -	$ -		$ 31.25	$ 37.99													
Senior Management Analyst: Grant/Finance Manager, Project Manager, Water Conservation Coordinator, Senior HR Analyst*	Annual	$ 79,083.00	$ 96,126.00							$ 82,315.00	$ 87,006.00	MAII	$ 79,107.00	$ 95,579.00	MAII	$ 79,107.00	$ 95,579.00	$ 79,107.00	$ 96,126.00	1%	above
	Monthly	$ 6,590.00	$ 8,010.00	$ -	$ -		$ -	$ -		$ 6,860.00	$ 7,250.00		$ 6,592.25	$ 7,964.92							
	Pay Period	$ 3,295.00	$ 4,005.00	$ -	$ -	Biweekly	$ -	$ -		$ 3,166.00	$ 3,346.00	Bi-weekly	$ 3,042.58	$ 3,676.12							
	Hourly	$ 38.02	$ 46.21	$ -	$ -		$ -	$ -		$ 39.57	$ 4,283.00		$ 38.03	$ 45.95							
Senior Planner	Annual	$ 84,027.00	$ 102,135.00	$ 82,547.00	$ 100,336.00		$ 76,024.92	$ 92,408.64	Associate Planner	$ 82,315.00	$ 87,006.00	Senior Planner	$ 88,668.00	$ 107,113.00	Senior Planner	$ 82,547.00	$ 100,336.00	$ 84,027.00	$ 102,135.00	2%	above
	Monthly	$ 7,002.00	$ 8,511.00	$ 6,878.92	$ 8,361.33	Range: 38	$ 6,335.41	$ 7,700.72		$ 6,860.00	$ 7,250.00										
	Pay Period	$ 3,501.00	$ 4,256.00	$ 3,174.88	$ 3,859.08	Biweekly	$ 2,924.04	$ 3,554.18		$ 3,166.00	$ 3,346.00	Bi-weekly									
	Hourly	$ 40.40	$ 49.10	$ 39.69	$ 48.24		$ 36.55	$ 44.43		$ 39.57	$ 4,283.00										
Administrative Service Manager* Administrative Manager Operations Manager Library Manager	Annual	$ 87,826.00	$ 106,753.00			N/A				$ 97,922.00	$ 146,883.00	Adm. Svcs. Director	$ 92,784.00	$ 112,089.00	Adm. Svcs. Manager	$ 92,784.00	$ 112,089.00	$ 92,217.00	$ 112,090.65	-1%	below (add 1 step)
	Monthly	$ 7,318.83	$ 8,896.08	$ -	$ -	Range: 39															
	Pay Period	$ 3,659.42	$ 4,448.04	$ -	$ -	Biweekly															
	Hourly	$ 42.22	$ 51.32	$ -	$ -																
*Unclassified Position																					
St. Helena Executive Managers																					
Human Resources/IT Director	Annual	$ 98,926.00	$ 120,245.00	$ 112,764.00	$ 137,064.00	Admin. Svcs. Director	$ 125,997.00	$ 134,846.00	Finance Director	$ 97,922.00	$ 146,883.00	Admin Svcs Director	$ 128,598.00	$ 155,344.00	HR Director	$ 112,764.00	$ 137,064.00	$ 109,066.00	$ 132,269.50	[illegible]	below (add 2 steps)
	Monthly	$ 8,244.00	$ 10,020.00	$ 9,397.00	$ 11,422.00	Range: 52	$ 10,499.75	$ 11,237.17		$ 8,160.00	$ 12,240.00		$ 104,865.00	$ 126,715.00	Asst. HR Director						
	Pay Period	$ 4,122.00	$ 5,010.00	$ 4,337.08	$ 5,271.69	Biweekly	$ 4,846.04	$ 5,186.38		$ 3,766.00	$ 5,649.00	Biweekly	$ 128,598.00	$ 155,344.00	Personnel Director						
	Hourly	$ 47.56	$ 57.81	$ 54.21	$ 65.90		$ 60.58	$ 64.83		$ 47.08	$ 70.62		$ 118,947.00	$ 143,640.00	IT Manager						
Fire Chief *	Annual		$ 31,000.00																		
Finance Director	Annual	$ 98,926.00	$ 120,245.00	$ 112,764.00	$ 137,064.00	Admin. Svcs. Director	$ 125,997.00	$ 134,846.00	Finance Director	$ 97,922.00	$ 146,883.00	Admin Svcs Director	$ 137,093.00	$ 165,645.00	Director	$ 112,764.00	$ 137,064.00	$ 109,066.00	$ 132,269.50	[illegible]	below (add 2 steps)
	Monthly	$ 8,244.00	$ 10,020.00	$ 9,397.00	$ 11,422.00	Range: 52	$ 10,499.75	$ 11,237.17		$ 74,879.00	$ 91,016.00	Finance Manager	$ 111,933.00	$ 135,250.00	Finance Manager						
	Pay Period	$ 4,122.00	$ 5,010.00	$ 4,337.08	$ 5,271.69	Biweekly	$ 4,846.04	$ 5,186.38		$ 3,766.23	$ 5,649.35	Biweekly									
	Hourly	$ 47.56	$ 57.81	$ 54.21	$ 65.90		$ 60.58	$ 64.83		$ 47.08	$ 70.62										
Library Director	Annual	$ 98,926.00	$ 120,245.00			N/A			N/A	$ 110,172.00	$ 133,920.00	Benicia	$ 56,014.00	$ 66,851.00	County Lib. Circulation Supervisor	$ 98,926.00	$ 120,245.00	$ 98,926.00	$ 120,245.00	0%	at
	Monthly	$ 8,244.00	$ 10,020.00	$ -	$ -		$ -	$ -													
	Pay Period	$ 4,122.00	$ 5,010.00	$ -	$ -		$ -	$ -													
	Hourly	$ 47.56	$ 57.81	$ -	$ -		$ -	$ -													
Planning/Community Services Director	Annual	$ 115,550.00	$ 140,452.00	$ 118,404.00	$ 143,928.00	Range: 54	$ 113,771.88	$ 145,101.48		$ 110,694.00	$ 166,041.00	Comm. Dev. Director	$ 134,391.00	$ 162,370.00	Com. Dev. Director	$ 116,977.00	$ 153,735.74	$ 127,394.00	$ 154,497.00	-9%	below (add 2 steps)
	Monthly	$ 9,629.00	$ 11,704.00	$ 9,867.00	$ 11,994.00	Range 51-55	$ 9,480.99	$ 12,091.79		$ 9,225.00	$ 13,837.00	At-will Band 2	$ 155,291.00	$ 187,610.00	Asst. CM - Development						
	Pay Period	$ 4,815.00	$ 5,852.00	$ 4,554.00	$ 5,535.69	Biweekly	$ 4,375.84	$ 5,580.83		$ 4,257.00	$ 6,386.00										
	Hourly	$ 55.55	$ 67.52	$ 56.93	$ 69.20		$ 54.70	$ 69.76		$ 53.22	$ 79.83										
Police Chief	Annual	131,216.00	158,493.00	$ 130,540.00	$ 158,676.00	Range: 54			N/A				$ 168,896.00	$ 204,062.00		$ 131,216.00	$ 159,493.00	$ 131,216.00	$ 159,493.00	0%	at
	Monthly	10,935.00	13,291.00	$ 10,879.00	$ 13,223.00	Range 51-55	$ -	$ -													
	Pay Period	5,467.00	6,646.00	$ 5,021.08	$ 6,102.92	Biweekly	$ -	$ -													
	Hourly	63.08	76.68	$ 62.76	$ 76.29		$ -	$ -													
Public Works Director	Annual	$ 138,214.00	$ 168,000.00	$ 121,296.00	$ 147,432.00	Range: 55	$ 115,282.00	$ 146,571.00		$ 110,694.00	$ 166,041.00		$ 149,627.00	$ 180,778.00		$ 121,296.00	$ 166,041.00	$ 138,214.00	$ 168,000.00	1%	above
	Monthly	$ 11,518.00	$ 14,000.00	$ 10,108.00	$ 12,286.00	Range 51-55	$ 9,606.83	$ 12,214.25		$ 9,225.00	$ 13,837.00										
	Pay Period	$ 5,759.00	$ 7,000.00	$ 4,665.23	$ 5,670.46	Biweekly	$ 4,433.92	$ 5,637.35		$ 4,257.00	$ 6,386.00	Biweekly									
	Hourly	$ 66.45	$ 80.77	$ 58.32	$ 70.88		$ 55.42	$ 70.47		$ 53.22	$ 79.83										
Recreation Director	Annual	$ 94,578.00	$ 114,960.00	$ 76,320.00	$ 92,772.00	Recreation Manager	$ 100,510.00	$ 128,000.00	Parks & Rec Director	$ 97,922.00	$ 146,883.00	Parks & Rec Director	$ 105,241.00	$ 127,143.00	Recreation Mgr	$ 97,922.00	$ 127,143.00	$ 104,272.00	$ 126,456.00	10%	below (add 2 steps)
	Monthly	$ 7,882.00	$ 9,580.00	$ 6,360.00	$ 7,731.00	Range: 36	$ 8,375.83	$ 10,666.67		$ 8,160.00	$ 12,240.00										
	Pay Period	$ 3,941.00	$ 4,790.00	$ 2,935.38	$ 3,568.15	Biweekly	$ 3,865.77	$ 4,923.08		$ 3,766.00	$ 5,649.00	Biweekly									
	Hourly	$ 45.47	$ 55.27	$ 36.69	$ 44.60		$ 48.32	$ 61.54		$ 47.08	$ 70.62										
City Clerk	Annual	$ 94,578.00	$ 114,960.00	$ 84,559.00	$ 102,782.00		$ 77,133.96	$ 93,756.84	Town Clerk II	$ 82,316.00	$ 100,056.00		$ 104,568.00	$ 126,324.00	At-will Exec	$ 84,559.00	$ 102,782.00	$ 94,578.00	$ 114,960.00	12%	above
	Monthly	$ 7,882.00	$ 9,580.00	$ 7,046.58	$ 8,565.17	Range: 39	$ 6,427.83	$ 7,813.07		$ 6,860.00	$ 8,338.00										
	Pay Period	$ 3,941.00	$ 4,790.00	$ 3,252.27	$ 3,953.15	Biweekly	$ 2,966.69	$ 3,606.03		$ 3,166.00	$ 3,848.00	Biweekly									
	Hourly	$ 45.47	$ 55.27	$ 40.65	$ 49.41		$ 37.08	$ 45.08		$ 39.57	$ 48.10										

City of St. Helena City Council 2015 Agenda
By Agenda Items by Department

Department	Administration	City Clerk	Building & Planning	Finance	Recreation	Police Department	Public Works	Fire Department	Library	Community	Tally
Jan	0	4	3	2	0	0	1	0	1	2	13
Jan	1	0	3	1	0	0	3	0	0	0	8
Feb	1	1	1	2	0	0	2	1	0	0	8
Feb	1	2	1	1	1	0	2	0	0	3	11
Mar	0	2	1	0	0	0	2	0	1	1	7
Mar	2	0	1	1	0	1	3	0	0	3	11
Apr	2	1	1	3	0	0	2	0	0	4	13
Apr	1	0	1	0	0	2	4	0	0	0	8
May	3	2	0	0	1	0	0	0	0	2	8
May	2	0	1	1	0	0	5	0	0	1	10
Jun	3	1	0	0	1	0	1	1	0	0	7
Jun	1	0	2	8	0	1	3	0	0	1	16
Jul	0	2	2	4	0	0	1	0	0	0	9
Jul	0	2	1	0	0	0	13	1	0	1	18
Aug	1	3	1	3	0	0	5	1	0	2	16
Aug	0	0	0	0	0	0	0	0	0	0	0
Sep	5	5	1	3	2	1	5	0	1	1	24
Sep	0	0	0	2	0	0	6	0	0	1	9
Oct	5	1	0	1	0	3	3	0	0	1	14
Oct	3	1	3	3	0	2	1	0	0	1	14
Nov	6	0	1	2	0	1	2	0	1	0	13
Nov	3	0	1	5	0	0	3	0	0	0	12
Dec	0	0	1	3	0	2	2	0	0	0	8
Dec	0	0	0	0	0	0	0	0	0	0	0
TOTAL	40	27	26	45	5	13	69	4	4	24	257
Allocation	16%	11%	10%	18%	2%	5%	27%	2%	2%	9%	100%

UNREPRESENTED COMPENSATION PROGRAM
(Amended)

March 8, 2016 – ~~December 31, 2016~~June 30, 2017

Approved ~~March 8~~June 14, 2016

CITY OF ST. HELENA
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM

SECTION 1: INTRODUCTION

All provisions of this resolution only apply to At-will Executive Management, Mid-Management, and Confidential employees (together "Employees") as defined herein.

1.1 Employee Definitions:

At-Will Executive Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads.

Mid-Management Employee – an employee whose position is just below the department heads or City Manager and is responsible for managing a distinct responsibility area. Mid-Managers are in regular City service and are not at-will.

Confidential Employee – a Mid-Management employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

1.2 Purpose of the Unrepresented Employee Compensation Program:

For At-will Executive Management, Mid-Management, and Confidential employees (together "Employees"), this resolution is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining good department heads and mid-managers and strengthening the managers (if any) who's effectiveness and performances fall short of reasonable levels of expectation. This resolution is also referred to herein as the "Unrepresented Program." This resolution sets forth all of the compensation and benefits for the positions set forth in section 1.3.

1.3 Employees Covered:

Employees covered under this program shall include the following:

A. At-Will Executive Management

Finance Director
Fire Chief
Library Director
Planning/Community Development Director
Police Chief
Public Works Director
Recreation Director
Human Resources & Information Technology Director

B. Mid-Management
Assistant Public Works Director
Chief Building Official
Grant & Finance Manager
Library Manager
Police Lieutenant
Management Analyst
~~Operations Manager~~
Public Works Manager
Senior Management Analyst (non-Confidential)
Senior Planner
~~Utilities Manager~~
Water Conservation Coordinator

C. Confidential
~~Human Resources Analyst~~Administrative Services Manager
City Clerk
~~Senior Management Analyst - Finance~~

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-will Management, Mid-Management, or Confidential based upon the nature of the work.

1.4 Exempt Status of Employees Covered:
The City has reviewed the salaries and duties of the Employees covered under the Unrepresented Program and has determined that these employees are exempt from the overtime provisions of the federal Fair Labor Standards Act.

SECTION 2: EMPLOYMENT CONTRACTS

The Executive Management employees as designated in Section 1.3(A) shall be "At Will" employees, and shall enter into an employment contract, confirming the "At Will" status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-will Executive Management employees will be approved by the City Manager, or, in the case of the City Manager's employment contract, approved by the Council, pursuant to the terms of the City of St. Helena Municipal Code, authorizing the City Manager to appoint all At-will Executive Management employees except the City Attorney.

SECTION 3: EMPLOYMEE SALARY COMPENSATION

3.1 Annual Salary Adjustment:

3.1.1 Effective on the same date as the pension cost sharing arrangement described in Sections 4.1.3.2, 4.2.3.2, and 4.3.3.2 becomes effective pursuant to the required CalPERS contract amendment process, miscellaneous employees salary ranges shall be increased by an additional one percent (1%). This additional 1% salary range increase is expressly contingent upon the implementation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented. The City will consider cost sharing for safety employees (Fire Chief, Police Chief, and Police Lieutenant) covered by this resolution at a future date.

3.1.2 The City recognizes that it is appropriate to provide unrepresented employees with a three percent (3%) salary increase, in addition to the one (1%) percent contained in 3.1.1. However, due to the City's current financial challenges, it is unable to provide unrepresented employees with the three percent (3%) increase at this time. The City will review whether there is adequate funding after the FY 2016-17 Budget is finalized and determine whether unrepresented employees shall receive a salary increase and the effective date of any salary increase.

3.2 Salary Schedule:
The salary ranges for Employees covered by this Unrepresented Compensation Program are set forth in Exhibit 1, attached to this resolution, and made a part hereof by reference.

3.3 Confidential Pay Differential:
Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time, and the City will take appropriate steps to reclassify the position.

3.4 Bilingual Pay:
Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

SECTION 4: RETIREMENT BENEFITS

Management Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS) as described in this Section 4.

4.1 Tier One: 2% at 55 Retirement Program (Miscellaneous Group) and 3% at 50 (Safety Group) – Employees Hired Before July 1, 2012 (Tier One Classic Members)
This section 4.1 (including subsections) shall apply to miscellaneous employees hired before July 1, 2012.

4.1.1 2% at 55 or 3% at 50 Pension Formulas: The "2% @ 55" (for miscellaneous employees) or "3% @ 50" (for safety employees) retirement programs will be available to members covered by this Section 4.1.

4.1.2 Final Compensation Based On 12-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

4.1.3 Required Member Contributions:

4.1.3.1 Members covered by this Section 4.1 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.1.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous members covered by this Section 4.1 shall pay, through payroll deduction, the full 7.0% employee contribution plus an additional 1% of compensation earnable toward the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.2 Tier Two: 2% at 60 Retirement Program (Miscellaneous Group) or 3% at 55 (Safety Group) for Members Hired On or After July 1, 2012, and Before December 31, 2012, and Unit Members Qualified for Reciprocity (Tier Two Classic Members):

This Section 4.2 (including subsections) shall apply to members hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 4.2 shall apply to members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

4.2.1 2% at 60 or 3% at 55 Pension Formulas: The "2% @ 60" (for miscellaneous) or "3% @ 55" (for safety) retirement programs will be available to members covered by this Section 4.2.

4.2.2 Final Compensation Based On 36-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

4.2.3 Required Member Contributions

4.2.3.1 Employees covered by this Section 4.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.2.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous employees covered by this Section 4.2 shall pay, through payroll deduction, the full 7.0% member contribution plus an additional 1% of compensation earnable towards the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.3 Tier Three: 2% at 62 PEPRA Retirement Tier (Miscellaneous Group) or 3% at 57 (Safety Group) is Required For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

This Section 4.3 (including subsections) shall apply to members who were hired on or after

January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

4.3.1 2% at 62 or 3% at 57 Pension Formulas: The "2% @ 62" (for miscellaneous) or "3% @ 57" (for safety) retirement programs will be available to members covered by this Section 4.3.

4.3.2 Final Compensation Based On 36-Months: Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

4.3.3 Required Member Contributions

4.3.3.1 Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

4.3.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (expected Spring of 2016), in addition to paying 50% of normal costs as described above, employees covered by this Section 4.3 shall pay, through payroll deduction, an additional 1.0% of pensionable compensation toward the City's cost of pension benefits as permitted by Government Code Section 20516.

4.4 Cost Sharing Implementation – All Tiers:

CalPERS mandates an election of employees, separate from adoption of this resolution, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable, the City will initiate the contract amendment process for miscellaneous employee cost sharing. Upon completion of the City's amendment to the CalPERS contract, miscellaneous member contributions will be made pursuant to Government Code Section 20516, Member Cost Sharing of Additional Benefits. The City will consider cost sharing for ~~safety employees~~the Fire Chief at a future date.

4.5 Converting Sick Leave Balance:

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination will not be available for conversion to service credit.

4.6 Other Options Included In CalPERS Contract: Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

4.7 Implementation of Internal Revenue Code Section 414(h)(2):

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

4.8 All Provisions Subject to Requirements of Law:

The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this Unrepresented Compensation Program Resolution and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

SECTION 5: INSURANCE BENEFITS

5.1 General Provisions:

The City will pay the full cost of the employee's health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost for dental coverage for the employee and her/his dependents. When an employee commences work with the City, the effective date of coverage of his/her benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire.

Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

5.2 Life Insurance:

The City will provide term life insurance for each employee, not to exceed $50,000.

Employees may elect to increase the value of their life insurance policy by $20,000 at their own expense for a total policy value of $70,000. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

5.3 Short-term Disability Insurance: The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

5.4 Vision Care: The City will pay for vision care benefits, for the employee and all dependents through VSP Vision Care Insurance.

SECTION 6: HOLIDAYS

All Unrepresented employees shall receive 12 paid holidays per year, as follows:

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King, Jr. Birthday	3rd Monday in January
President's Day	3rd Monday in February
Cesar Chavez Birthday	March 31st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September

Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve Day	December 24th
Christmas Day	December 25th

It is the intent of this resolution that all full-time employees receive 12 paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, s/he may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

Floating Holidays: Except for the calendar year they are hired, on January 1st of each year, employees earn 16 hours of floating holiday for use during that calendar year, taken in at least 8-hour increments. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 40 hours of floating holiday.

SECTION 7: VACATION LEAVE

7.1 Vacation Entitlement:

Employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

Years of Continuous Service	Vacation Days Earned/Year
1 – 5 years	10
6th year	15
7th year	16

This pattern continues until 20 days per year is reached. On the employee's 25th anniversary and every five years thereafter, one additional day will be awarded on that year.

7.2 Vacation Accrual:

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

7.3 Vacation Usage:

An employee may take vacation at a time approved by the employee's direct supervisor, or, in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year.

Employees should not be earning vacation leave once their accrued vacation balance has reached 380 hours. All employees who have accrued at least 380 hours of vacation shall expend at least 80 hours of vacation leave per calendar year with at least 40 hours being consecutive.

SECTION 8: EXECUTIVE LEAVE

In recognition of the extra hours required to perform at the level of management, including attendance at numerous meetings outside normal working hours and the fact that employees who are exempt from FLSA are not compensated for overtime work, the following executive leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to five (5) days Executive Leave annually at the discretion of the City Manager provided on January 1st of each year. On January 1st of each year, all hours not taken in the prior year will be lost unless an extension of time is granted by the City Manager. Additionally, at-will executive staff may receive up to another five (5) days Executive Leave annually at the discretion of the City Manager provided on July 1st of each year, and all hours not taken by December 31st of the same year will be lost unless an extension of time is granted by the City Manager.

Newly hired employees shall have Executive Leave awarded to them in the following pro-rated manner:

If the employee is hired from:

January – March	40 hours awarded on the date of hire
April – June	30 hours awarded on the date of hire
July – September	20 hours awarded on the date of hire, 40 hours additional at-will
October – December	10 hours awarded on the date of hire, 20 hours additional at-will

SECTION 9: OTHER LEAVES OF ABSENCE

9.1 Sick Leave:

Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative on Sick Leave.

9.2 Family Care:

Except as otherwise required by state or federal law, sick leave may be used to care for the employee's child, spouse, or domestic partner who is incapacitated by a serious health condition as defined by state of federal Law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

9.3 Bereavement Leave:
Leave with pay up to 3 days per year in state/5 days out of state shall be granted by the City Manager to employees in case of the death of spouse or domestic partner regardless of gender, parent or step-parent, grand-parent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement leave shall not be charged against any accumulated leave. Additional time off (vacation, executive leave) may be taken if approved by the City Manager.

9.4 Industrial Accident Leave:
The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws.

9.5 Miscellaneous Leave With Pay:
Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

9.6 Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act:
Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or to care for a child, parent or spouse of the employee who has a serious health condition; for a "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces; or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

9.7 Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):
In addition to leave authorized by Section 9.6, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

9.8 Leave of Absence Without Pay:
Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during her/his absence. Such leave may be extended up to one calendar year by action of the City Council.

9.9 Military Leave:
An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Personnel Policies Manual if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

10.1 Professional Seminars and Training:
To promote continued development of skills, knowledge, and abilities among the Employee, the City Manager may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

10.2 Professional Membership Fees:
Most At-will Executive Management, Mid-Management, and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

10.3 College Tuition Reimbursement:
An employee who is taking courses in a field related to his/her employment may receive reimbursement for tuition and/or materials up to $1,500 per year of the reasonable cost for books and tuition per fiscal year.

SECTION 11: OTHER BENEFITS

11.1 Vehicle Reimbursement:
Covered employees to a far greater extent than most other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance

of $100 per pay period. In addition, if travel is required by the employee in his/her personal vehicle beyond the County line, mileage shall be reimbursed at the same rate as set by the IRS.

11.2 Deferred Compensation Plan:

Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. To the extent allowed by law, such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The City shall match up to $100 per pay period to the employee's contribution into the City's deferred compensation program.

11.3 Health Club Membership:

The City will pay a one-time membership fee of $25.00 towards employee enrollment in a health clubs.

11.4 Sick Leave Payout:

Upon separation, the City will pay out 50% of accrued sick leave. Retirees have the option of using 100% of their accrued sick leave towards health premiums.

11.5 St. Helena Charity Based Events:

In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of $750.00 per calendar year.

SECTION 12: TERMINATION ALLOWANCE

12.1 Severance Pay:

In order to foster job security within a professional climate, At-will Executive Management employees who receive no protection from the City's Personnel System may be entitled to severance pay when they are discharged from the City service. At-will Management employees terminated for cause are not eligible for severance benefits.

12.2 Allowance Schedule:

At-will Executive Management employees shall generally be entitled to two (2) months' salary, excluding fringe benefits. All specific severance pay terms and conditions must be included in the employee's Employment Contract, as noted in section 2 (Employment Contracts). In no event shall an employee receive a severance that is greater than the employee's salary multiplied by the number of months left on the unexpired term of the employee's employment contract, and all severance provisions shall comply with all other requirements of law..

CITY OF ST. HELENA

RESOLUTION NO. 2016-XX

AUTHORIZING AND APPROVING PUBLICLY AVAILABLE PAY SCHEDULES IN ACCORDANCE WITH THE REQUIREMENT OF CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5 WHICH INCLUDES REVISED SALARY SCHEDULE FOR POLICE OFFICERS ASSOCIATION (POA), MID-MANAGEMENT, AND AT-WILL EMPLOYEES; AND APPROVAL OF PROPOSED AMENDMENTS TO UNREPRESENTED COMPENSATION RESOLUTION INCLUDING AUTHORIZATION OF ADDITIONAL 40 HOURS OF EXECUTIVE LEAVE FOR AT-WILL EMPLOYEES

RECITALS

A. The City of St. Helena contracts with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees; and

B. Per California Code of Regulations (CCR) Title 2, Section 570.5 (Section 570.5) thje the City must abide by the government code when establishing and reporting compensation for its employees; and

C. Pay schedule must meet the following requirements: must be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws, identifies the position title for every employee position, shows the pay rate for each position, and indicates the time base for each pay rate; and

D. To ensure that the City remains compliant with its obligation under Section 570.5 staff will, at a minimum, staff will biannually present pay schedules to City Council to be duly authorized and approved;

E. Biannual presentation to the City Council will coincide with the start of a new fiscal year, and at the beginning of each calendar year and will include the City Council, part-time seasonal employees, and prior positions (retired and/or vacant); and

F. In keeping with City Council objectives for FY 2016/17 of providing the community with a functional and safe city by supporting and maintaining City staff, six mid-manager and at-will executive positions compensation schedules have updated to be at the median level for Napa County; and

G. In recognition of the additional hours of work that at-will executive staff spend above and beyond day-to-day operations, an additional 40 hours of executive leave will be awarded to at-will executive staff on July 1st of the calendar and must be used by December 31st or it will be forfeited; and

H. Mid-mangers and executive staff, cognizant of the City's budgetary constraints, are supportive of extending the unrepresented compensation program an additional six months.

RESOLUTION

Now, therefore, the City Council of the City of St. Helena resolves as follows:

1. Approve publicly available pay schedule in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which include revised salary schedule for Police Officers Association (POA), mid-management, and at-will employees; and
2. Approve amendments to unrepresented compensation program dated March 8, 2016 – December 31, 2016.

Approved at a Regular Meeting of the St. Helena City Council on June 14, 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

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Item No: 15

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a resolution authorizing an amendment to the contract between Safety Police Management of the City of St. Helena and the Board of Administration of the California Employees' Retirement System (CalPERS) to include pension cost sharing.**

CEQA Status: **Not a CEQA project**

Prepared By: **Mandy Kellogg, Administrative Services Manager**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On March 8, 2016 the Unrepresented Compensation Program was presented to and approved by the City Council. The compensation program included a pension cost sharing arrangement described in sections 4.1.3.2, 4.2.3.2, and 4.3.3.2 of the Unrepresented Compensation Program. Section 4.10 Cost Sharing Implementation – All Tiers of the Unrepresented Compensation Program explained that the City would consider cost sharing for safety employees covered by the program at a future date.

DISCUSSION

In reviewing the details outlined in the Unrepresented Compensation Program it was proposed that it would be appropriate to include the Safety Police Management in the current retirement contract amendment with CalPERS to include a pension cost sharing. The City has initiated the contract amendment process for miscellaneous employee cost sharing and upon approval of this resolution would include Safety Police Management in the current amendment process. Upon completion of the City's amendment to the CalPERS contract, Safety Police Management member contributions will be made pursuant to Government Code Section 2016, Member Cost Sharing of Additional Benefits.

FISCAL IMPACT

The fiscal impact encompasses the 1% salary range increase expressly contingent upon the implementation of the pension cost sharing arrangement. The 1% increase will be offset by the 1% pension cost sharing and yield no net impact on the General Fund.

Item No: 15

RECOMMENDED ACTION

Approve the contract amendment with PERS to include pension cost sharing for Safety Police Management.

ATTACHMENTS

1. Safety Police Management Retirement Contract Amendment Resolution

CITY OF ST. HELENA
RESOLUTION No. 2016-

Approve a contract amendment between Safety Police Management and the Board of Administration of the California Employees' Retirement System to include pension cost sharing

RECITALS

A. On March 8, 2016 the City Council approved a retirement contract amendment to include pension cost sharing for miscellaneous members; and

B. The City proposed to consider cost sharing for safety employees included in the Unrepresented Compensation Program at a future date; and

C. Support from the Safety Police Management propose including the pension cost sharing for the Safety Police Management in the current contract amendment with CalPERS.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

1. The City Council approves an amendment to the contract between Safety Police Management of the City of St. Helena and the Board of Administration of the California Employees' Retirement System to include pension cost sharing.

Approved at a regular meeting of the St. Helena City Council on June 14, 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

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Item No: 16

Report to the City Council
Council Meeting June 14, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution adopting Schedule of Parks and Recreation Fees, at existing rates, for FY 2016/17

CEQA Status: Not a CEQA Project

Prepared By: Haidi Arias, Recreation Director

April Mitts, Finance Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, Teen Center, and summer camps & childcare.

DISCUSSION

Recreation and Parks Department offers a wide variety of services for which fees are charged, including facility use, event fees, and program fees. Fees are charged to recover the cost of providing facilities and services.

Fees on programs and classes are adjusted by staff regularly, based on the cost of providing the services and programs, which includes the costs for staffing, facility expenses, and marketing. Independent contractors receive 70% of monies collected for class registration as compensation for the services they perform. Fees in the existing schedule for programs and classes have a range based on the actual costs incurred by the City.

On April 12, 2016, City Council adopted Resolution No. 2016-46 establishing fees for the Harvest Festival and 4th of July Fireworks Special Event. These fees have been incorporated into the attached fee schedule.

The fees presented for adoption are existing fees with no proposed increase. The City is also currently conducting a user fee study to consider whether any adjustments in the parks and recreation fees are warranted. Once this study is complete it will be presented to City Council for consideration.

FISCAL IMPACT

None

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena, by resolution, adopt the schedule of Parks and Recreation Fees, at existing rates, for FY 2016/17.

ATTACHMENTS

1. Attachment A – Resolution No. 2016-____
2. Attachment B – Parks and Recreation Fee Schedule

CITY OF ST. HELENA

RESOLUTION NO. 2016-__

ADOPTION OF PARKS AND RECREATION FEE SCHEDULE FOR FY 2016/17

RECITALS

A. The City of St. Helena desires to comply with both the letter and the spirit of the California Constitution and statutes and limit the growth of taxes, by shifting, where possible, appropriate and authorized by law, the burden of paying the costs of certain benefits, services, products and regulatory programs directly to the recipients and participants thereof; and

B. The City Council desires to continue to recover costs reasonably borne for providing services and programs to voluntary participants (e.g., certain park and recreation services and programs), such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services and programs; and

C. The City Council desires to establish fees to offset the costs of providing such special services and programs, and to establish fees to offset the expenses of providing those special services and programs heretofore provided at less than the costs reasonably borne by the City for the same services; and

D. City staff have calculated fees for park and recreation services and programs based on the costs incurred for providing those services and programs, which includes the costs for staffing, facility expenses, and marketing

E. Consistent with state law, the fees for services and programs should be adopted by resolution.

RESOLUTION

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

1. The City Council adopts the schedule of user fees set forth in Exhibit A, which is attached for reference.

Approved at a Regular Meeting of the St. Helena City Council on June 14, 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

Attachment B

CITY OF ST. HELENA
PARKS & RECREATION FEE SCHEDULE
FOR FY 2016/17

Service Activity		Fee 16/17
ADULT SERVICES		
Adult/Senior Special Interest Classes	/Hour	$5.00 - $20.00
SPORT PROGRAMS - ADULTS		
Adult Co-Ed Softball	/Team	$575.00 - $675.00
Adult Men's Open Softball	/Team	$575.00 - $675.00
Adult Bocce League	/Team	$400.00
Individual Tennis Fee	/Year	$25.00
SPORT PROGRAMS - YOUTH		
Youth Soccer League	/Session	$60.00 - $100.00
Youth Basketball League	/Session	$60.00 - $80.00
Youth Volleyball League	/Session	$75.00
Little Sluggers	/Session	$60.00
YOUTH SERVICES		
Youth/Teen Special Classes (i.e. Dance, Karate)	/Session	$60.00 - $130.00
Youth Sport Clinics/Camps (i.e. Basketball Camp, Challenger Sports)	/Session	150.00 - $240.00
Special Events - Teens	/Event	$5.00-$10.00
Fieldtrips - Youth/Teens	/Event	$10.00 - $40.00
Summer Camps - Youth/Teens	/Session	$150.00 - $475.00
SPECIAL EVENTS		
Harvest Festival Vendor Fee	/Event	$150.00
Harvest Festival Non-Profit Fee (Food/Game Vendor)	/Event	$125.00
Harvest Festival Game Wristband	/Event	$20.00-$30.00
Harvest Festival Pet Parade Registration	/Event	$15.00-$20.00
4th of July Tennis Court Rental	/Event	$750.00
4th of July Bocce Court Rental	/Event	$350.00

Attachment B

CITY OF ST. HELENA
PARKS & RECREATION FEE SCHEDULE
FACILITIES & PARKS
FOR FY 2016/17

Service Activity		Fee 16/17
FACILITIES		
CARNEGIE BUILDING		
Great Room - Public	/Hour	$50.00
Great Room - Non-Profit	/Hour	$25.00
Meeting Room - Public	/Hour	$40.00
Meeting Room - Non-Profit	/Hour	$20.00
Upstairs Classroom - Public	/Hour	$50.00
Upstairs Classroom - Non-Profit	/Hour	$25.00
Kitchen - Cleaning Deposit	/Flat Rate	$100.00
PARKS & FIELDS		
LYMAN PARK GAZEBO		
Resident Rate	/Flat Rate	$50.00
Non-Resident Rate	/Flat Rate	$100.00
Cleaning Deposit (1-50 Persons)	/Flat Rate	$50.00
Cleaning Deposit (50+ Persons)	/Flat Rate	$100.00
CRANE PARK		
Area # 1-3		
Resident Rate	/Flat Rate	$30.00
Non-Resident Rate (1-50 Persons)	/Flat Rate	$65.00
Non-Resident Rate (50 -100 Persons)	/Flat Rate	$125.00
Non-Resident Rate (100+ Persons)	/Flat Rate	$200.00
Covered Shelter Area # 4		
Resident Rate	/Flat Rate	$100.00
Non-Resident Rate (1-50 Persons)	/Flat Rate	$125.00
Non-Resident Rate (50 -100 Persons)	/Flat Rate	$200.00
Non-Resident Rate (100+ Persons)	/Flat Rate	$250.00

FACILITIES (continued)		
Cleaning Deposit		
Resident Rate	/Flat Rate	$50.00
Non-Resident Rate (1-50 Persons)	/Flat Rate	$50.00
Non-Resident Rate (50+ Persons)	/Flat Rate	$100.00
Bocce Courts		
Bocce Ball Courts (8 courts)	/Per Court	$20.00
Cleaning Deposit	/Per Court	$50.00
Tournament Play (All 8 Courts)	/Flat Rate	$300.00
Cleaning Deposit for Tournament	/Flat Rate	$400.00
House Shoes		
Set of House Shoes	/Per set	$15.00

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Item No: 17

Report to the City Council
Council Meeting June 14, 2016

Agenda Section: **Public Hearing**

Subject: Consideration and proposed approval of a resolution approving the Annexation of Territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 128 (90 Dahlia St., St Helena, CA. APN. 009-431-001)

CEQA Status: **Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061(b)(3), No Possibility of Significant Effect on the Environment**

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

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Tye Taylor & Tara Hensley, the owner of 90 Dahlia St, Napa County Assessor Parcel Number (APN) 009-431-001, have applied to be annexed into the St. Helena Municipal Sewer District No. 1. A location map for the property is shown in Attachment 1. City Council approval of the connection, following a public hearing is the formal administrative process to change the property's tax rate area code from septic to sanitary sewer for tax purposes.

DISCUSSION

The property is currently on a septic system and on May 24, 2016 the City Council ordered the annexation and set today's hearing to annex the territory into the St Helena Municipal Sewer District No. 1, MSD, Annexation No. 128. The sewer impact fee has been paid and is calculated on the livable area currently on file with the Napa County Assessor's office. At the time of connection to the City sewer, the existing septic system will be destroyed in accordance with Napa County Department of Environmental Management guidelines.

On May 24, 2016, in accordance with Health & Safety Code §§ 4641 et seq., the City Council adopted Resolution No. 2016-62 to provide notice for this public hearing regarding the proposed annexation. The purpose of the public hearing is to hear from persons interested in the proposed annexation, and consider approval of this resolution to approve the annexation. This resolution for annexation requires at least four affirmative votes. (Health & Saf. Code §§ 4645-47.)

If the City Council approves this resolution, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property and record the resolution. Staff will work with the Applicant to obtain required encroachment and sewer connection permits.

FISCAL IMPACT

The Applicant is responsible to construct the sewer lateral and connect to the house; and pay annexation, connection, and impact fees.

RECOMMENDED ACTION

Adopt Resolution Approving the Annexation of Territory to the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 128 (90 Dahlia St., St Helena, CA. APN. 009-431-001).

ATTACHMENTS

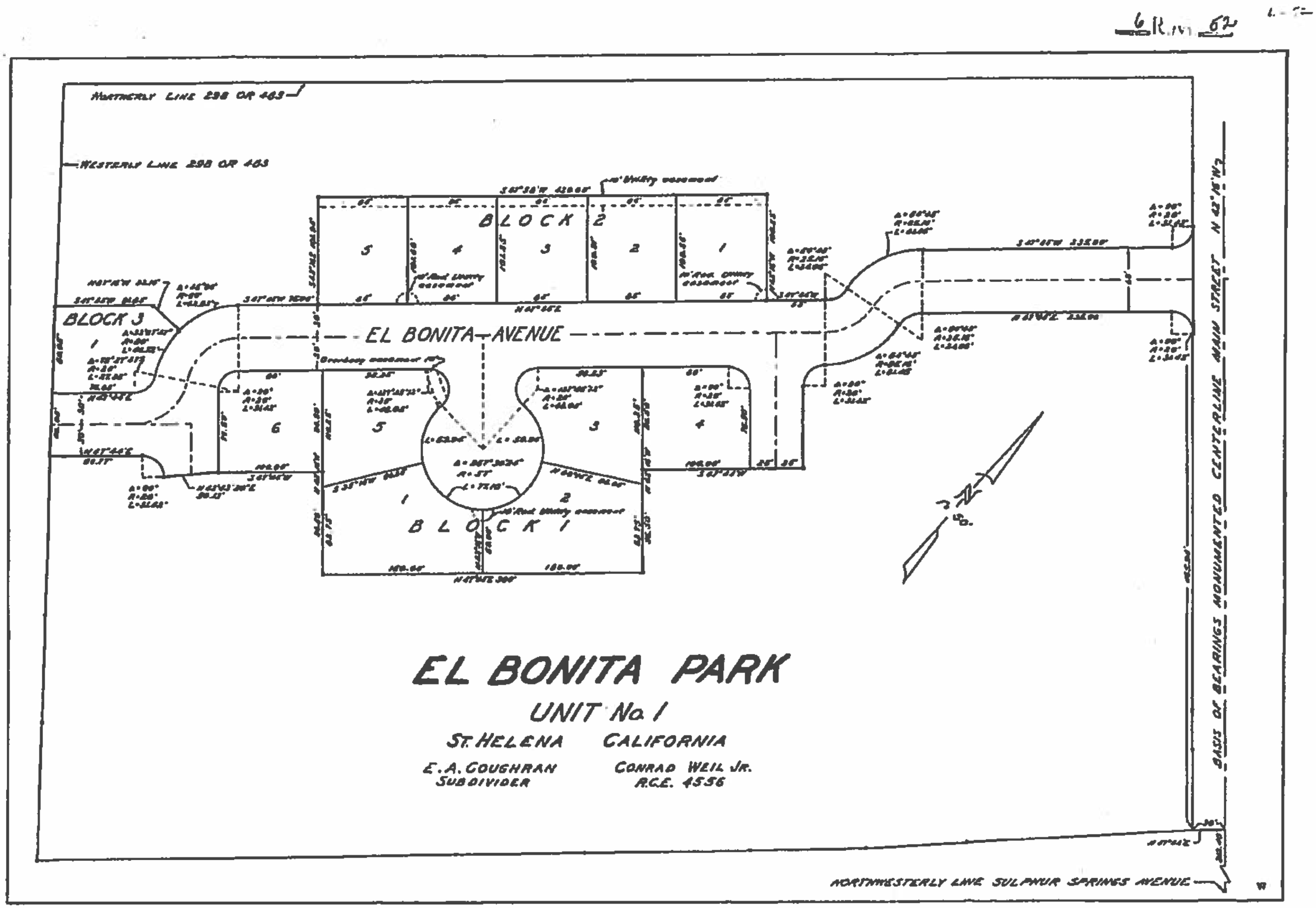
1. Location Map
2. Resolution

NEW ALBION SURVEYS, Inc
CONSULTING LAND SURVEYORS

1113 Hunt Avenue St. Helena, CA 95474
(707) 963-1217 ◆ FAX (707) 963-1829
E-Mail: jwebb@albionsurveys.com

Property Description
APN 009-431-001

All that real property situate in the City of Saint Helena, County of Napa, State of California and being Lot 6 in Block 1 as shown on the Map entitled, "Map of El Bonita Park Unit No. 1, St Helena, California", filed September 7, 1956 in Book of maps at Pages 52 and 53 in Official Records of Napa County.


6 R.M. 62
NORTHERLY LINE 298 OR 463
WESTERLY LINE 298 OR 463
BLOCK 2
BLOCK 3
BLOCK 1
EL BONITA AVENUE
BASIS OF BEARINGS MONUMENTED CENTERLINE MAIN STREET N 42°16'W
NORTHWESTERLY LINE SULPHUR SPRINGS AVENUE
EL BONITA PARK
UNIT No. 1
ST. HELENA CALIFORNIA
E. A. COUGHRAN
SUBDIVIDER
CONRAD WEIL JR.
R.C.E. 4556

Attachment 2

CITY OF ST. HELENA RESOLUTION NO. 2015-

APPROVE THE ANNEXATION OF TERRITORY INTO THE ST. HELENA MUNICIPAL SEWER DISTRICT NO. 1

MSD ANNEXATION NO. 128

90 Dahlia Street, St Helena, CA. APN. 009-431-001

RECITALS

A. The property at 90 Dahlia Street, St Helena, California, APN. 009-431-001 will benefit from annexation into the St. Helena Municipal Sewer District No. 1; and

B. The owners of 90 Dahlia Street have requested annexation into the St. Helena Municipal Sewer District No. 1; and

C. The legal description and boundary for the territory to be annexed is described in the attached Exhibit A – Annexation Description; and

D. A public hearing regarding this proposed annexation was ordered on May 24, 2016, and duly noticed and held on June 14, 2016 at a regular meeting of the City Council of the City of St. Helena; and

E. All annexation fees have been paid.

F. The City has complied with all laws applicable to these annexation proceedings, including without limitation Health & Safety Code sections 4641 et seq.

RESOLUTION

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

1. The territory described in the attached Exhibit A – Annexation Description, commonly known as 90 Dahlia Street, St. Helena, CA, APN. 009-431-001, is hereby ordered annexed; and

2. The City Clerk shall cause a certified copy of this Resolution to be recorded with the official records of the County of Napa, pursuant to section 4647 of the Health & Safety Code.

Approved at a Regular Meeting of the St. Helena City Council on June 14, 2016 by the following vote (at least four affirmative votes required):

AYES:

NOES:
ABSENT:
ABSTAIN:

APPROVED:	ATTEST:
________________________	________________________
Alan Galbraith Mayor	Cindy Black City Clerk

Item No: 18

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **New Business**

Subject: **Consideration and proposed approval of a resolution approving use of Affordable Housing Trust Funds to support Our Town St Helena's construction of a maximum of two very low income houses at 684 McCorkle Avenue for a total maximum cost of up to $100,000**

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 is can be seen with certainty that the proposed action will have no significant effect on the environment.**

Prepared By: **Jennifer Phillips, City Manager**

Approved By: **Jennifer Phillips, City Manager**

DISCUSSION

On May 12, 2015, the City Council approved an agreement with Our Town St. Helena (OTSH) to sell 684 McCorkle Avenue ("McCorkle Property") for $1.00. OTSH in cooperation with Rural Community Assistance Corporation ("RCAC") is working with the USDA Rural Development Mutual Self-Help Program and has secured a Technical Assistance Grant to build affordable housing in St. Helena. On January 12, 2016, the City Council approved Amendment No. 1 to the Agreement. In addition, on February 23, 2016, the City Council approved funding the City's development and review fees related to the construction of this project with funds from the City's Affordable Housing Trust Fund in an amount estimated between $32,000 to $65,000.

OTSH is requesting the City contribute additional funds to this project for the purpose of designating a maximum of two of the eight units very low income. To accomplish this, OTSH requires additional funding in the amount of $35,000 to $45,000 per unit. Staff anticipates that this estimate may be a bit low, and that $50,000 for each of the two units may ultimately be required.

Currently, the City's Affordable Housing Trust Fund has a balance of $1,339,573. However, $500,000 has been committed to the Turley Flats affordable housing project and an estimated $75,000 is being held to cover the City's fees for the McCorkle

CITY OF ST. HELENA
CITY COUNCIL RESOLUTION 2016-

Approving use of Affordable Housing Trust Funds to support Our Town St Helena's construction of a maximum of two very low income houses at 684 McCorkle Avenue for a total maximum cost of up to $100,000

WHEREAS, on May 12, 2015, per resolution 2015-51 the City agreed to sell the McCorkle Site to Our Town St. Helena for $1.00 to allow Our Town St. Helena (OTSH) to develop at least six (6) AFUs consisting of owner-occupied housing available to "lower income households"; and

WHEREAS, OTSH in cooperation with Rural Community Assistance Corporation ("RCAC") is working with the USDA Rural Development Mutual Self-Help Program and has secured a Technical Assistance Grant to build affordable housing in St. Helena; and

WHEREAS, to fund pre-development and site development costs, OTSH will be seeking loans from various agencies including the County of Napa and Rural California Assistance Corporation. OTSH has determined that they are not able to obtain the necessary pre-development and site development costs financing unless OTSH holds title to the property, and

WHEREAS, On January 12, 2016, the City Council approved Amendment No. 1 to the Agreement. In addition, on February 23, 2016, the City Council approved funding the City's development and review fees related to the construction of this project with funds from the City's Affordable Housing Trust Fund in an amount estimated between $32,000 to $65,000.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes expending funds up to $100,000 from the Affordable Housing Trust Fund to be used to fund two (2) very low income units at 684 McCorkle Avenue.

I HEREBY CERTIFY that the foregoing Resolution was duly approved by the City Council of the City of St. Helena at a regular meeting of said City Council held on June 14, 2016 by the following roll call vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

______________________ ______________________

Alan Galbraith, Mayor Cindy Black, City Clerk

project. The remaining $764,573 is available for affordable housing related projects and expenses.

The project is exempt from CEQA review pursuant to section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines [Title 14 of the California Code of Regulations]. This exemption applies "where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment." Here, at issue is whether the City will contribute funding for designating certain units for very low income residents, which funding has no nexus with any potential significant effects of the project or approval of construction.

FISCAL IMPACT
Up to $100,000 will be expended from the Affordable Housing Trust Fund.

RECOMMENDED ACTION
Staff recommends that the City Council of the City of St. Helena adopt the attached Resolution No. 2016-___, approving the use of Affordable Housing Trust Funds to be used to fund two (2) very low income units at 684 McCorkle Avenue at an estimated cost of $100,000.

ATTACHMENTS
1. Resolution
2. Letter from OTSH dated June 6, 2016

Our Town St. Helena
It all begins at home.

June 6, 2016

Mrs. Jennifer Phillips
Manager, City of St. Helena
Sent Via Email

RE: Supplemental Funds for Very Low Income Homeowners

Our Town St. Helena (OTSH) is developing a Mutual Self-Help Homeownership project, which will consist of a total of 18 to 19 homes. The first phase will be located at 684 McCorkle Street in St. Helena on land sold by the City of St. Helena to OTSH for $1.00. Phase One will consist of eight (8) three-bedroom, 1 ½ bath townhomes located in two buildings. The financial structure of the project is as follows:

- USDA Rural Development (RD) technical assistance grant of $550K [Note: this grant covers all 18 to 19 units]
- USDA RD 502 low interest, 33 to 38 year individual mortgages for each homeowner
- County of Napa Housing Fund in the form of a 0% loan of $280K for Phase One [to be rolled over into second mortgages]
- Rural Community Assistance Corporation 5% pre-dev loan of $220K for Phase One – final approval expected in June
- City of St. Helena land donation (value: $900K) and fee waivers (up to $68K) for Phase One

OTSH has narrowed the field from 48 initial pre-applications to 11 finalists. Three of the finalists appear to be in the Very Low Income (VLI) category (50% or less AMI) and 8 are in the Low Income (LI) category (51% to 80% AMI). The City of St. Helena RHNA requirements require St. Helena to provide 4 new VLI housing units during this planning period. The City has the option to supplement the cost of one or more units in this first phase to make them available to VLI households.

The exact amount of the supplement for each unit is difficult to specify at this point in time because of variables in final house costs, homeowner assets that can be applied to house costs, the approved RD 502 mortgage amount for each participant based on their qualifications and the application of county and other discretionary funds that may apply to one or more applicants.

The following is an example of how supplemental funds from the City's Housing Fund could be used to extend participation to VLI participants based on an estimated net home cost of: $260,000:

VLI Family 1

- Max. Qualified Amount through 502 mortgage, down payment and application of second mortgage amounts: $225K
- City supplement of $35K

VLI Family #2

- Max. Qualified Amount: $215K
- City supplement of $45K

VLI Family #3

- Max. Qualified Amount: TBD
- City supplement: TBD

Under these circumstances, the City could supplement two VLI participants for $80K. Since OTSH has some flexibility with the rollover financing from the County of Napa, there could be a third VLI family included if additional funds are available from the city.

Next Steps
OTSH suggest the City Council make two determinations:

1. The maximum amount of housing funds that should be earmarked for including VLI households in Phase One of this project.
2. The City's goal for including VLI families in Phase One of this project – one, two or three if all qualify and sufficient funding is available.

With this information, OTSH will be able to run various scenarios to determine how the City funds can be best utilized to meet the Council's goals in conjunction with the other variables. We would then bring a final recommendation to the City Manager for approval on how funds should be applied for one to three VLI families based on the amount of funds approved by the council.

Timing
If the Council provides the information requested above at their 6/14 meeting, OTSH can determine how many VLI families could be included in this round. This will help us determine if there will be one (LI only) or two lotteries (LI and VLI). We plan to hold the lottery(s) in late June or early July. This timing is important in that we need to submit the winning participants' mortgage applications to USDA RD in July to maintain our schedule.

Please let me now if you need additional information or have questions to prepare the staff report for this item. I know it is a little nebulous but there are a lot of moving parts to come up with the final numbers. If the Council can indicate the maximum number of VLI units they would prefer in Phase One and the amount of money (a range would work) that is available, we will be able to come back to you for a decision once all the numbers are finalized.

What we need to avoid is delaying the mortgage approval process in July-September because we do not have the needed input from the council or because we need to come back to the Council for final approval.

Thanks for getting this on the June 14 agenda. For your reference, OTSH and RCAC had a long, detailed meeting with the 11 finalists last week in which we provided details on the work requirements, construction timeline, resale restrictions and other requirements of participants. The group was attentive and all are willing to move forward. They are so hopeful that they will make the final cut and be selected for the project. It is heartwarming to see their determination.

Sincerely,

Mary

Mary Stephenson
OTSH Board Chair

CC: Noah Housh, John Sales, Howard Siegel, Erika Holzhauer – all via email

Item No: 19

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **New Business**

Subject: **Consideration and Proposed Approval of a Resolution Adopting Fiscal Year 2016/17 City of St. Helena Annual Budget**

CEQA Status: **Not a CEQA project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On February 11, 2016, in a special public meeting, the City Council met to discuss and develop the Annual Strategic Goals and Objectives. The purpose of this meeting was for City staff provide the Council and community information regarding the current levels of services, department roles and responsibilities, staffing capacity, City organizational structure, City Manager's goals, and financial and organizational challenges. The overall goal of the meeting was for Council to set objectives directing and guiding staff in decision making, and prioritization of work for the upcoming year. Each Council member was able to share his or her personal views and approach to City business, biggest challenges and ideal outcomes for the meeting. Approximately 40-50 community members attended the planning session, and the majority stayed for the entire day. Public comment was made available at both the beginning and middle of the meeting. This special meeting was videotaped and is available at:

http://sthelena-ca.granicus.com/MediaPlayer.php?view_id=2&clip_id=610

Three goals were identified by the City Council:

1. Maintain our quality of life by sustaining and enhancing revenues
2. Maintain a functional and safe city by supporting and maintaining City staff
3. Manage workloads and dedicate adequate resources for proper project management

On March 8, 2016, City Council adopted the strategic objectives via Resolution No. 2016-35.

On May 4, 2016, a special public budget workshop was held at the City of St. Helena Fire Station. This special meeting was videotaped and is available at:

http://sthelena-ca.granicus.com/MediaPlayer.php?view_id=2&clip_id=624

During this day-long special budget workshop City Council gave consideration to recommend non-profit grant application requests for funding. City staff presented the draft proposed FY 2016-17 budget. Each department presented its proposed budgets for Council consideration. This draft budget was presented with an estimated $52,413 General Fund shortfall and an estimated $1,337,807 Water Fund shortfall.

DISCUSSION

During the May 4, 2016 special public budget workshop City Council provided the following direction to staff to balance the budget as required by State law:

1. Fund each non-profit 50% of its original request for a total of $35,050; and
2. Decrease City Attorney General Fund budget to offset the amount for non-profit funding; and
3. Decrease City Attorney General Fund budget to offset the estimated $52,413 General Fund shortfall;
4. Establish a $50,000 Capital Reserve Fund, from General Fund reserves, for the Comprehensive Flood Control Project as required by the State Revolving Fund Agreement; and
5. Use Water Fund reserves of $1,337,807 to offset the Water Fund shortfall.

From this direction, staff has finalized the Proposed Fiscal Year 2016/17 Budget which is balanced and being presented to Council for consideration and adoption.

There were only slight modifications to the FY 2016/17 proposed budget presented at the May 4, 2016 budget workshop. These changes are outlined below:

	May 4, 2016 Proposed Budget	June 14, 2016 Proposed Budget	Variance	Reason for Variance
City Council	$185,628	$220,678	$35,050	Non-Profit funding as directed by City Council
Finance	$804,828	$807,329	$2,501	Estimated increase in online transaction fees
City Attorney	$730,000	$642,037	($87,963)	Reduction as directed by City Council to offset the General Fund shortfall and fund non-profits at 50%
Library	$1,043,472	$1,044,907	$1,435	Correction to Friends & Foundation grant expenses
Non-Departmental	$4,657,647	$4,707,647	$50,000	Establishment of Flood Protection Project Fund from General Fund reserves as directed by City Council

Final Budget Summary (General Fund, Water Fund, and Wastewater Fund):

GENERAL FUND:

Estimated GF Reserves (total) @ 6/30/16		$2,363,170
Total Revenues	$10,591,030	
Transfers In	$0	
Total GF Revenues and Transfers In		$10,591,030
Total Expenditures	($10,641,030)	
Total GF Expenditures and Transfers Out		($10,641,030)
Deficit to General Fund Reserve	($50,000)	
Estimated Reserves @ 6/30/17		$2,313,170
Estimated Reserve percentage		22%

WATER FUND:

Estimated Water Unrestricted Net Position @ 6/30/16		$4,923,632
Total Revenues	$3,783,308	
Total Expenses	($5,122,115)	
Revenues less Expenses		($1,338,807)
Use of Water Cash	($1,338,807)	
Estimated Water Net Position @ 6/30/17		$3,584,825
Estimated Percentage of Expenses		70%

WATER FUND – WITH NET PENSION LIABILITY:

Estimated Water Unrestricted Net Position @ 6/30/16		$3,680,198
Total Revenues	$3,783,308	
Total Expenses	($5,122,115)	
Revenues less Expenses		($1,338,807)
Use of Water Cash	($1,338,807)	
Estimated Water Net Position @ 6/30/17		$2,341,391
Estimated Percentage of Expenses		46%

WASTEWATER FUND:

Estimated WW Unrestricted Net Position @ 6/30/16		($79,804)
Total Revenues	$2,110,647	
Total Expenses	($2,057,934)	
Revenues less Expenses		$52,713
Use of WW Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/17		($27,091)
Estimated Percentage of Expenses		(1%)

WASTEWATER FUND – WITH NET PENSION LIABILITY:

Estimated WW Unrestricted Net Position @ 6/30/16		($908,760)
Total Revenues	$2,110,647	
Total Expenses	($2,057,934)	
Revenues less Expenses		$52,713
Use of WW Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/17		($856,047)
Estimated Percentage of Expenses		(42%)

RECOMMENDED ACTION
Staff recommends adoption of Resolution No. 2016-____ approving Fiscal Year 2016-17 budget.

ATTACHMENTS
Attachment A – Resolution No. 2016-_______

CITY OF ST. HELENA

RESOLUTION NO. 2016-__

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEAR 2016-17

RECITALS

A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and

B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council on or before May 15th of each year; and

C. On May 4, 2016 the City Manager presented to the City Council a proposed budget; and

D. On June 14, 2016, staff, with Council direction, determined the appropriations needed for Fiscal Year 2016-17 and prepared a draft budget for Council Review; and

E. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

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

1. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution, is hereby adopted.

2. Use of Water Fund reserves of $1,338,807 to offset the Water Fund shortfall for FY 2016/17.

3. The City Council authorizes the establishment and maintenance of a Capital Reserve Fund as required by State Revolving Fund Agreement No.: 07-817-550-0.
   a. This fund shall be known as the Flood Protection Project Fund (FPPF);
   b. Any fund balance shall be assigned for expansion, major repair, or replacement of the flood control facilities;
   c. The fund shall be maintained for the term of the Agreement; and
   d. The City Council authorizes a transfer of $50,000 from the General Fund to the Flood Protection Project Fund for FY 2016/17.

4. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.

5. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

6. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.

7. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.

8. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.

9. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

Approved at a Regular Meeting of the St. Helena City Council on June 14, 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

CITY OF ST. HELENA PROPOSED FY 2016-17 BUDGET

PRESENTATION
JUNE 14, 2016

BUDGET OVERVIEW

OVERVIEW EXPENDITURES & REVENUES

ECONOMIC OVERVIEW

- There are many factors which can affect the budget
- In considering revenue forecasting for FY 2016/17 information from a variety of sources has been utilized
  - Economic forecasts
  - County of Napa
  - Muniservices

ECONOMIC OVERVIEW

- U.S. and California
  - Estimated the California economy will maintain steady growth
  - California is experiencing faster job growth then the rest of the United States
  - Job creation remaining positive
  - Unemployment rates are approaching pre-recession levels
  - Rising home values statewide

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ECONOMIC OVERVIEW

- U.S. and California (continued)
  - Gross Domestic Product (GDP) is forecast to grow between 3% and 3.5%
    - GDP is considered one of the primary indicators used to gauge the health of the economy
  - September 2015 the national economy had matched the growth rate for 2014 and is expected to accelerate in 2016
  - Growing tourism and a slow shift in consumer spending from retail to restaurants has led the leisure and hospitality sector to exceed 4% job growth in the past 4 years

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ECONOMIC OVERVIEW

- County of Napa
  - 2014 report – economy has continued growth in Napa County
  - Jobs related to tourism and hospitality increased
  - 3.9% unemployment rate
  - 3.9% job growth rate
  - Largest employment increases were in leisure and hospitality, manufacturing, education and healthcare, and construction

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ECONOMIC OVERVIEW

- County of Napa (continued)
  - Napa County visitors spent $1.27 billion in 2015
    - Increase of 8.9% from 2014
  - Napa County tourism brings the area a total of $115 million in tax revenue each year

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Item No: 19

ECONOMIC OVERVIEW

- City of St. Helena
  - Major General Fund Revenues:
    - Transient Occupancy Tax - 21%
    - Property Tax - 31%
    - Sales Tax - 27%
  - Top 3 sales tax economic segments for St. Helena
    - Restaurants - 25%
    - Food Processing Equipment - 19%
      - Primarily wineries and vineyards
    - Building Materials/retail - 12%

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ECONOMIC OVERVIEW

- City of St. Helena (continued)
  - Top 25 sales tax contributors generate 62.5% of sales tax collected
- TOT has steadily increased
- Property tax estimated to be a 3% increase
  - Percentage increase based on cost of living increase (not to exceed 2%)
  - Continued upward adjustment of property values

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ECONOMIC OVERVIEW

- Long-Term Financial Planning
  - Continue efforts to maintain a balanced operations budget
  - Uncertainties for California
    - Economy
    - Impact of the State budget on local governments
  - All indications are that the State is experiencing a slow but steady economic recovery
  - FY 2016/17 proposed budget assumes no State takeaways or new, unfunded, mandates
  - Staff will continue to monitor the City's budget and economic trends

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BUDGET OVERVIEW

- February 11, 2016 – Annual Strategic Goal Setting Meeting
- March 8, 2016 – City Council adopted Strategic Objectives
  - Maintain our quality of life by sustaining and enhancing revenues
  - Maintain a functional and safe city by supporting and maintaining City staff
  - Manage workloads and dedicate adequate resources for proper project management

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Item No: 19

BUDGET OVERVIEW

- May 4, 2016 – Special budget workshop held and City Council provided the following direction to staff to balance the budget as required by State law:
  - Fund each non-profit 50% of their original request
  - Decrease City Attorney General Fund budget to offset the amount for non-profit funding
  - Decrease City Attorney General Fund budget to offset the estimated $52,413 General Fund shortfall
  - Establish a $50,000 Capital Reserve Fund for the Comprehensive Flood Control Project as required by the State Revolving Fund
  - Use Water Fund reserves of $1,337,807 to offset the Water Fund Shortfall

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GENERAL FUND EXPENSES

- Changes from FY Adopted 15/16 to Proposed 16/17
  - Increase in Salaries
    - 3% for SHEA Members
    - 4.5% for Police
    - 3.5% for Dispatchers
    - Fire Department transition from paid-per-call to part-time employees
  - Benefits
    - Increase in health benefits (Kaiser and Anthem) of 4%
    - Increase in dental and vision benefits of 15%
    - Increase in life insurance of 6%

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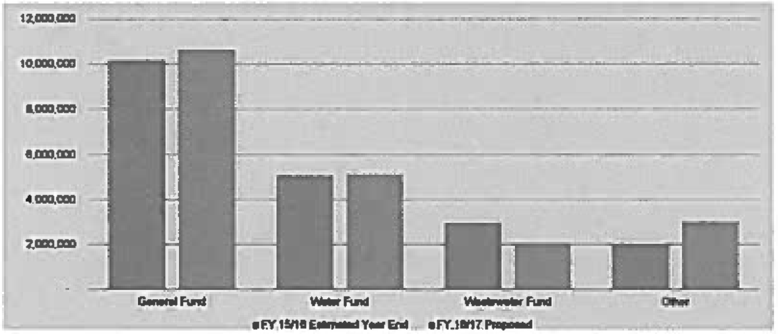
EXPENDITURE BUDGET BY DEPARTMENT (FY 16/17)

Department	General Fund	Other Funds	Total
Non-Departmental	$ 1,234,754	$ 3,422,893	$ 4,657,647
City Council	$ 172,180	$ 48,498	$ 220,678
City Manager's Office	$ 661,648	$ 302,385	$ 964,033
Finance	$ 352,380	$ 454,949	$ 807,328
City Attorney	$ 582,037	$ 60,000	$ 642,037
Planning/Building	$ 976,373	$ -	$ 976,373
Public Works	$ 1,740,856	$ 1,254,830	$ 2,995,686
Water/Wastewater		$ 3,862,415	$ 3,862,415
Fire	$ 769,827	$ -	$ 769,827
Police	$ 3,083,531	$ 138,800	$ 3,222,331
Recreation	$ 175,265	$ 451,257	$ 626,521
Library	$ 842,179	$ 202,728	$ 1,044,907

EXPENDITURES BY FUND TYPE (FY 16/17)

Fund Type	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed	$ Change	% Change
General Fund	9,989,527	10,178,599	10,178,899	10,641,030	462,131	4%
Water Fund	4,855,792	5,080,949	5,080,949	5,122,115	41,167	1%
Wastewater Fund	1,943,109	2,972,344	2,972,344	2,057,933	(914,411)	-44%
Other		1,959,961	1,959,961	3,018,707	1,058,746	35%
TOTALS	16,788,428	20,191,853	20,192,153	20,839,785	647,632	3%

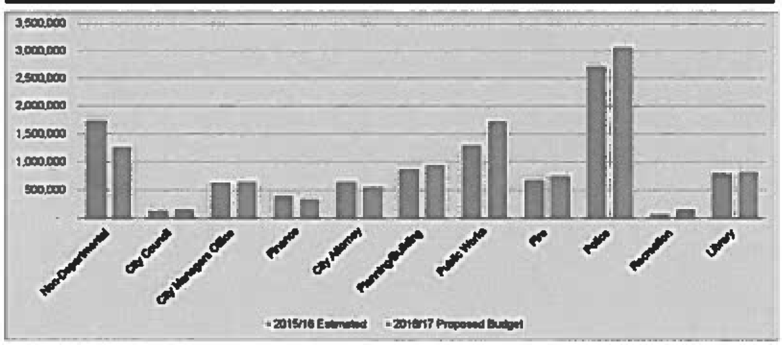
ALL FUNDS EXPENDITURES YEAR TO YEAR COMPARISON BY DEPARTMENT



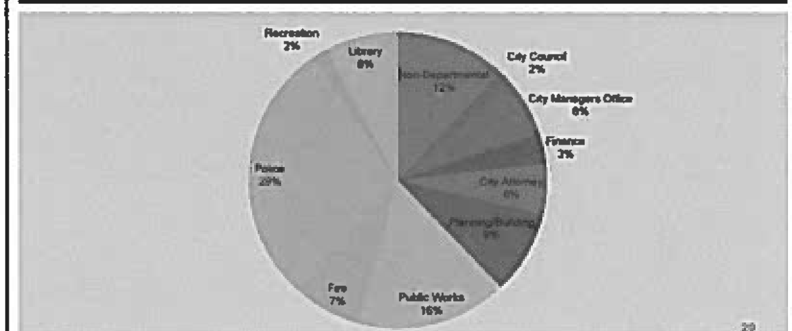
GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT

Department	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed	$ Change	% Change
Non-Departmental	1,746,739	1,759,151	1,759,451	1,284,784	(474,667)	-37%
City Council	135,877	133,877	133,877	172,180	38,303	22%
City Managers Office	481,482	681,846	650,046	661,848	11,800	2%
Finance	340,917	406,487	406,487	352,380	(54,108)	-15%
City Attorney	670,000	582,037	670,000	582,037	(87,963)	-15%
Planning/Building	771,829	878,373	801,789	878,373	74,584	8%
Public Works	1,805,881	1,316,705	1,316,705	1,740,858	424,152	24%
Fire	581,863	708,036	708,036	769,827	61,791	8%
Police	2,712,576	3,083,531	2,720,885	3,083,531	362,646	12%
Recreation	93,905	95,712	95,712	175,265	79,553	45%
Library	840,517	815,909	815,909	842,179	26,270	3%
	9,989,527	10,529,467	10,178,899	10,641,030	462,131	4%

GENERAL FUND EXPENDITURES YEAR TO YEAR COMPARISON BY DEPARTMENT



EXPENDITURES BY DEPARTMENT (FY 16/17) GENERAL FUND - $10,641,030



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REVENUE ASSUMPTIONS

- Property Tax Increase: 3%
- Sales Tax: overall decrease of 1%
  - Increase: 2%
  - Sunset of Triple-flip
- Transient Occupancy Tax Increase 1% plus partial year with Los Alcobas

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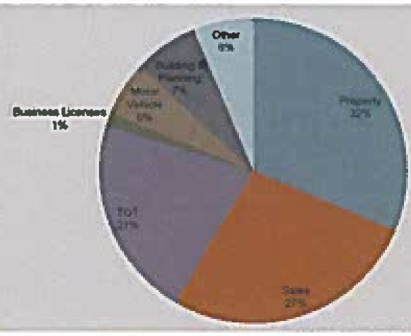
REVENUE

- Revenue for the General Fund come from several sources:
  - Property Taxes
  - Sales Tax and Sales Tax in Lieu
  - Transient Occupancy Tax (TOT)
  - Business License Tax
  - Motor Vehicle License Fees and in Lieu
  - Building & Planning Revenue

22

GENERAL FUND REVENUE - $10,591,030



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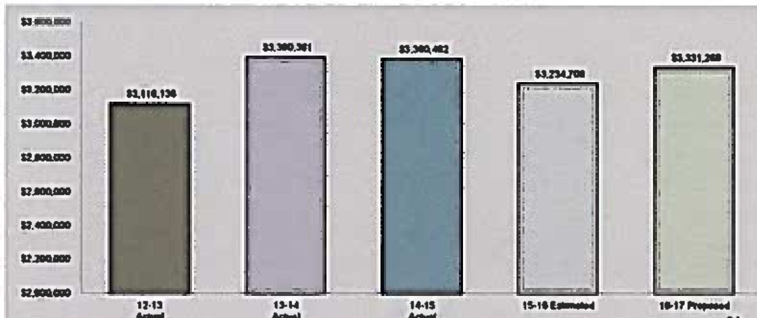
REVENUE – PROPERTY TAX



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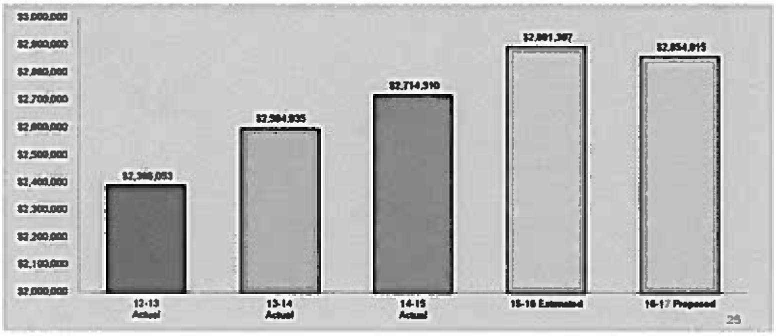
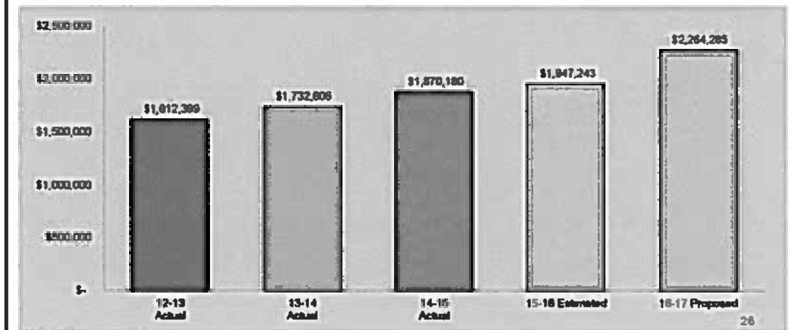
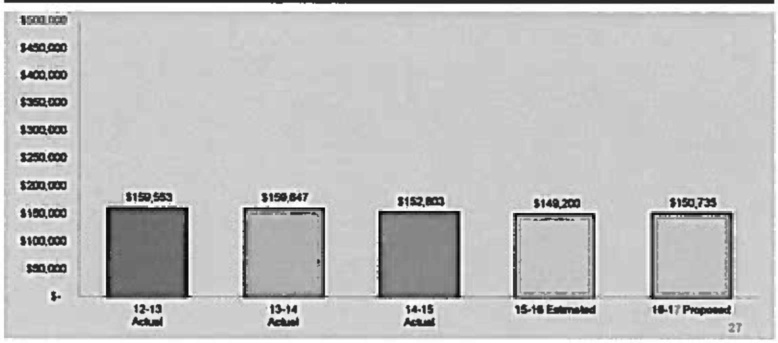
REVENUE – SALES TAX



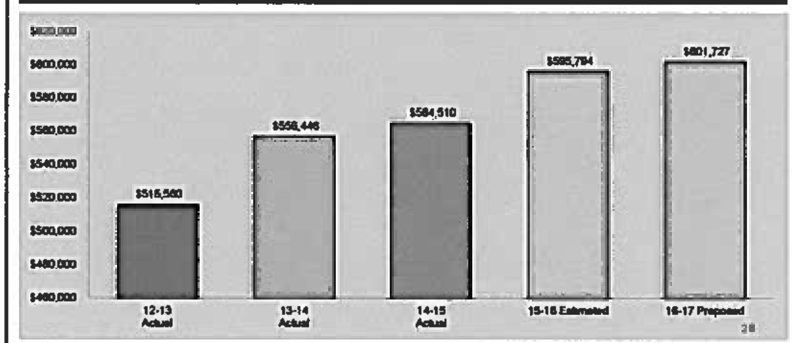
REVENUE – TRANSIENT OCCUPANCY TAX



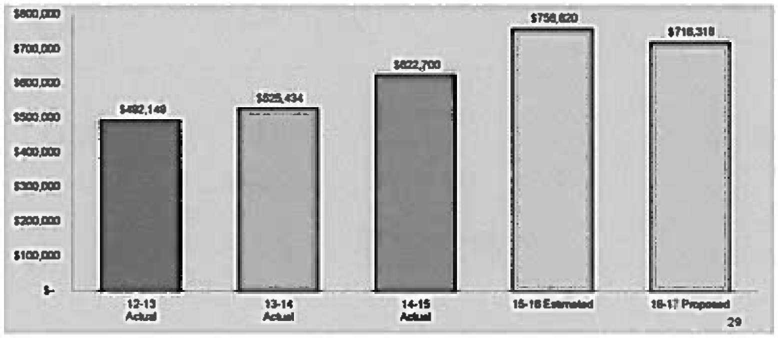
REVENUE – BUSINESS LICENSE TAX



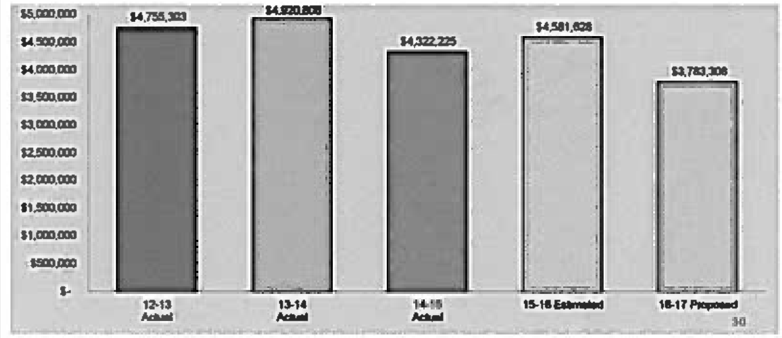
REVENUE – MOTOR VEHICLE LICENSE



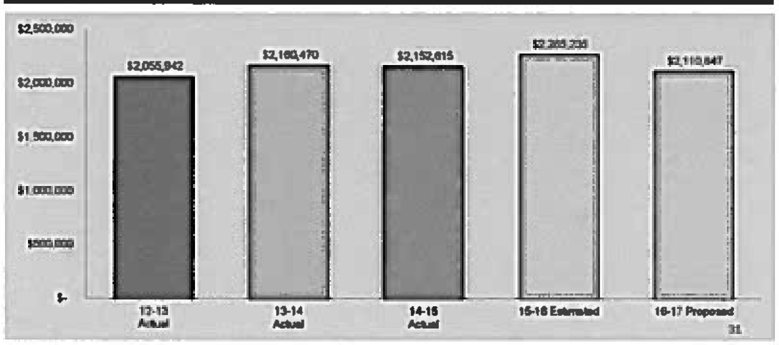
REVENUE – BUILDING & PLANNING



REVENUE – WATER ENTERPRISE



REVENUE – WASTEWATER ENTERPRISE



REVENUES BY FUND TYPE (FY 16/17)

Fund Type	15/16 Adopted Budget	15/16 Estimated Year End	16/17 Proposed Budget	$ Change	% Change
General Fund	$10,007,800	$10,548,564	$10,591,030	$42,466	0%
Water Fund	$4,581,628	$4,581,628	$3,783,308	($798,320)	(21%)
Wastewater Fund	$2,265,235	$2,265,235	$2,110,647	($154,588)	(7%)

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BUDGET ASSUMPTIONS - SRF

- Budget based on SRF accepting terms of the proposed repayment schedule

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FINAL BUDGET SUMMARY - GENERAL FUND

Estimated GF Reserves (total) @ 6/30/16		$2,363,170
Total Revenues	$10,591,030	
Transfers In	$0	
Total GF Revenues and Transfers In		$10,591,030
Total Expenditures	($10,641,030)	
Total GF Expenditures and Transfers Out		($10,641,030)
Deficit to General Fund Reserve	($50,000)	
Estimated Reserves @ 6/30/17		$2,313,170
Estimated Reserve percentage		22%

FINAL BUDGET SUMMARY - WATER FUND

Estimated Water Unrestricted Net Position @ 6/30/16		$4,923,632
Total Revenues	$3,783,308	
Total Expenses	($5,122,115)	
Revenues less Expenses		($1,338,807)
Use of Water Cash	($1,338,807)	
Estimated Water Net Position @ 6/30/17		$3,584,825
Estimated Percentage of Expenses		70%

FINAL BUDGET SUMMARY - WATER FUND WITH NET PENSION LIABILITY

Estimated Water Unrestricted Net Position @ 6/30/16		$3,680,198
Total Revenues	$3,783,308	
Total Expenses	($5,122,115)	
Revenues less Expenses		($1,338,807)
Use of Water Cash	($1,338,807)	
Estimated Water Net Position @ 6/30/17		$2,341,391
Estimated Percentage of Expenses		46%

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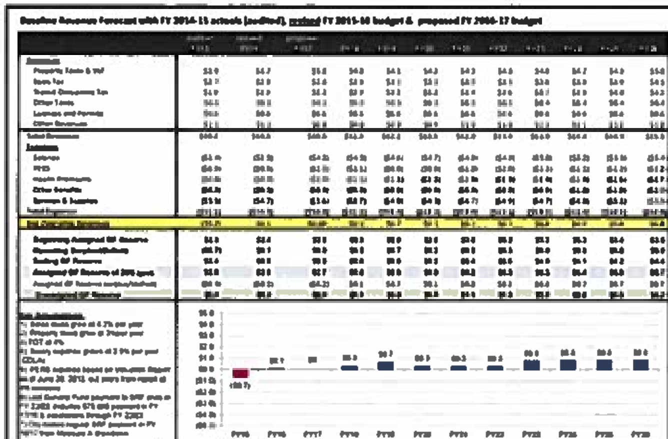
FINAL BUDGET SUMMARY - WASTEWATER FUND

Estimated WW Unrestricted Net Position @ 6/30/16		($79,804)
Total Revenues	$2,110,647	
Total Expenses	($2,057,934)	
Revenues less Expenses		$52,713
Use of WW Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/17		($27,091)
Estimated Percentage of Expenses		(1%)

FINAL BUDGET SUMMARY - WASTEWATER FUND WITH NET PENSION LIABILITIES

Estimated WW Unrestricted Net Position @ 6/30/16		($908,760)
Total Revenues	$2,110,647	
Total Expenses	($2,057,934)	
Revenues less Expenses		$52,713
Use of WW Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/17		($856,047)
Estimated Percentage of Expenses		(42%)



LRFF GENERAL FUND BASELINE

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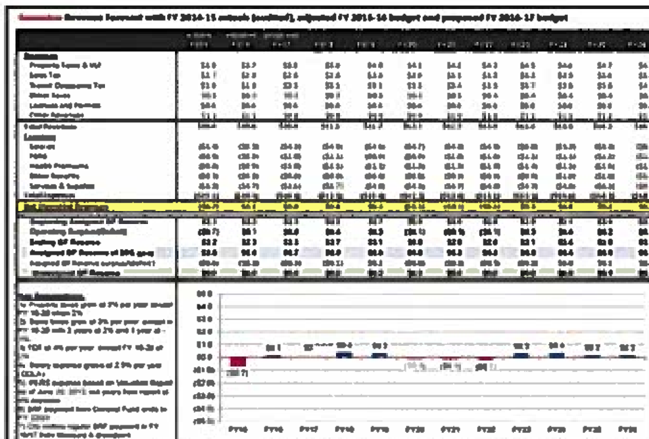

LRFF GENERAL FUND RECESSION

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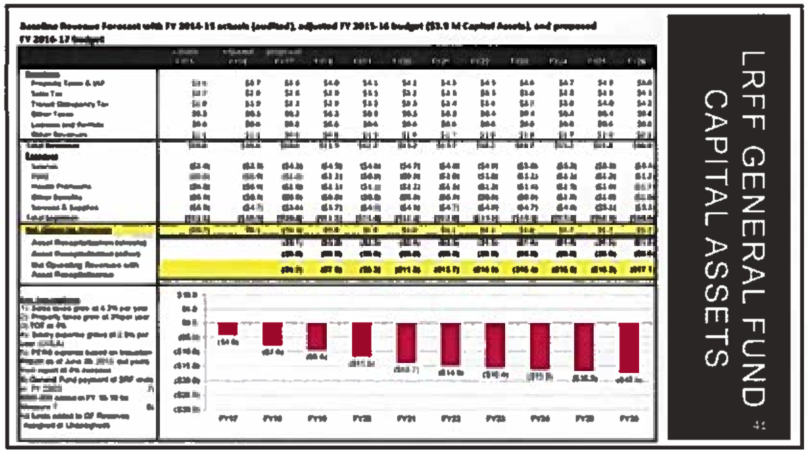
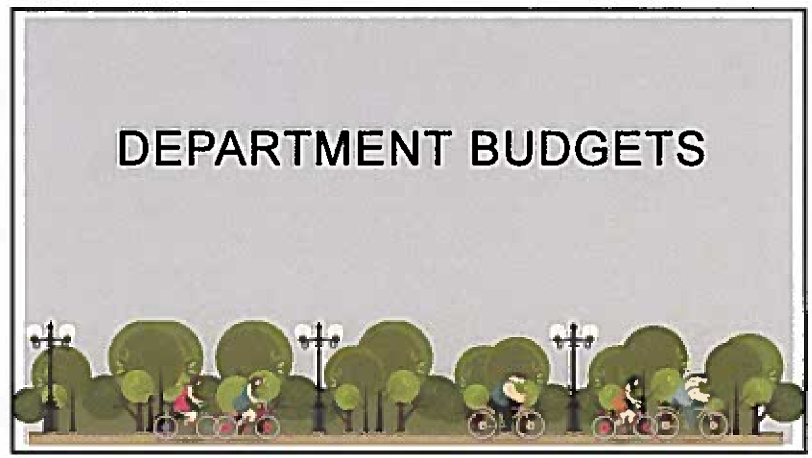

LRFF GENERAL FUND
CAPITAL ASSETS


STAFFING SUMMARY


STAFFING SUMMARY
CITY MANAGER'S OFFICE 7%
FINANCE 7%
UTILITIES 14%
PLANNING & BUILDING 4%
PARKS/BLDG/ STREET MAINTENANCE 14%
PUBLIC WORKS-ADMINISTRATION 8%
RECREATION 9%
PUBLIC SAFETY 25%
LIBRARY 11%


DEPARTMENT BUDGETS

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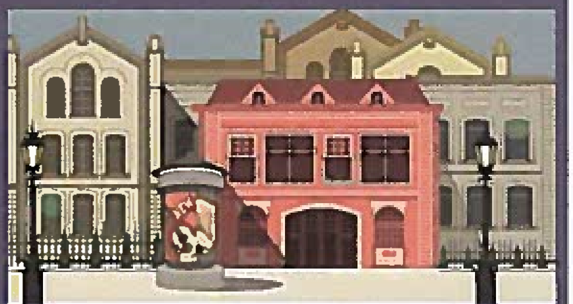
CITY ADMINISTRATION



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CITY COUNCIL

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CITY COUNCIL BUDGET

CITY COUNCIL - 4100
BUDGET SUMMARY

City Council Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	18,000	18,000	18,000	18,000
Benefits	130,898	130,898	130,898	141,808
Capital Equipment	-	-	-	-
Communications	1,900	1,900	1,900	1,900
Computer Equipment	2,500	2,500	2,500	2,500
Contracts	17,000	15,000	15,000	9,000
Contributions	36,833	36,833	36,833	35,050
Dept supplies/services	7,250	7,250	7,250	7,250
Training/Conference	3,390	3,390	3,390	5,170
Total Expenses	$ 217,771	$ 215,771	$ 215,771	$ 220,678

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CITY COUNCIL BUDGET

CITY COUNCIL	FY 16/17 Budget By Fund
General Fund	$172,180
Water Fund	$24,331
Wastewater Fund	$24,167
TOTAL	$220,678

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CITY COUNCIL

- City Council Unmet Needs
  - $35,050 in non-profit applications
    - A total of $70,100 was submitted in applications
    - City Council approved 50% funding

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CITY MANAGER'S OFFICE

50

Jennifer Phillips
City Manager

Human Resources/IT Director

City Clerk

Administrative Services Manager

Office Assistant Split with Planning

City Manager's Office – 4.5 FTE

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CITY MANAGER BUDGET

CITY MANAGER'S OFFICE - 4200
BUDGET SUMMARY

City Manager/Clerk/HR Expense Summary	15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	429,205	470,041	470,041	529,281
Benefits	187,982	254,224	254,224	297,772
Capital Equipment	-	-	-	-
Communications	2,500	2,850	2,850	3,278
Computer Equipment	-	5,301	5,301	1,030
Contracts	51,450	151,775	151,775	49,218
Dept supplies/services	10,645	13,345	13,345	29,688
Election Expense	-	1,000	1,000	27,000
Equipment/Software Maintenance	4,248	4,248	4,248	4,248
Training/Conference	8,415	7,893	7,893	22,520
Total Expenses	$ 694,425	$ 910,677	$ 910,677	$ 964,833

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CITY MANAGER BUDGET

CITY MANAGER	FY 16/17 Budget By Fund
General Fund	$661,648
Water Fund	$151,093
Wastewater Fund	$151,293
TOTAL	$ 964,033

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HUMAN RESOURCES AND IT BUDGET

- HR Unfunded Items
  - NeoGov – Application, Onboarding, Performance Review portal ($23,500)
- IT Unfunded Items
  - New Website ($125,000)
  - Computer Replacements

54

CITY CLERK BUDGET

- City Clerk Unfunded Items
  - ECS – Laserfiche public access web portal for City Clerk ($31,800)
  - Meeting Manager software ($6,000) City Clerk Transparency web page
  - Public Records Act Requests tracking software
  - Boards, Commissions and Committees management software
  - Records Coordinator

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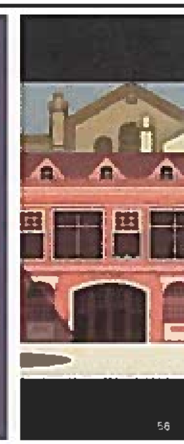
FINANCE



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Finance Director

Accounting Technician

Accounting Asst. (2)

Grants Manager/Finance Manager (Sr. Mgmt. Analyst)

Finance – 5 FTE

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FINANCE BUDGET

FINANCE - 4300
BUDGET SUMMARY

Finance Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	357,360	352,864	352,864	396,781
Benefits	198,418	213,812	213,812	221,800
Capital Equipment	-	1,474	1,474	-
Communications	885	1,935	1,935	1,935
Computer Equipment	300	5,418	5,418	1,350
Contracts	163,291	273,638	273,638	60,452
Dept supplies/services	83,270	83,897	83,897	90,897
Software/Equipment Maintenance	25,343	25,343	25,343	24,133
Training/Conference	8,102	8,804	8,804	9,680
Total Expenses	$ 836,969	$ 966,186	$ 966,186	$ 807,328

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FINANCE BUDGET

FINANCE	FY 16/17 Budget By Fund
General Fund	$ 352,380
Water Fund	$ 250,547
Wastewater Fund	$ 204,402
TOTAL	$ 807,328

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FINANCE BUDGET

- Finance Unfunded Items
  - CIP Audit
  - Update Utility Billing Meters
  - Business License Payments Online
  - Month-End Reconciliation of all Accounts
  - Integrate Budgeting Process with Financial Software

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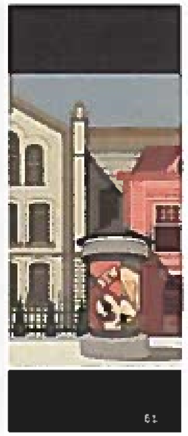
PLANNING AND COMMUNITY IMPROVEMENT



61

Planning & Community Improvement – 4.5 FTE

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PLANNING AND COMMUNITY IMPROVEMENT - 4500 BUDGET SUMMARY

Planning and Community Improvement Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	291,540	385,722	385,722	480,507
Benefits	125,432	175,724	175,724	222,472
Capital Equipment	-	-	-	-
Communications	718	2,116	2,116	2,118
Computer Equipment	500	500	500	2,500
Contracts	303,000	282,743	282,743	200,000
Dept supplies/services	18,112	21,362	21,362	32,600
Equipment/Software Maintenance	18,500	19,228	19,228	20,500
Programs	-	-	-	-
Training/Conference	8,650	8,650	8,650	10,750
Vehicle Maintenance	5,478	5,746	5,746	4,929
Total Expenses	$ 771,928	$ 901,789	$ 901,789	$ 976,373

PLANNING AND BUILDING BUDGET

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PLANNING	FY 16/17 Budget By Fund
General Fund	$ 976,373
TOTAL	$ 976,373

PLANNING AND BUILDING BUDGET

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PLANNING AND BUILDING BUDGET

- Planning Unfunded Items
  - Creation and Implementation of Design Guidelines
  - Code Enforcement
  - Planning Technician
  - Economic Development Efforts and Support
  - Proactively Pursue Affordable Housing

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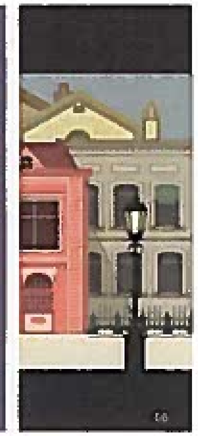
CITY ATTORNEY



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ATTORNEY BUDGET

CITY ATTORNEY - 4400
BUDGET SUMMARY

City Attorney Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Billable Services	35,000	35,000	35,000	-
Contracts	367,000	705,700	705,700	395,000
Litigation	300,000	170,000	170,000	247,037
Total Expenses	$ 702,000	$ 910,700	$ 910,700	$ 642,037

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CITY ATTORNEY BUDGET

CITY ATTORNEY	FY 16/17 Budget By Fund
General Fund	$ 582,037
Water Fund	$ 15,000
Wastewater Fund	$ 15,000
Affordable Housing	$ 30,000
TOTAL	$ 642,037

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NON-DEPARTMENTAL

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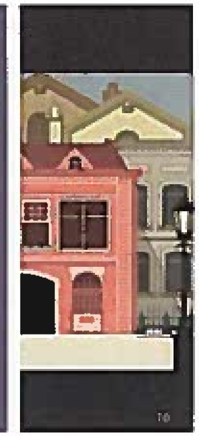
- Budget based on SRF accepting terms of the proposed repayment schedule



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NON-DEPARTMENTAL - 4000 BUDGET SUMMARY

Non-Departmental Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Capital Equipment	55,402	55,402	55,402	-
Chamber of Commerce	210,000	210,000	210,000	210,000
Communications	6,400	4,800	4,800	4,800
Computer Equipment	16,927	11,562	11,862	16,927
Contracts	156,465	141,097	141,097	111,300
Contributions & County Partnerships	130,176	135,375	135,375	129,800
Debt Payments	2,209,385	2,213,451	2,213,451	3,102,813
Dept supplies/services	335,723	342,023	342,023	381,165
Equipment Lease	21,436	21,436	21,436	20,792
Equipment/Software Maintenance	9,500	12,150	12,150	10,500
Facility Rental	10,000	11,000	11,000	11,000
Property/Liability Insurance	382,257	365,048	365,048	300,73[illegible]
Restitution Account	10,000	25,149	25,149	10,000
Training/Conference	500	-	-	
Transfer to other funds	329,897	794,525	794,525	345,20[illegible]
Vehicle Maintenance	5,478	5,746	5,746	-
Web Support	3,000	3,000	3,000	3,000
Total Expenses	$ 3,891,540	$ 4,381,794	$ 4,382,066	$ 4,657,647

NON-DEPARTMENTAL BUDGET

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NON-DEPARTMENTAL	FY 16/17 Budget By Fund
General Fund	$ 1,234,754
Measure A	$ 1,358,000
Tourism Improvement District	$ 352,913
1996 GO Bonds	$ 180,094
Water Fund	$ 1,142,488
Wastewater Fund	$ 388,398
Affordable Housing	$ 1,000
TOTAL	$ 4,657,647

NON-DEPARTMENTAL BUDGET

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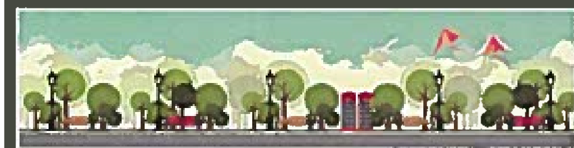
Item No: 19

LIBRARY
RECREATION



COMMUNITY SERVICES

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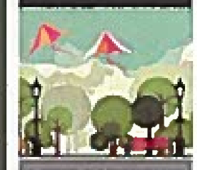
LIBRARY



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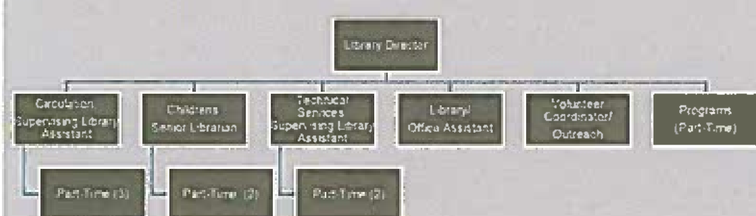

Library - 6 Full-Time & Several Part-Time
Volunteers - 12

75

LIBRARY BUDGET

LIBRARY - 4600
BUDGET SUMMARY

Library Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	481,853	469,674	469,674	491,136
Benefits	303,632	302,747	302,747	291,927
Communications	19,918	14,618	14,618	6,000
Computer Equipment	7,000	7,000	7,000	6,450
Contracts	86,004	123,371	123,371	82,327
Dept supplies/services	29,412	34,896	34,896	41,115
Equipment/Software Maintenance	5,750	5,750	5,750	7,000
Library Materials	107,000	108,758	108,758	77,862
Training/Conference	480	2,980	2,980	2,100
Utilities	33,826	38,926	38,926	39,000
Total Expenses	$ 1,074,875	$ 1,108,720	$ 1,108,720	$ 1,044,907

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LIBRARY BUDGET

LIBRARY	FY 16/17 Budget By Fund
General Fund	$ 842,179
Friends & Foundation	$ 135,000
Ryan Trust	$ 7,000
Martin Trust	$ 1,400
Tweed Trust	$ 59,328
TOTAL	$ 1,044,907

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LIBRARY SERVICES

- Library Unfunded Items
  - Replace Aging Computer Equipment
  - Additional hours
  - Remodel/Expand Children's Area

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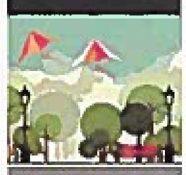
RECREATION



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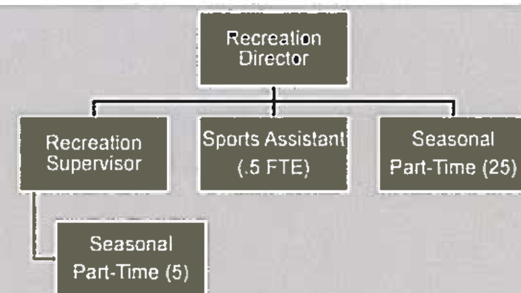


Volunteers 65 +/-

Recreation – 2.5 FTE & 30+/- Seasonal

80

RECREATION BUDGET

RECREATION - 4728 BUDGET SUMMARY

Recreation Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	250,379	251,683	251,683	286,116
Benefits	111,822	118,178	118,178	128,028
Communications	5,400	5,650	5,650	5,650
Computer Equipment	1,000	1,000	1,000	1,200
Contracts	42,950	94,950	94,950	102,600
Dept supplies/services	63,120	99,169	99,169	95,478
Training/Conference	5,834	5,281	5,281	4,000
Utilities	450	450	450	450
Tennis Court Maintenance	4,000	4,000	4,000	4,000
Total Expenses	$ 484,955	$ 580,341	$ 580,341	$ 626,521

S1

RECREATION BUDGET

RECREATION	FY 16/17 Budget By Fund
General Fund	$ 175,265
Teen Center*	$ 118,988
Bocce Ball	$ 40,028
Harvest Festival	$ 12,650
4th of July	$ 45,300
Recreation Program**	$ 234,291
TOTAL	$ 626,521

*Teen Center is 100% funded from General Fund
** Recreation Program is supplemented by the General Fund
Transfers for each are included in the Non-Departmental Budget

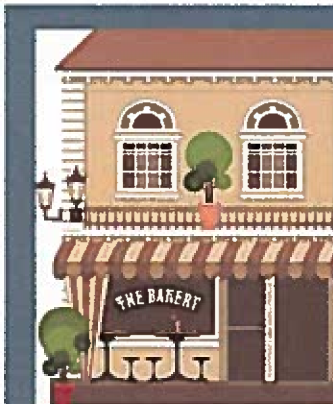
S2

RECREATION BUDGET

- Recreation Unfunded Items
  - Full-time Recreation Coordinator ($77,299)
  - Programs not funded due to staffing include adult basketball, volleyball, kickball, soccer leagues, youth flag football, and rugby
  - Teen summer activities and camps

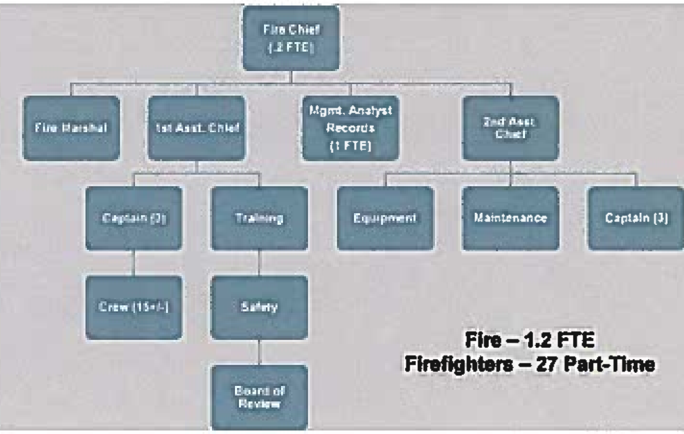
S3

PUBLIC SAFETY



POLICE
FIRE

FIRE



Fire – 1.2 FTE
Firefighters – 27 Part-Time

FIRE BUDGET

FIRE - 4800
BUDGET SUMMARY

Fire Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	61,166	270,973	270,973	372,526
Benefits	74,467	86,621	86,621	136,491
Communications	11,000	16,967	16,967	20,000
Computer Equipment	-	848	848	4,000
Contracts	256,200	138,875	138,875	35,300
Dept supplies/services	63,810	107,947	107,947	67,310
Software Maintenance	750	750	750	750
Training/Conference	14,000	6,000	6,000	8,000
Utilities	21,500	24,000	24,000	24,000
Vehicle/Equipment Maintenance	59,000	55,055	55,055	101,450
Total Expenses	$ 581,893	$ 796,836	$ 796,836	$ 769,827

FIRE BUDGET

FIRE DEPARTMENT	FY 16/17 Budget By Fund
General Fund	$ 769,827
TOTAL	$ 769,827

FIRE DEPARTMENT

- Fire Unfunded Items
  - Increase Fire Marshal hours
    - 1 additional 8 hour day per week
  - Facility Enhancements/Repairs
    - Replace Bay Doors ($63,000)
    - HVAC
    - Refrigerator/Freezer

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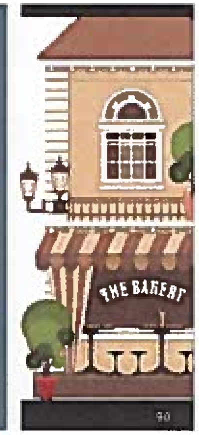
POLICE



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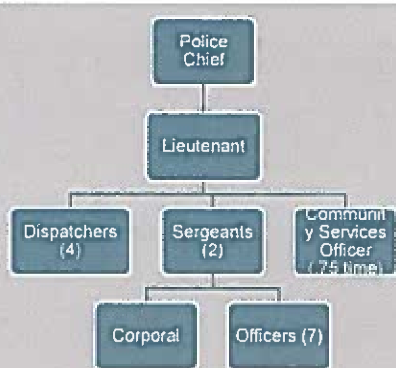

Police – 16.75 FTE

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POLICE BUDGET

POLICE - 4900
BUDGET SUMMARY

Police Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	1,492,780	1,492,780	1,492,780	1,683,915
Benefits	1,103,618	1,107,369	1,107,369	1,268,127
Capital Equipment	-	138,767	117,506	-
Communications	17,000	19,000	19,000	19,000
Computer Equipment	5,000	5,381	2,180	5,000
Contracts	105,800	109,000	109,000	121,200
Dept Supplies/Services	52,500	87,401	84,401	50,200
Equipment/Software Maintenance	-	-	-	800
Training/Conference	11,000	15,000	15,000	15,000
Vehicle Maintenance	50,300	52,756	52,756	49,289
Total Expenses	$ 2,838,978	$ 3,027,434	$ 2,979,962	$ 3,222,331

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Item No: 19

POLICE BUDGET

POLICE DEPARTMENT	FY 16/17 Budget By Fund
General Fund	$ 3,083,531
Public Safety (COPS)	$ 131,800
Training Development Fund	$ 6,000
Asset Forfeiture	$ 1,000
TOTAL	$ 3,222,331

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POLICE DEPARTMENT

- Police Unfunded Items
  - Additional Officer
    - School Resource/Youth Services
    - Investigator
  - Neighborhood Watch Program
  - Internal Procedures Updates
  - Emergency Preparedness
  - Enhanced Animal Care and Control
  - Records Manager/Dispatch Supervisor ($99,600)

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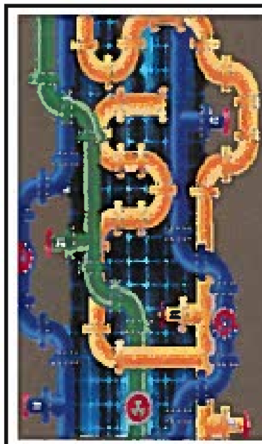
PUBLIC WORKS



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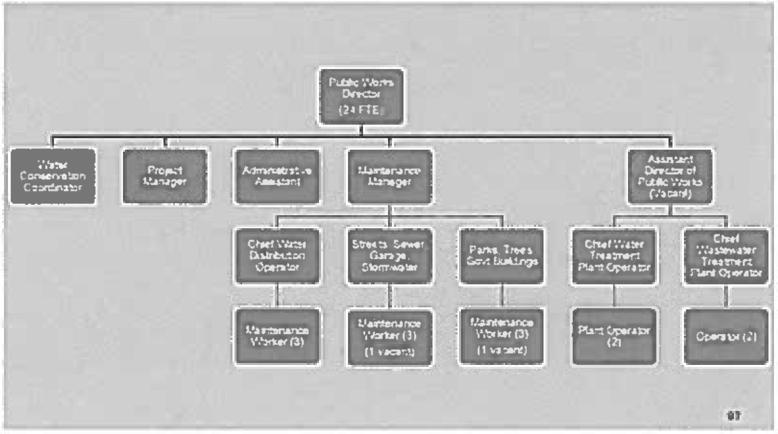
PUBLIC WORKS OPERATIONS

ADMINISTRATION
GOVERNMENT BUILDINGS
STORM DRAINS
STREETS
TREES
PARKS
CITY GARAGE

96



PUBLIC WORKS OPERATIONS BUDGET

PUBLIC WORKS OPERATIONS BUDGET SUMMARY

Public Works Operations Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	[illegible]7,313	947,812	947,812	998,939
Benefits	495,844	502,637	502,637	587,980
Capital Equipment	58,501	58,612	58,612	-
Communications	17,499	22,229	22,229	28,185
Computer Equipment	2,185	2,185	2,185	2,000
Contracts	307,800	423,225	423,225	540,167
Dept supplies/services	186,119	200,985	200,985	218,424
Programs	15,000	15,000	15,000	15,000
Software Maintenance	4,200	4,498	4,498	5,498
Training/Conference	8,484	7,964	7,964	17,575
Tree Expenses	18,183	18,183	18,183	21,500
Utilities	247,894	281,894	281,894	277,880
Vehicle/Equipment Maintenance	280,478	277,298	277,298	286,578
Total Expenses	$ 2,579,498	$ 2,742,521	$ 2,742,521	$ 2,995,686

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PUBLIC WORKS OPERATIONS BUDGET

PUBLIC WORKS OPERATIONS	FY 16/17 Budget By Fund
General Fund	$ 1,740,856
Tree City	$ 96,899
Garage	$ 207,015
Water Fund	$ 583,899
Wastewater Fund	$ 367,016
TOTAL	$ 2,995,686

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PUBLIC WORKS

- Public Works Unfunded Items
  - Facilities Master Plan
  - Traffic Engineering
  - Solar Power Evaluation
  - Sidewalk and Curb Ramp Upgrades
  - Downtown Parking Study
  - Full Implementation of Asset Management

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Item No: 19

PUBLIC WORKS

- Public Works Unfunded Items
  - Government Buildings
    - Complete Building Assessment
    - Carnegie Building
      - Windows
      - Front door
      - Railing

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PUBLIC WORKS

- Public Works Unfunded Items
  - Government Buildings
    - City Hall
      - Roof
      - Restroom upgrade
      - Floor covering replacement
      - Doors
      - Windows
      - Paint
      - Furniture
    - Replacement Fund

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PUBLIC WORKS

- Public Works Unfunded Items
  - Parks
    - Proactive Maintenance
  - Garage
    - Vehicle Replacement Fund

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WATER – ENTERPRISE FUND

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Item No: 19

WATER BUDGET

WATER PUBLIC WORKS BUDGET SUMMARY

Water Public Works Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	554,046	559,446	559,446	567,654
Benefits	317,570	327,737	327,737	337,604
Capital Equipment	47,275	51,551	51,551	136,000
Chemicals	52,700	52,700	52,700	68,300
Communications	10,760	11,460	11,460	9,450
Computer Equipment	1,950	1,950	1,950	4,000
Contracts	54,320	53,470	53,470	50,800
Dept supplies/services	106,112	125,423	125,423	118,298
Equipment Maintenance	87,225	109,938	109,938	85,950
Penalties and Fines	-	-	-	-
Purchased Water	1,311,272	1,311,272	1,311,272	1,349,619
Training/Conference	11,900	11,900	11,900	13,080
Utilities	171,315	165,615	165,615	173,770
Vehicle Maintenance	41,798	43,792	43,792	40,832
Total Expenses	$ 2,768,343	$ 2,826,254	$ 2,826,254	$ 2,954,757

WATER BUDGET

WATER	FY 16/17 Budget By Fund
Water Fund	$2,954,757
TOTAL	$ 2,954,757

WATER

- Water Unfunded Items
  - Capital Replacement Fund
  - Raw Water Station Upgrades
  - Rutherford Pump Station Upgrade
  - Disinfection By-Product Removal (Activated Carbon Filter)
  - Bell Canyon Intake Tower Replacement
  - Dwyer Road Booster Station

WATER

- Water Unfunded Items
  - Bell Canyon Valve House Upgrades
  - Lower York Creek Dam Rehabilitation
  - Replace 12" Water Transmission Main in Rutherford
  - Replace Water Transmission Main at Pratt Avenue Bridget
  - Annual Water Main Replacement Program
  - Raw Water Station Upgrades

Item No: 19

WASTEWATER – ENTERPRISE FUND

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WASTE WATER BUDGET

WASTEWATER PUBLIC WORKS
BUDGET SUMMARY

Wastewater Public Works Expense Summary	FY 15/16 Adopted	FY 15/16 Adjusted	FY 15/16 Estimated Year End	FY 16/17 Proposed
Salary	316,886	312,328	312,328	321,80[illegible]
Benefits	162,986	168,703	168,703	164,86[illegible]
Capital Equipment	47,658	181,905	181,905	100,00[illegible]
Communications	3,087	3,387	3,387	3,40[illegible]
Computer Equipment	2,000	2,000	2,000	2,20[illegible]
Contracts	51,000	49,209	49,208	25,00[illegible]
Dept Supplies/Services	46,151	51,694	51,694	48,20[illegible]
Equipment Maintenance	74,184	127,265	127,265	97,60[illegible]
Training/Conference	4,145	4,295	4,295	4,670
Penalties and Fines		290,177	290,177	
Chemicals	50,779	37,885	37,885	25,00[illegible]
Utilities	91,642	92,642	92,642	93,00[illegible]
Vehicle Maintenance	28,397	29,662	29,662	21,71[illegible]
Total Expenses	$ 888,868	$ 1,331,148	$ 1,331,148	$ 907,65[illegible]

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WASTE WATER BUDGET

WASTEWATER	FY 16/17 Budget By Fund
Wastewater Fund	$ 907,658
TOTAL	$ 907,658

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WASTE WATER

- Waste Water Unfunded Items
  - Tertiary Treatment
  - Recycled Water Distribution
  - Capital Replacement Fund
  - Construct Office Building
  - Treatment Plant Upgrades to comply with CDO and New Permit
  - Remove Sludge from Ponds 1B and 2

112

Item No: 19

WASTE WATER

- Waste Water Unfunded Items
  - Oak Avenue Sewer Line Replacement
  - Annual Sewer Main Replacement Program

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RECOMMENDATION

- Adopt FY 2016-17 Maintenance and Operations Budget

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Item No: 20

Report to the City Council
Council Meeting of June 14, 2016

Agenda Section: **New Business**

Subject: **Consideration to Review of Transactions and Use Taxes Measure and Non-Binding Advisory Measure:**

1. **Proposed Ordinance of the City of St. Helena Imposing Transactions and Use Taxes**
2. **Proposed Resolution Ordering the Submission to the Qualified Electors of the City of St. Helena a Measure to Approve a Transactions and Use Taxes Ordinance at the General Municipal Election to be held on Tuesday, November 8, 2016**
3. **Proposed Resolution Ordering the Submission to the Qualified Electors of the City of St. Helena a Non-Binding Advisory Measure Regarding Use of Transactions and Use Taxes Proceeds at the General Municipal Election to be held on Tuesday, November 8, 2016**

CEQA Status: **Not a CEQA project**

Prepared By: **Cindy Black, City Clerk**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The City Council at their May 24, 2016 Council meeting considered options for a sales tax measure for the November 2016 ballot. The Council directed staff to return with legislation necessary to place a transactions and use taxes ordinance on the November 8, 2016 ballot, including a companion non-binding advisory measure regarding the use of the sale tax proceeds. The purpose of this item is to provide the City Council an opportunity to review and provide direction on the transaction and use taxes ordinance and the ballot measure questions before they are formally presented at subsequent meetings for formal Council action. Additionally, the Council will be asked to provide direction on aspects of ancillary resolutions related to the ballot measures.

DISCUSSION

The City Council desires to place a measure on the November 8, 2016 ballot that would enable the community to vote on a transactions and use tax, commonly referred to as a "sales" tax, which would impose a ½ of one percent (0.5%) sales tax increase. All revenues generated by the tax would be deposited into the City's general fund for general revenues generated by the tax would be deposited into the City's general fund for general governmental purposes and could be used to maintain current level of services, ensure an adequate "rainy day" fund to maintain the City's long-term financial stability, and provide funding of police, fire, and public works priorities among other uses.

The attached draft ordinance and resolutions are presented at the June 14, 2016 meeting for Council review and discussion only. No formal action to adopt the ordinance or resolutions is proposed at this time. The proposed ordinance will be brought back before the Council as a public hearing at the June 28, 2016 meeting for a first reading and thereafter at the July 12, 2016 meeting for formal Council action. If the ordinance is adopted by the required two-thirds vote (four affirmative votes) of the City Council, then the City Council would consider the adoption of the enclosed resolutions to submit the transactions and use taxes measure and non-binding advisory measure regarding use of the taxes to the St. Helena electorate at the November 8, 2016 general municipal election. The Council would also be presented with six (6) other resolutions at the July 12th meeting related to the ballot measures as will be explained below.

Transaction and Use Taxes Measure

The proposed transactions and use taxes ordinance would authorize the City Council to levy a ½ of one percent (0.50%) tax that would not sunset. The proposed ordinance would amend St. Helena's Municipal Code, adding a new Chapter entitled "Transactions and Use Taxes" of Title 3 entitled "Revenue and Finance" of the St. Helena Municipal Code, and would not be operative unless and until approved by a majority of the voters. The measure does not require a two-thirds vote of the electorate because the proposed tax is a "general tax" as opposed to a "special tax." However, a two-thirds vote of the City Council is required to approve the proposed ordinance and place the measure on the ballot. If passed by the Council and the electorate, the tax imposed by the proposed ordinance would be effective no sooner than the first day of the first calendar quarter, commencing more than 110 days after the adoption of the ordinance. Therefore, the tax would be effective no sooner than April 1, 2017.

As of 2014, there were 116 cities in California with voter-approved local transactions and use tax rates. Research shows that cities that have enacted a local transactions and use tax do not see a corresponding decrease in economic activity. A local transactions and use tax is slightly different than the statewide sales tax. First, the tax is specific to the city in which the voters reside. Therefore, it cannot be taken, or even borrowed, by the State or the Federal Government. Second, it is applied in a slightly different manner. While the statewide sales tax is generally point-of-sale based, a local transactions and use tax is destination based. This means that it is applied based upon where the goods are received versus where they are purchased. This doesn't affect retail sales because the goods are both purchased and received in the store. However, it does change how the tax is applied for online purchases and for business-to-business purchases. A local transactions and use tax is applied to the online purchase and remitted to the City in which the product is being shipped. Also, in a business-to-business transaction, local tax is applied based on where the product is being shipped. Therefore, those businesses in St. Helena, when selling and shipping products to customers outside of St. Helena need not apply the local transactions and use tax rate to the transaction. The details for the transactions and use tax and how it would be administered are set out in the attached ordinance.

If the City Council adopts the ordinance by the required 2/3rds vote at their July 12, 2016 meeting, then the City Council must also adopt a resolution to submit to the voters the transactions and use taxes ordinance at the November 8, 2016 general municipal election. A draft of the proposed resolution is attached. As the Council will note, on the second page of the draft resolution is a question that will be presented to and appear on the ballot pamphlet. The proposed question was framed based on the question utilized in the polling conducted earlier this year. The question may not exceed 75 words and must be framed to elicit a 'Yes' or 'No' response. Staff is seeking City Council input and direction in relation to the question.

Non-Binding Advisory Measure

Because the proposed measure seeks to impose a general tax, the revenue from the proposed transactions and use tax would be placed in the City's General Fund and be available for expenditure for general governmental purposes. In the past few years, many California cities have placed general transactions and use tax measures on the ballot. The trend for local general tax measures is to include an advisory measure with the tax measure. An advisory question is a type of ballot measure in which citizens vote on a non-binding question.

Based on direction from Council, an advisory measure also will be placed on the ballot seeking voter input regarding how the funds should be spent if the tax measure is passed. Section 9603(c) of the California Elections Code governing the purpose and effect of such an advisory vote states: ". . . 'advisory vote' means an indication of general voter opinion regarding the ballot proposal. The results of the advisory vote will in no manner be controlling on the sponsoring legislative body."

Again, a draft of the proposed resolution submitting the non-binding advisory measure to the City of St. Helena electorate is attached. On the second page of the draft resolution is a question that will be presented to and appear on the ballot pamphlet. The question may not exceed 75 words and must be framed to elicit a 'Yes' or 'No' response. Staff is seeking City Council input and direction in relation to the question.

Ballot Language

It is important that the language placed on the ballot clearly convey the City's intentions, and it should be concise. As currently provided in the attached draft resolutions. The City Council is requested to review and provide City staff input regarding the two (2) questions. Again, remember that the questions cannot exceed 75 words.

Process

As part of this agenda item, the City Council is requested to review and provide input to the transactions and use taxes ordinance and the ballot measure questions for the November 8, 2016 general municipal election.

In order to place the transactions and use taxes measure before the voters, the Council must adopt the attached ordinance by a two-thirds vote (four affirmative votes). The ordinance will be presented to the City Council at a public hearing to be held on June 28, 2016 for a first reading. If the first reading of the ordinance is approved, then the ordinance will be presented to the City Council at its July 12, 2016 for adoption. Again, in order to qualify the ordinance for submission to the St. Helena electorate at the November 8, 2016 general municipal election, the ordinance must be adopted by a two-thirds vote (four affirmative votes) of the City Council.

If the ordinance is adopted by the required vote of the City Council at the July 12, 2016 meeting, then the City Council will be asked to consider the adoption of the two resolutions attached to this report that same evening. These two resolutions provide for the submission to the St. Helena electorate of the transaction and use taxes ordinance measure and non-binding advisory measure regarding the use of the taxes. The question that is included within the resolutions will be the question that is presented to the voters.

If those resolutions are adopted, then the City Council will also be presented with six (6) additional resolutions that evening of July 12, 2016, three (3) of which relate to the transaction and use taxes ordinance measure and three (3) of which relate to the non-binding advisory measure.

The first resolution establishes priorities for City Council argument and directs the City Attorney to prepare the impartial analysis. The main issue to be resolved with this resolution is whether the Council will author a ballot argument as a body or whether it will authorize individual Council members to author arguments separately. Hence there will be a "Resolved" within the resolution that has alternative language for the Council to consider and adopt. Thus the City Council will have the option of authorizing argument by the City Council as a body or individually. Note that a resolution establishing priorities for Council argument must be adopted at the same time of adoption of the resolution submitting the measure to the voters. If the City Council would like to provide direction to City staff on this issue it may do so at this time.

The last 2 resolutions are completely discretionary. The first is to authorize rebuttal argument. The City Council does not have to authorize rebuttal argument on the ballot. If the Council does authorize rebuttal argument on the ballot, then the last resolution (also optional) allows for the Council to release their rebuttal argument to third parties that the Council members will need to identify and provide written permission to the City Clerk. Thus, if the Council has authorized rebuttal argument, then the Council may authorize the release of rebuttal argument to others whose names would then appear in the ballot pamphlet as the author of the rebuttal argument. Note that a resolution authorizing rebuttal argument and, if authorized, the release of rebuttal argument must be adopted at the same time of adoption of the resolution submitting the measure to the voters. If the City Council would like to provide direction to City staff on the issue of providing for rebuttal argument and the release of rebuttal argument it may do so at this time.

FISCAL IMPACT

Based on prior sales tax revenue and future projections, it is estimated that a 0.50% transactions and use taxes would generate approximately $1.4 million in revenue per year.

There are also costs associated with placing the measures on the ballot that must be paid to the Napa County Elections Division. Staff estimates that the cost to place this general tax measure and non-binding advisory measure on the November 2016 ballot will be approximately $15,000.

RECOMMENDED ACTION

Direct staff to finalize preparation of the proposed ordinance for public hearing and first reading at the June 28, 2016 meeting and resolutions related to the ballot measures for the July 12, 2016 meeting.

ATTACHMENTS:

***Attachments will be provided and posted separately from the staff report.**

1. Proposed Ordinance of the City of St. Helena Imposing Transactions and Use Taxes
2. Proposed Resolution Ordering the Submission to the Qualified Electors of the City of St. Helena a Measure to Approve a Transactions and Use Taxes Ordinance at the General Municipal Election to be held on Tuesday, November 8, 2016
3. Proposed Resolution Ordering the Submission to the Qualified Electors of the City of St. Helena a Non-Binding Advisory Measure Regarding Use of Transactions and Use Taxes Proceeds at the General Municipal Election to be held on Tuesday, November 8, 2016

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