



**City of St. Helena
Regular City Council
Regular Meeting
Tuesday, March 14, 2017 @ 6:00 PM
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.

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Mayor: Alan Galbraith
Vice Mayor: Peter White
City Council: Paul Dohring
Geoff Ellsworth
Mary Koberstein
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.
6. PRESENTATIONS AND PUBLIC RECOGNITIONS
 - 6.1. Proclamation - Proclaiming March as American Red Cross Month presented to American Red Cross CA Northwest Chapter Board Member Annie McCallum, Volunteer Marjorie Arroyo and Volunteer Marcia Vallergera Ciaro
[Proclamation](#)
7. 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)

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- 7.1. Consideration and Proposed approval of a Resolution approving the second amendment in the amount of \$15,900 to the professional services agreement with Green Valley Consulting Engineering for the design of Holmes Tank Upgrade, Capital Improvement Project W-86 7 - 16
- CEQA Determination: Categorically Exempt, Article 19 Section 15302 Replacement or Reconstruction, and Article 19 Section 15303 New Construction or Conversion of Small Structures
Prepared By: Tobias Barr, Public Works Project Manager
 Erica Smithies, PE, Acting Public Works Director/City Engineer
Recommendation: Adopt
[Item 7.1](#)
- 7.2. Consideration and Proposed Approval of a Resolution authorizing a budget transfer of \$75,070 from Wastewater Reserves and authorizing the bulk purchase of 12,000 lbs. of Ascorbic Acid for \$90,201.60 from Integra Chemicals for treated wastewater dechlorination. 17 - 22
- CEQA Determination: Not a CEQA project
Prepared By: Tobias Barr, Public Works Project Manager
 Erica Smithies, PE, Acting Public Works Director/City Engineer
Recommendation: Adopt
[Item 7.2](#)
- 7.3. Approving the waiver of a tent permit fee in the amount of \$477, Encroachment Permit fee in the amount of \$200 and a Noise Permit in the amount of \$25 for the St. Helena Volunteer Firefighter Association's Lobster Feed Fundraiser to be held on March 25, 2017 23 - 25
- CEQA Determination: Not a CEQA project
Prepared By: Allison Mattioli, Management Analyst
Recommendation: Adopt
[Item 7.3](#)
- 7.4. Consideration and proposed resolution approving an agreement with the City of Calistoga to provide reciprocal building inspection services 27 - 36
- CEQA Determination: The proposed agreement is not a project as defined by the California Environmental Quality Act and is therefore not subject to environmental review.
Prepared By: Noah Housh, Planning and Community Improvement Director
Recommendation: Adopt
[Item 7.4](#)
8. NEW BUSINESS
- 8.1. Consideration and proposed approval of a resolution appointing members to the Ad Hoc Utility Rate Committee 37 - 70
- CEQA Determination: Not a CEQA project
Prepared By: Cindy Black, City Clerk

Recommendation: Appoint

[Item 8.1](#)

- 8.2. Consideration and proposed approval of a resolution authorizing the use of General Fund Reserves in the amount of \$45,665 and authorizing the Interim City Manager to execute a contract with Bread of Life to provide services related to a Good Governance Project for the City of St. Helena for a total amount not to exceed \$45,665. 71 - 81

CEQA Determination: Not a CEQA project

Prepared By: Larry Pennell, Interim City Manager

Recommendation: Adopt

[Item 8.2](#)

[Public Comment](#)

- 8.3. Discussion of including a Low-Medium Residential Land Use Designation as a part of the 2035 General Plan Update 83 - 89

CEQA Determination: This request for direction is not a project under CEQA however the 2035 General Plan Update itself will be analyzed for potential environmental impacts under an Environmental Impact Report (EIR) currently under way.

Prepared By: Noah Housh, Planning and Community Improvement Director

Recommendation: Provide direction

[Item 8.3](#)

[Attachment 1 2009 Land Use Graphic](#)

[Attachment 2-Draft 2035 General Plan Land Use Graphic](#)

- 8.4. Consideration and Proposed approval of a Resolution to Approve and Submit Annual Housing Element Progress Reports for Calendar Years 2011 through 2016 91 - 178

CEQA Determination: Not a CEQA project

Prepared By: Noah Housh, Planning and Community Improvement Director

Recommendation: Adopt

[Item 8.4](#)

- 8.5. Councilmember Geoff Ellsworth - Continued discussion from Feb. 28th SH City Council meeting. The City of St. Helena has been made aware that a private use helicopter port permit (UP#000261UP) is being processed at the Napa County level. Further discussion and possible Council Action such as a possible resolution in opposition of approval of private use heliports in Napa County and St. Helena, as well as a possible letter of concern to Napa County addressing the concerns. 179

[Ellsworth - Proposed Heliport Opposition Resolution](#)

9. ADJOURNMENT -

The City Council will adjourn in memory of Juan Diaz

The next Regular City Council meeting is scheduled for March 28, 2017, 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 March 9, 2017.



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 <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

City of St. Helena

PROCLAMATION

AMERICAN RED CROSS MONTH

March 2017

WHEREAS, in St. Helena, we have a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help our community members.

WHEREAS, these heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella.

WHEREAS, the American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in St. Helena who give of themselves in assisting their neighbors when they need a helping hand.

WHEREAS, across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration.

WHEREAS, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

Now, therefore, be it resolved, that I, Alan Galbraith, Mayor of the City of St. Helena, by virtue of the authority vested in me by the Constitution and laws of St. Helena and California, do hereby proclaim **March 2017** as **American Red Cross Month**. I encourage all Americans to support this organization and its noble humanitarian mission.

Dated: March 14, 2017

Alan Galbraith, Mayor
City of St. Helena



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: Consent

Subject: Consideration and Proposed approval of a Resolution approving the second amendment in the amount of \$15,900 to the professional services agreement with Green Valley Consulting Engineering for the design of Holmes Tank Upgrade, Capital Improvement Project W-86

CEQA Status: Categorically Exempt, Article 19 Section 15302 Replacement or Reconstruction, and Article 19 Section 15303 New Construction or Conversion of Small Structures

Prepared By: Tobias Barr, Public Works Project Manager *T. Barr*
Erica Smithies, PE, Acting Public Works Director/City Engineer *ES*

Approved By: Larry Pennell, City Manager *L. Pennell*

BACKGROUND

On November 10, 2015, City Council approved a Professional Services Agreement with Green Valley Consulting Engineers in the amount of \$94,100 to complete design and engineering documents for the project, which will construct a new pumping station and improve pressure at the Holmes Tank and surrounding pressure zones. On March 10, 2016, City Council approved an amendment number one to the Professional Services Agreement with Green Valley Consulting Engineering to include the design of a back-up generation system at the pump station.

DISCUSSION

Green Valley Consulting Engineers included the above-ground section of the pipeline in their original proposal as high-density polyethylene or HDPE pipe. During the design process, City Staff reviewed the proposed above ground alignment of using HDPE pipe. After review of the design, City Staff determined the above-ground section of the pipeline should be constructed from ductile iron pipe rather than HDPE, because ductile iron would provide superior durability and resiliency for the above ground section of pipeline. For example it was determined during the design process an above ground HDPE pipeline could be damaged by falling trees or forest fire.

For these reasons City Staff requested Green Valley Consulting Engineers provide a proposal for designing the above-ground pipeline section with ductile iron pipe. Designing

above ground pipelines requires special considerations for pipe expansion, foundations piles and mounting and thus was a major departure from original scope of work. Green Valley Consulting Engineers has found an additional subcontractor, Nute Engineering who can perform the specialized design work. The cost for the additional scope of work is \$15,900, bringing the total cost of the project, including Amendment No. 1 to \$113,510. Because this is a change to the contract's Scope of Work and requires additional design and engineering services, the City Council needs to authorize additional services in accordance with Section 2 of the City's Professional Service Agreement.

FISCAL IMPACT

The current approved budget in the 2016-2020 Capital Improvement Plan Holmes Tank Upgrades CIP W-86 is \$1,428,000. The current estimated Project expenditures are summarized in the table below.

Phase	Amount
Engineering - Green Valley Original PSA	(\$94,110)
Engineering - Green Valley PSA First Amendment	(\$3,500)
Engineering-Green Valley PSA Second Amendment	(\$15,900)
TOTAL COST	\$113,510

RECOMMENDED ACTION

Adopt attached resolution authorizing the City Manager to execute the Second Amendment to the Professional Services Agreement in the amount of \$15,900 with Green Valley Consulting Engineering for the design of Holmes Tank Upgrade, Capital Improvement Project W-86.

ATTACHMENTS

1. Resolution
2. Second Amendment to Professional Services Agreement

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2017-

**Resolution approving the Second Amendment to the
Professional Services Agreement in the amount of
\$15,900 with Green Valley Consulting Engineers for the
design of Holds Tank Upgrades, Capital Improvement
Project W-86**

RECITALS

- A. Following a competitive solicitation process, The City of St. Helena City Council approved a Professional Services Agreement with Green Valley Consulting Engineers for the Holmes Tank Upgrade, CIP W-86 on November 10, 2015; and
- B. On May 10, 2017 the City of St. Helena City Council approved the execution of the First Amendment to the Professional Services Agreement with Green Valley Consulting Engineers in the amount of \$3,500, to include the design of a stationary back-up generation system for the water pump station; and
- C. During 50% plan review, the City Engineer determined that the above-ground segment of the pipeline should be constructed with ductile iron pipe for durability and reliability purposes; and
- D. City Staff directed Green Valley Consulting Engineers to provide a proposal for the additional design work needed to engineer the above ground pipeline alignment with ductile iron pipe; and
- E. City Staff has reviewed and evaluated the proposal received and confirmed Green Valley Consulting Engineers and their subcontractors have the skills, experience, and qualifications to provide the desired services; and
- F. The attached Second Amendment to the Professional Services Agreement establishes the terms and conditions under which Green Valley Consulting Engineers will provide the necessary services; and
- G. The City Attorney has reviewed and approved the agreement; and
- H. The agreement will be funded through Capital Improvement Project W-86 Holmes Tank Upgrade.

RESOLUTION

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

1. Approves the Second Amendment to Professional Service Agreement with Green Valley Consulting Engineering; and
2. The City Manager is authorized to execute the Second Amendment to Professional Services Agreement with Green Valley Consulting Engineers.

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Korberstein: _____
Councilmember Dohring: _____
Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

ATTACHMENT 2

**SECOND AMENDMENT
TO PROFESSIONAL SERVICES AGREEMENT
WITH GREEN VALLEY CONSULTING ENGINEERS.**

This Second Amendment to Agreement for Professional services dated November 10th, 2015 ("Agreement") is made as of this 28th day of February 2017 by and between the City of St. Helena, a municipal corporation ("City"), and Green Valley Consulting Engineers. ("Consultant").

RECITALS

- A. On November 10th, 2016 the City and Consultant entered into the Agreement for Consultant to provide professional engineering services for the preparation of bid documents for the Holmes Tank Upgrades, Capital Improvement Project W-86
- B. On May 10, 2016 the First Amendment was made to the contract to include a back-up generation system for meeting California Department of Health requirements.
- C. During the design process, City Staff determined that the above ground portion of the pipeline should be constructed from ductile iron pipe, for safety and reliability purposes.
- C. The current Scope-of-Services does not include funds for the design of an above ground pipeline with ductile iron pipe.
- C. City and Consultant now desire to amend the Agreement with Consultant for the purpose of including the design of a above ground ductile iron pipe for Holmes Tank Upgrades, Capital Improvement Project W-86.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 1. Basic Services

Exhibit A-1 to the Agreement is replaced with the attached Exhibit A-2.

2. Section 4. Compensation and Method of Payment

Section 4.A is amended to increase the total compensation payable to Consultant under the Agreement by \$113,510 to read as follows:

"Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B-2, "Compensation," attached hereto and made a part hereof. Total compensation shall not exceed \$113,510, unless additional compensation is approved in accordance with Section 2."

All other terms of the Agreement shall remain in full force and effect.

ATTACHMENT 2

Entered as of the day and year first above stated.

CONSULTANT:

Green Valley Consulting Engineers.
335 Tesconi Circle.
Santa Rosa, CA 95401

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

CITY OF ST. HELENA
a Municipal Corporation

By: _____

Print
Name: _____

Director, _____ Department
Title: _____

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Attachments:

Exhibit A-2, "Scope of Services"
Exhibit B-2, "Compensation"

ATTACHMENT 2

EXHIBIT A-2 – SCOPE OF SERVICES**Task 1 – Meetings with City Staff**

We will meet with the City to agree on the approximate proposed pipeline alignment prior to surveying the pipe alignment, as well as review the necessary pump station improvements.

We will then prepare a preliminary 30% design of the pump station and proposed alignment after which time we will meet with City staff to review and further define the scope of work needed to complete the Project. Once a final pipeline alignment has been selected, the survey will commence to prepare detailed mapping to finalize specific details such as pipe supports, ARV's, tie-in locations, etc. The surveying portion will likely occur before or after 30% design submittal meeting.

The 30% review meeting would further define the overall scope of work in more detail to include the necessary piping needed (approximate length and alignment), and other changes to the project.

Task 2 – Field Review and Background Information

We will review all of the available City information pertaining to the project including base maps, as-built drawings, and any additional pertinent information for the project. At project initiation we will perform a field review of the project site, take digital photos and observe existing conditions so during design we can refer back to identify any unusual or special condition that may affect the project design or construction, especially in regards to the Pump Station.

Critical will be contact with AT&T, PG&E, and Comcast informing them of the project and requesting their facility mapping. In addition, we will coordinate closely with Blymer and PG&E for power demand calculations and the possible transformer relocation or change out.

Task 3 – Surveying

Green Valley will conduct the topographic survey of the project area and prepare mapping for the design documents. At a minimum, the topographic survey will include all necessary work to produce a topographic map, including features outlined in the RFP. The location of the proposed pipeline shall be agreed upon by City and Green Valley prior to surveying pipeline alignment.

Survey shall include finding available property corners and plotting approximate property lines based on best available information. A record of survey is not included in the scope of work. We will pick up outlines of an existing septic system that is located on the proposed pump station that will potentially be abandoned per the permitting process.

ATTACHMENT 2

Task 4 – Submittals

Following our background research, survey and field review, a 30% preliminary design will be prepared and submitted to the City for review. The 30% improvement plans will include the survey mapping and existing utility information, general alignment of the piping and location of the pump house. The 30% submittal will include the draft pump station design, including stationary back-up power system integration, pipeline alignment and details. Following City review, consultant will meet with City to review and discuss comments on the preliminary layout and design.

At the 30% stage we will also include the necessary details and specifications for the pressure grouting of cracks that are currently found in the concrete storage tank. This item will be bid as a separate item. The grouting will take place after the new inflow and outflow pipes are installed in the tank.

As the pipeline will be above ground for a portion of the run we have included a small fee for a structural engineer to prepare tie-back and pedestal details.

Deliverables: Four ½ size plan sets and an engineer's estimate of probable construction costs.

Task 5 – 90% Submittal

Following the 30% review meeting with City staff, we will prepare a 90% submittal. These plans will include all the sheets proposed for the final bid documents, including plan and profile sheets and the relevant details.

A 90% submittal will include the plans and specifications to allow for formal review and any needed permitting and right of way work. Once comments have been received, consultant will submit final plans, specs and estimate for advertising. The city reserves the right to make comments on 100% plans if necessary. Final deliverables will be in a PDF format. No meeting is planned for the 90% submittal.

Specifications will follow either CSI format (typical for pump station work) or Caltrans standards and be coordinated with the City's boilerplate front-end.

Deliverables: Four ½ size plans sets, two draft technical specifications and a preliminary estimate of probable construction costs for City review and comment. These documents will be supplied to the City in print and in PDF formats.

Task 5A – Pump Station Design

Blymer Engineers will provide the pump station design in all submittals. Efforts for the pump station design have been outlined in the RFP and are not repeated herein. We will coordinate all efforts with Blymer to incorporate the necessary information into the final set of bid documents. The pump station building will be a split face cinderblock structure with a metal roof. Their design will also incorporate an emergency generator – permanent standalone propane generator .

ATTACHMENT 2

Task 5B Above Ground Ductile Iron Pipe Design

The consultant shall provide design of ductile iron pipe on above ground alignments of water pipelines. The above ground portion is from Station 15+00 to approximately Station 20+50. The work shall include the necessary design of specialized concrete support structures and tie-downs for thrust restraint. If necessary, consultant and subconsultants forces shall walk the site and flag the proposed alignment for reference during the design process.

Task 6 – Final Bid Documents

Any comments received on our 90% submittal will be addressed and final bid documents will be prepared. The final plans, specifications and estimate will be submitted electronically to the City for a brief review prior to plotting final drawings. It is assumed that the purpose of this review is to confirm that all City comments on the 90% submittal are addressed, and that no significant revisions are requested.

Deliverables: Final bid documents will be prepared including stamped and signed drawings and camera ready specifications in a PDF format.

Task 7 – Permitting Support

Permitting will be performed by the City with support from our team in the way of exhibits, technical information, etc. We will assist as necessary to obtain the needed building permit for the pump station, typically needed calculations and foundation connection details and any electrical modifications.

Tree removal will be assisted by exhibits as required, with the same detail provided to abandon the septic system.

Task 8 – Bidding Support

We will support the City as requested in the advertising and award of the Project. We have included time to attend the pre-bid meeting and field walk with potential bidders and address RFI's that may come up. We will assist with the technical portion of any needed addenda.

ATTACHMENT 2

EXHIBIT B-2 – COMPENSATION

For the scope of work indicated in Exhibit A-2, including all caveats, Green Valley Consulting Engineers will not exceed one hundred thirteen thousand, five hundred and ten dollars (\$113,510) unless additional compensation is approved in accordance with Section 2.

TASK NUMBER	DESCRIPTION	Task Total
Tasks 1, 2, 3	Meetings, Research and Coord., and Surveys	\$12,230
Task 4	30% Improvement Plans, Specifications and Estimate	\$58,300
Task 5	90% Improvement Plans, Specifications and Estimate	\$15,650
Task 5B	Above Ground Ductile Iron Pipe Design	\$15,900
Tasks 6, 7	Final PS&E and Permitting	\$4,790
Task 8	Bidding Support	\$6,640
	Total	\$113,510



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: Consent

Subject: Consideration and Proposed Approval of a Resolution authorizing a budget transfer of \$75,070 from Wastewater Reserves and authorizing the bulk purchase of 12,000 lbs. of Ascorbic Acid for \$90,201.60 from Integra Chemicals for treated wastewater dechlorination.

CEQA Status: Not a CEQA project

Prepared By: Tobias Barr, Public Works Project Manager *TB*
Erica Smithies, PE, Acting Public Works Director/City Engineer *ES*

Approved By: Larry Pennell, City Manager *LP*

BACKGROUND

The City's Wastewater Treatment Plant disinfects wastewater using chlorine bleach. Disinfection is essential and required for neutralizing pathogens and other harmful bio-hazards. During winter months, treated, disinfected wastewater is not permitted be discharged onto the facility's spray field and must be discharged directly into the Napa River. When discharging to a natural waterbody, treated disinfected wastewater must be dechlorinated because chlorinated water is toxic to the aquatic ecosystem and will harm the living environment. The dechlorinating process used at the St. Helena Wastewater Treatment Plant mixes ascorbic acid into the chlorinated treated wastewater effluent prior to discharging into the Napa River, which neutralizes the chlorine. This is a common and simple way to dechlorinate and has been used by the City for many years.

DISCUSSION

The above average precipitation experienced this winter significantly increased the amount of wastewater flowing to the treatment plant. This is due to the inflow and infiltration (I&I) of rain and groundwater into the sewer pipe collection system. Due to the age and condition of the sewer collection infrastructure in St. Helena, sewer pipes and manholes will collect rain and groundwater from precipitation events. All the additional water flows with untreated sewage to the wastewater treatment plant where it all must be treated, disinfected and dechlorinated before it is discharged to the Napa River.

The amount of wastewater needing treatment during this rainy season was well over the typically flows, which are approximately 0.4 million gallons per day. During this year's

rainy season, the average flows increased to over 1.5 million gallons per day and peak flows between 3.0 and 3.8 million gallons per day.

Due to the significant increase in the volume of water needing treatment this season, the plant exceeded the \$25,000 budget for process chemicals to treat wastewater. Below is the summary of ascorbic acid orders through February 28, 2017

PO #	Order Date	Amount
13989	12/29/16	\$10,218.75
13993	1/6/17	\$10,218.75
13995	1/11/17	\$10,218.75
13997	1/18/17	\$20,437.50
14002	1/31/17	\$20,437.50
14009	2/16/17	\$20,437.50
14012	2/17/17	\$20,437.50
14017	2/28/17	\$20,437.50

To accommodate for the significant increase in the amount of process chemicals needed, a budget adjustment was made in January 2017 within the wastewater fund of \$57,039, bringing the total balance in account #571-5029-2235 to \$88,571. The budget adjustment was made from previous budget allocations for machine maintenance (\$18,900), building maintenance (\$15,900), and capital equipment (\$22,239). After this budget adjustment took place, this account is still approximately \$45,000 short for expenses already incurred. The \$45,000 will need to be taken from the wastewater net position (reserves) to cover the existing cost for process chemicals. Additionally, the treatment plant will require additional ascorbic acid process chemicals before the end of the current raining season.

Addressing the need for additional ascorbic acid and to apply economies of scale so the City could achieve a more competitive price, Public Works issues a Request for Proposal for 12,000 lbs. of ascorbic acid in February 2017. Four proposals were received and the lowest proposal was from Integra Chemicals of Kent, Washington. Integra Chemicals price is \$6.92/lb. which is \$1.22 per pound lower than the current price the City was achieving by ordering within the allowed \$25,000 purchasing limit. Through this bulk purchase, the City will save \$14,640. It is anticipated \$30,067.20 of this contract will be utilized in Fiscal Year 16/17 to provide process chemicals for the remainder of the rain season. The remainder of the purchase will be budgeted in the next fiscal year, and serve as process chemicals for next year's raining season.

FISCAL IMPACT

The fiscal impact is a budget adjustment of \$75,070 in FY 16/17 from wastewater reserves to account #571-5029-2235. The remaining amount on the contract, \$60,134.40, will be budgeted in FY 17/18.

RECOMMENDED ACTION

Approve the bulk purchase of ascorbic acid from Integra Chemicals totaling \$90,201.60 and authorize a budget transfer and adjustment to account #571-5029-2235 of \$75,070 from wastewater reserves.

ATTACHMENTS

1. Ascorbic Acid Bid Results
2. Resolution

Chemicals for Wastewater Treatment Bid Results February 22, 2017 @ 3:00 PM				Integra Chemicals		Westco Chemicals		Sierra Chemical		Univar	
	Quantity	Units		Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
Ascorbic Acid (AWWA Standards)	12000	kg		\$6.96	\$83,520.00	\$7.50	\$90,000.00	\$7.75	\$93,000.00	\$12.75	\$153,019.20
Sales Tax	NA	%		0.08	\$6,681.60	0.09	\$8,100.00	0.0775	\$7,207.50	0.08	\$12,241.54
Max Delivery Charge	NA	LS		Included	\$0	\$900	\$900	Included	\$0	Included	\$0
				Total Bid	\$90,201.60	Total Bid	\$99,000.00	Total Bid	\$100,207.50	Total Bid	\$165,260.74

CITY OF ST. HELENA

RESOLUTION No. 2017-

Resolution approving the Bulk Purchase of ascorbic acid from Integra Chemicals in the amount of \$90,201.60 and approve a budget transfer in the amount of \$75,070 from wastewater reserves to the process chemicals account #571-5029-2235.

RECITALS

- A. Ascorbic acid is utilized by the City's wastewater treatment plant for the dechlorination process; and
- B. The significant amount of rain this season resulted in a high amount of inflow and infiltration in the sewer system, requiring the treatment plant to use significantly more ascorbic acid than was budgeted; and
- C. The previous internal budget adjustments in the amount of \$57,039 from the existing wastewater treatment plant's operations budget to cover the additional costs incurred in the process chemicals budget have been exhausted; and
- D. .The additional ascorbic acid required through February 28, 2017 has caused the process chemicals account balance to be \$45,000 overdrawn; and
- E. To achieve economies of scale and meet the requirements for ascorbic acid needed at the plant, Public Works issued a Request for Proposal for 12,000 lbs. of ascorbic acid on February 7, 2017; and
- F. On Wednesday, February 22, 2017 four proposals for 12,000 lbs. of ascorbic acid were received; and
- G. Integra Chemicals proposal was determined to be the lowest costs and responsive proposal; and
- H. In order to complete the bulk purchase, City Council must approve the bulk purchase in the amount of \$90,201.60 and approve a budget transfer of \$75,070 from wastewater reserves.

RESOLUTION

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

1. Approves the bulk purchase of 12,000 lbs. of ascorbic acid in the amount of \$90,201.60 from Integra Chemicals and authorizes the City Manager to issue the Purchase Order for the purchase; and
2. Approves the budget transfer of \$75,070 from wastewater reserves to the process chemicals account #571-5029-2235.

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Korberstein: _____
Councilmember Dohring: _____
Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: Consent

Subject: Approving the waiver of a tent permit fee in the amount of \$477, Encroachment Permit fee in the amount of \$200 and a Noise Permit in the amount of \$25 for the St. Helena Volunteer Firefighter Association's Lobster Feed Fundraiser to be held on March 25, 2017

CEQA Status: Not a CEQA project

Prepared By: Allison Mattioli, Management Analyst *AMM*

Approved By: Larry Pennell, Interim City Manager *LP*

BACKGROUND

Beginning in 2000, the St. Helena Volunteer Firefighter Association has held an annual Lobster Feed fundraiser at the St. Helena Fire Department, which includes a tented area outside the apparatus bay. The Lobster Feed is a vital community fundraiser for the Association, netting over \$200,000, thus directly reducing the Fire Department's annual operating budget.

DISCUSSION

The St. Helena Volunteer Firefighter Association is requesting a tent fee waiver in the amount of \$477. Tents are necessary to accommodate an entertainment stage area, as well as food preparation. The tent will be erected on March 24, 2017 and dismantled on March 27, 2017.

The St. Helena Volunteer Firefighter Association would also like to request the \$200 encroachment permit fee by the Public Works Department, and \$25 noise permit issued by the St Helena Police Department be waived.

Even though the fee waivers are being requested all permit application requirements will be adhered to.

The event will be held March 25, 2017.

FISCAL IMPACT

The waiver of the tent, encroachment and noise fees in the amount of \$702.

RECOMMENDED ACTION

Staff recommends approval of the waiver of the tent, encroachment permit and noise permit fees.

ATTACHMENTS

Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2017-

**APPROVING THE WAIVER OF A TENT PERMIT FEE IN THE AMOUNT
OF \$477 FOR THE ST. HELENA VOLUNTEER FIREFIGHTER ASSOCIATION'S
LOBSTER FEED FUNDRAISER**

RECITALS

- A. Beginning in 2000, the St. Helena Volunteer Firefighter Association has held an annual Lobster Feed fundraiser.
- B. The fundraiser is held at the St. Helena Fire Department with a tent outside of the apparatus bay.
- C. The Lobster Feed is a vital community fundraiser for the Association.
- D. The fundraiser directly reduces the Fire Department's Annual operating budget.

RESOLUTION

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

1. Permission is hereby granted to waive the tent fee in the amount of \$477, encroachment permit fee of \$200 and noise permit fee of \$25 are waived.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on March 14, 2017 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Ellsworth: _____

Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: Consent

Subject: Consideration and proposed resolution approving an agreement with the City of Calistoga to provide reciprocal building inspection services

CEQA Status: The proposed agreement is not a project as defined by the California Environmental Quality Act and is therefore not subject to environmental review.

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Larry Pennell, City Manager

BACKGROUND

The Cities of Calistoga and St. Helena employ full-time building officials to perform building inspections, among other duties. Neither city has other staff that can conduct these inspections.

For planned building official absences of a significant duration, the City of Calistoga and St Helena contract with Interwest Consulting Group, Inc. for inspections. However, when there are short absences due to illness or family emergencies, it is not usually feasible for Interwest to provide this service and planned inspections must be cancelled. Both cities experience this problem on occasion.

DISCUSSION

To address this problem and avoid additional contracting costs, the staffs of both cities are proposing to reciprocally share each other's building official during those limited times when a building official may be unavailable due to illness, personal leave, or other short-term absence.

The shared services would be limited to building inspection services and would not include plan check services, code enforcement services, public assistance or other services the Building Department may otherwise provide.

Each City would utilize shared services within the following parameters:

- A maximum of 12 hours during one work week.
- A maximum of one work week or 5 consecutive working days at a time.
- A maximum of 20 days during any calendar year.

The Planning & Community Improvement Director for the City of St. Helena and the Planning & Building Director for the City of Calistoga would initiate any reciprocal assistance request and may decline any request for assistance.

The Directors plan to evaluate the arrangement after one year of shared services and make adjustments needed to address any issues that have arisen, such as an imbalance in the use of the services (i.e., a greater demand for services by one of the cities).

This action was reviewed and approved by the City of Calistoga City Council on February 7, 2017.

FISCAL IMPACT

There would be no direct fiscal impact related to this agreement, since the shared services would be provided to the other city without remuneration. Each City's building official would use the equipment, vehicles and any other resources of their primary employer when providing the shared services. The Calistoga building official would not be considered a St Helena employee in terms of pension, civil service, or any other status.

RECOMMENDED ACTION

The Planning and Community Improvement Department recommends that the City Council adopt a resolution authorizing the City Manager to execute the reciprocal inspection services agreement with the City of Calistoga.

ATTACHMENTS

1. Resolution
2. Reciprocal Building Inspection Services Agreement (draft)

Attachment 1

CITY OF ST. HELENA

RESOLUTION No. 2017-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE A RECIPROCAL SERVICES AGREEMENT WITH THE CITY OF CALISTOGA FOR RECIPROCAL BUILDING INSPECTION SERVICES

RECITALS

WHEREAS, the Cities of St. Helena and Calistoga each recognize the value and benefits to both parties in sharing personnel for certain public service functions provided by the parties; and

WHEREAS, each city employs a building official to perform building inspection services on their behalf; and

WHEREAS, on a limited basis, St. Helena and Calistoga desire to cooperate in providing critical building inspection services when the building official for one party is unavailable for a short period of time due to illness, personal leave, or other short-term absence, and reduce or eliminate the need to retain contract building inspection services during a building official's unavailability; and

WHEREAS, the parties desire to enter into an agreement to define the type and scope of the limited reciprocal use of their respective building official on an as-needed basis.

RESOLUTION

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

1. That the City Council hereby authorizes the City Manager to enter into the Reciprocal Services Agreement with the City of Calistoga attached hereto as Exhibit A.

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Koberstein:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Exhibit A

Attachment 1

RECIPROCAL SERVICES AGREEMENT

This RECIPROCAL SERVICES AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2017 ("Effective Date"), by and between the City of St. Helena, a California municipal corporation ("St. Helena"), and the City of Calistoga, a California municipal corporation ("Calistoga"), each a "Party" and collectively, the "Parties."

RECITALS

- 1 A. The Cities of St. Helena and Calistoga each recognize the value and benefits to both
- 2 Parties in sharing personnel for certain public service functions provided by the Parties.
- 3 B. St. Helena employs a building official to perform building inspection services on St.
- 4 Helena's behalf. Calistoga employs a building official to perform building inspection
- 5 services on Calistoga's behalf.
- 6 C. On a limited basis, as provided herein, St. Helena and Calistoga desire to cooperate in the
- 7 sharing of building inspection services with their respective building official, as needed.
- 8 This Agreement's objective is to (1) memorialize the Parties' agreement for the limited
- 9 sharing of building department services in order for each Party to provide critical
- 10 building inspection services when an official for one Party is unavailable for a short
- 11 period of time due to illness, personal leave, or other short-term absence, and (2) reduce
- 12 or eliminate the need for the Parties to retain contract building inspection services during
- 13 a Party's building official's unavailability.
- 14 D. The Parties enter into this Agreement to define the type and scope of the limited
- 15 reciprocal use of their respective building official on an as-needed basis during the term
- 16 of this Agreement.

AGREEMENT

- 17
- 18 1.0 Term. This Agreement shall commence on the Effective Date and shall continue in full
- 19 force until cancelled by a Party or the Parties, as provided herein. Either Party may
- 20 terminate this Agreement with 10 days prior written notice.
- 21 2.0 Shared Building Inspection Services.
- 22 2.1 The Parties agree, on an ongoing basis, to share a building official during those
- 23 limited times when a Party's building official may be unavailable due to illness,
- 24 personal leave, or other short-term absence (hereinafter the "Shared Services").
- 25 2.2 The Shared Services shall be limited as follows:
- 26 a. Each party may utilize Shared Services for a maximum of 12 hours during one
- 27 work week.
- 28 b. Each party may utilize Shared Services for a maximum of one work week or 5
- 29 consecutive working days at a time.
- 30 c. Each party may utilize Shared Services for a maximum of 20 days during any
- 31 calendar year.

RECIPROCAL INSPECTION SERVICES AGREEMENT

- 32 2.3 Each Party's building official shall use the equipment, vehicles and any other
33 resources of their primary employer when providing the Shared Services.
- 34 2.4 For personnel scheduling coordination, the Parties will endeavor to provide advance
35 written notice of the need for Shared Services as soon as reasonably practicable.
- 36 2.5 The Planning & Community Improvement Director for the City of St. Helena and
37 the Planning & Building Director for the City of Calistoga shall initiate any
38 reciprocal assistance request of the other Party and may decline any request for
39 assistance by the other Party.
- 40 2.6 The Shared Services will be limited to building inspection services and will not
41 include plan check services, code enforcement services, public assistance or other
42 services the Building Department may otherwise provide.
- 43 3.0 Personnel Requirements. Each party warrants and represents that their respective
44 building inspection official are properly trained and possess the knowledge and skills
45 necessary to perform the Shared Services.
- 46 4.0 Employees
- 47 4.1 For purposes of this Agreement, all persons employed by St. Helena in the
48 performance of Shared Services shall be deemed St. Helena employees, and no St.
49 Helena employee shall be considered an employee of Calistoga under the
50 jurisdiction of Calistoga, and no such St. Helena employee shall have any
51 Calistoga pension, civil service, or other status while a St. Helena employee.
- 52 4.2 For purposes of this Agreement, all persons employed by Calistoga in the
53 performance of Shared Services shall be deemed Calistoga employees and no
54 Calistoga employee shall be considered an employee of St. Helena under
55 jurisdiction of St. Helena, and no such Calistoga employee shall have any St.
56 Helena pension, civil service, or other status while a Calistoga employee.
- 57 5.0 Remuneration. The Parties agree and understand each Party provides the Shared Services
58 to the other Party, as provided herein, without remuneration from the other Party. The
59 Parties agree and understand that remuneration shall not be required by either Party even
60 where one Party has provided a greater portion of Shared Services than the other Party in
61 any given calendar year.
- 62 6.0 Insurance.
- 63 6.1 The Party providing the Shared Services remains responsible for providing
64 insurance for its building official while providing the Shared Services to the other
65 Party. Such insurance includes, but is not limited to, worker's compensation,
66 automobile liability, and commercial general liability insurance coverage.
- 67 6.2 For the limited purpose of this Agreement, each Party shall provide an
68 endorsement identifying the other Party as an additional insured on their
69 respective automobile liability and general liability policies with limits no less
70 than \$1,000,000 per occurrence. Each party is responsible for the worker's
71 compensation exposure for their respective employee.

RECIPROCAL INSPECTION SERVICES AGREEMENT

72 7.0 Indemnification.

73 7.1 St. Helena agrees to indemnify, hold harmless, and defend Calistoga, its City
74 Council members, its elected officials, officers, agents and employees from every
75 claim or demand or expense of any nature whatsoever including, but not limited
76 to, injury to or death of person(s) or damage to any property that arises as a result
77 of negligence or willful misconduct of St. Helena, its elected officials, officers,
78 agents or employees in the performance of this Agreement.

79 7.2 Calistoga agrees to indemnify, hold harmless, and defend St. Helena, its City
80 Council members, its elected officials, officers, agents and employees from every
81 claim or demand or expense of any nature whatsoever including, but not limited
82 to, injury to or death of person(s) or damage to any property that arises as a result
83 of negligence or willful misconduct of Calistoga, its elected officials, officers,
84 agents or employees in the performance of this Agreement.

85 8.0 Retained Discretion. By execution of this Agreement, the Parties are not committing to
86 or agreeing to undertake any acts or activities requiring the subsequent independent
87 exercise of discretion by the Parties or any department thereof, other than as specifically
88 set forth and agreed to under this Agreement.

89 9.0 Notices. All notices required hereunder may be given by personal delivery, U.S. mail, or
90 courier service (e.g., Federal Express) to the addresses below. Any notice shall be
91 deemed received on the date of delivery if delivered by personal service, three (3)
92 business days after mailing if sent by first class mail, and on the date of delivery or
93 refused delivery as shown by the records of the overnight courier if sent via overnight
94 courier.

To St. Helena: City of St. Helena
Attention: Noah Housh
Planning and Community Improvement Director
1480 Main Street
St. Helena, CA 94574
Telephone: (707) 320-1258

To Calistoga: City of Calistoga
Attention: Lynn Goldberg
Planning & Building Director
1232 Washington Street
Calistoga, CA 94515
Telephone (707) 942-2763

95 10.0 Successors and Assigns. This Agreement may not be assigned by either Party without
96 the express written consent of the other Party. The terms and conditions of this
97 Agreement shall be binding on the successors and assigns of the Parties to this
98 Agreement.

99 11.0 Severability. If any provision of this Agreement or the application of any such provision
100 shall be held by a court of competent jurisdiction to be invalid, void, or unenforceable to

 RECIPROCAL INSPECTION SERVICES AGREEMENT

- 101 any extent, the remaining provisions of this Agreement and the application thereof shall
 102 remain in full force and effect and shall not be affected, impaired or invalidated.
- 103 12.0 Integration. This Agreement represents the full, complete and entire agreement of the
 104 Parties with respect to the subject matter hereof, and supersedes any and all other
 105 communications, representations, proposals, understandings or agreements, whether
 106 written or oral, between the Parties hereto with respect to such subject matter.
- 107 13.0 Modifications. This Agreement not be modified or amended, in whole or in part, except
 108 by a written instrument signed by an authorized officer or representative of each of the
 109 Parties.
- 110 14.0 Interpretation. As used in this Agreement, masculine, feminine, or neuter gender and the
 111 singular or plural number shall each be deemed to include the others where and when the
 112 context so dictates. The word "including" shall be construed as if followed by the words
 113 "without limitation." This Agreement shall be interpreted as though prepared jointly by
 114 both Parties. Titles and captions are for convenience of reference only and do not define,
 115 describe or limit the scope or the intent of this Agreement or any of its terms.
- 116 15.0 Authority. The Parties represent that the individuals whose signatures appear at the end
 117 of this document as signatories are authorized by their respective boards to enter into this
 118 Agreement on behalf of and to bind their respective agencies to the terms of this
 119 Agreement.
- 120 16.0 Counterparts. This Agreement may be signed in counterparts and the signature pages
 121 combined shall create a document binding on all the Parties.
- 122 17.0 Defaults and Remedies.
- 123 17.1 Default. Failure by either Party to comply with the terms and provisions of this
 124 Agreement shall constitute an event of default hereunder. The non-defaulting
 125 Party shall give written notice of a default to the defaulting Party, specifying the
 126 nature of the default and the required action to cure the default. If a default
 127 remains uncured thirty (30) days after receipt by the defaulting Party of such
 128 notice, the non-defaulting Party may exercise the remedies set forth below.
- 129 17.2 Exclusive Remedies for Default. In the event of an uncured default by a Party,
 130 the other Party's sole and exclusive remedy shall be to terminate this Agreement
 131 and neither Party shall have any further right, remedy, or obligation under this
 132 Agreement; provided, however, any obligation under a specific provision of this
 133 Agreement for a Party to indemnify the other Party shall survive such termination.
- 134 17.3 No Damages. Neither Party shall have any liability to the other for damages or
 135 otherwise for any default, nor shall either Party have any other claims with respect
 136 to performance or non-performance by the other Party under this Agreement.
 137 Each Party specifically waives and releases any such rights or claims they may
 138 otherwise have at law or in equity in the event of a default by the other Party,
 139 including the right to recover actual, consequential, special, or punitive damages
 140 from the defaulting Party.

RECIPROCAL INSPECTION SERVICES AGREEMENT

- 141 18.0 Third Party Beneficiaries. This Agreement is intended solely for the benefit of the
 142 Parties and shall not be construed to create any rights in any person or entity other than
 143 the Parties.
- 144 19.0 Non-Waiver. Waiver of a breach or default under this Agreement shall not constitute a
 145 continuing waiver or a waiver of a subsequent breach of the same or any other provisions
 146 of this Agreement.
- 147 20.0 Governing Law, Jurisdiction, and Venue. This Agreement shall be interpreted under and
 148 pursuant to the laws of the State of California. The Parties agree that the jurisdiction and
 149 venue of any dispute between the Parties to this Agreement shall be the Superior Court of
 150 Sonoma County.
- 151 21.0 Headings. The section headings contained in this Agreement are inserted for
 152 convenience only and shall not affect in any way the meaning or interpretation of this
 153 Agreement.
 154

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first written above.

CITY OF CALISTOGA

By: _____ Date: _____
 Dylan Feik, City Manager

ATTEST:

By: _____
 Kathy Flamson, City Clerk

APPROVED AS TO FORM:

By: _____
 Michelle Marchetta Kenyon, City Attorney

CITY OF ST. HELENA

By: _____ Date: _____
 Larry Pennell, Interim City Manager

ATTEST:

By: _____
 Cindy Black, City Clerk

RECIPROCAL INSPECTION SERVICES AGREEMENT

APPROVED AS TO FORM:

By: _____
Thomas B. Brown, City Attorney



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution appointing members to the Ad Hoc Utility Rate Committee

CEQA Determination: Not A CEQA project

Prepared By: Cindy Black
Cindy Black, City Clerk

Reviewed By:

Approved By: Larry F. Pennell
Larry Pennell, City Manager

BACKGROUND

At the February 14, 2017 City Council meeting, the Council created an ad hoc committee to review the water and wastewater rate study and then make recommendations to the Council, if any, for revisions to the adopted study and the adopted rate schedule. However, the City Council didn't determine how many community members the committee would consist of.

DISCUSSION

The City Clerk's office held a recruitment for community members to apply for the new Ad Hoc Utility Rate Committee. The City received applications from Christopher Dann, Mark Smithers, Jack Stuart, Lester Hardy, Thomas Belt, Bonnie Long, Doug Cutting, Joel Gott, Thomas Vence, Paul Kass, Peter McCrea, Pat Dell and Seth Goldfarb for consideration of appointment.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

1. Determine the number of committee members.
2. Per resolution 2013-26 Council Rules of Procedure appointments shall be made by the Mayor and subject to the City Council approval.

ATTACHMENTS

[Applicants](#)

[Ad Hoc Appointment Resolution](#)



CITY OF
ST. HELENA
MAR 08 2017

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenaca.org

OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

_____ Ad Hoc Utility Rate Committee _____

Name: _____ Christopher Dann _____

Home Address:

_____ 1623 Spring Mountain Rd., St Helena CA 94574 _____

Mailing Address: _____ Same _____

Occupation: _____ Management Consultant _____

Business Address: _____ Same _____

Telephone: Home _____ Cell _____ Business _____

E-mail: _____

- Please indicate if above numbers can be made available to the public upon request: No

Resident of St. Helena? Yes Yes, how long have you lived in St. Helena? 11 yrs

Current occupation (within last 12 months) _____

_____ Partner with PwC (PricewaterhouseCoopers) _____

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

_____ None _____

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

_____ <https://www.linkedin.com/in/cdann/> _____

Professional and/or community service activities:

_____ N/A _____

Local government related experience: _____ N/A _____

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I would welcome the opportunity to contribute to the city and community. In the past, work demands have largely prevented me from being able to volunteer in the community but I expect to have some flexibility this spring. I have been a management consultant in energy and infrastructure for ~23 years, working with some of the world's largest energy, infrastructure and industrial companies in making strategic decisions, transforming their organizations and managing costs. An economist by training, I have worked extensively in utilities sector and have a deep understanding of rate setting in regulated, cost of service utilities.

Names, addresses, and phone numbers of three individuals familiar with your background:

Peter White, David Knudsen, Jack Oliver, Matt Heil _____

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

March 6 2017 _____
 Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:



RECEIVED
MAR 03 2017
BUILDING DEPARTMENT
CITY OF ST. HELENA

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenaca.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Ad Hoc Utility Rate Committee

Name: Mark B. Smithers

Home Address:

1819 Vallejo St. St. Helena, CA

Mailing Address:

Same

Occupation:

CEO & SUP TRINCHERO FAMILY ESTATES / SUTTER HOME

Business Address:

100 St. Helena Hwy South, St. Helena, CA

Telephone: Home

707-963-8081

Cell

707-290-4508

Business

707-963-3104

E-mail:

msmithers@tfewines.com

> Please indicate if above numbers can be made available to the public upon request Yes or No

Resident of St. Helena?

Yes or No

Yes, how long have you lived in St. Helena?

28 years

Current occupation (within last 12 months)

CEO / SUP TRINCHERO

FAMILY ESTATES / SUTTER HOME Winery - 22+ years

Business interests in last 12 months:

NONE beyond TFE / SHW

Previous Committee/Commission Experience:

SAUSD Bond Oversight Committee

SAUSD Budget Committee

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

SAN FRANCISCO State University, BS Business/Acctg/Finance 1981

California CPA (inactive) #49449E

KPMG International Acctg Firm, SENIOR Mgr 1981-1989

Joseph Phelps Vyd's, CFO, 1989-1995

Professional and/or community service activities:

NAPA Youth Soccer coach; St. Helena Little League coach

St. Helena Economic Outlook Study Group

Local government related experience: NONE

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I have attended many planning commission & city council notes over the years. I'm committed and engaged in making St. Helena improve. I have a breadth of financial experience & ability that I think will service the citizens & city council. The issues and review are imbedded in many activities & financial assumptions similar to my responsibilities.

Names, addresses, and phone numbers of three individuals familiar with your background:

Roger Trinchera, PO

Joel Gott, St Helena

Dave Brotemarkle

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

March 3, 2017
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574



CITY OF
ST. HELENA

MAR 08 2017

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenacalifornia.org

OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

AD HOC WATER RATES COMMITTEE

Name: JACK STUART

Home Address:

22 CRANE AVENUE, ST HELENA 94574

Mailing Address:

SAME

Occupation:

WINE INDUSTRY CONSULTANT

Business Address:

SAME

Telephone (Home)

Cell

Business

E-mail:

jstuartwine@gmail.com

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 34 yrs

Current occupation (within last 12 months) ABOVE

Business interests in last 12 months: ABOVE

Previous Committee/Commission Experience:

AD HOC REVENUE SOURCE TASK FORCE, 2015-2016;

DESIGN REVIEW BOARD, c. 1985-87

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

B.A. STANFORD UNIVERSITY 1968

UC DAVIS 1976-78 MASTERS PROGRAM

Professional and/or community service activities:

DIRECTOR, FRIENDS & FOUNDATION SH PUBLIC LIBRARY;

DIRECTOR, LAND TRUST OF NAPA COUNTY; PAST PRESIDENT,
NAPA VALLEY VINTNERS, STAGS LEAD DISTRICT WINEGROWERS,

Local government related experience: UNITED CEREBRAL PALSY NORTH BAY

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

ADMINISTRATIVE & LEADERSHIP EXPERIENCE,

COMMUNITY SERVICE, ENGAGEMENT IN CITY ISSUES

Names, addresses, and phone numbers of three individuals familiar with your background:

MARIA STEL, ED, FRIENDS & FNDN SHP

DOUG PARKER, CEO, LAND TRUST NV

MARGARET FARMAN, CEO, UCPNB 7

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

3/3/17

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574



CITY OF
ST. HELENA

MAR 02 2017

OFFICE OF
CITY CLERK

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Ad Hoc Utility Rate Committee

Name: Lester Hardy

Home Address: 1513 Tainter Street St Helena

Mailing Address: Same

Occupation: lawyer

Business Address: P.O. Box 667 St Helena

Telephone: Home _____ Cell 480-8293 Business 967-9610

E-mail: LTRAINHARDY@YAHOO.COM

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 36 years

Current occupation (within last 12 months) lawyer

Business interests in last 12 months: law practice

Previous Committee/Commission Experience:

City Council 1990-1994

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

B.A. Politics U.C. Santa Cruz 1992
J.D. Stanford Law School 1995

Professional and/or community service activities:

St. Helena Kiwanis

Local government related experience: served one term on the City Council
Represent clients in front of multiple local and state agencies.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I am familiar with the rate-setting process both from my
City Council experience and my legal experience

Names, addresses, and phone numbers of three individuals familiar with your background:

Coryn Thatcher
Chuck Sunday
Loraine Stuart

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement which is filed in public record.

Signature of Applicant

Date

March 2, 2017

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
 City Clerk
 1480 Main Street
 St. Helena, CA, 94574



CITY OF
ST. HELENA
MAR 02 2017

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenaca.org

OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

ad hoc committee for review of water and wastewater rate study

Name: Thomas P. Belt

Home Address:

1520 Hillview Place, St. Helena, CA 94574

Mailing Address: 1520 Hillview Place, St. Helena, CA 94574

Occupation: California Dept. of Fish and Game Patrol Captain, Ret.

Business Address: N/A

Telephone: Home [REDACTED] Cell [REDACTED] Business N/A

E-mail: tm.belt@comcast.net

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 40 years

Current occupation (within last 12 months) retired

Business interests in last 12 months: none

Previous Committee/Commission Experience:

Appointed to serve on the St. Helena Volunteer Water Advisory Board in 2013

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

AA Degree Business Administration

As a past patrol lieutenant and captain for the California Dept. of Fish and Wildlife, I received certificates from California Peace Officer Training (POST) in supervision and management.

Professional and/or community service activities:

Kiwanis member 2011-2016

Local government related experience: I have been keenly interested & active

with St. Helena City Council's discussions & resolutions pertaining to the permitted use of short term rentals, water & waste. water rate studies & the proposed removal of York Creek

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

See attachment

Names, addresses, and phone numbers of three individuals familiar with your background: ²⁵

Don Richardson

Ed Nagel 110

Bill Ferguson

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date

March 2, 2017

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574

Attachment

Please explain your reasons for wishing to serve on this committee/commission and how you feel you may contribute.

I consider myself to be an advocate for fair and equitable utility rates in St. Helena. I have been very active at many city council meetings, with city government and local committees to promote fair water and wastewater rates in our community. My experience in this regard has provided me with a good understanding of St. Helena's utility rate structure and legal obligation to remain in conformance with the San Juan Capistrano Appellate Court Case. My interest in applying for this position on the ad hoc committee is based upon my dedication to provide a higher level of public understanding of the utility rates in St. Helena through public involvement, communication and transparency.



CITY OF
ST. HELENA

MAR 02 2017

OFFICE OF
CITY CLERK

www.sthelenacity.com

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA
94574
(707) 968-2742

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Ad Hoc Utility Rate Committee

Name: Bonnie J. Long

Home Address: 2690 Pinot Way, St. Helena 94574

Mailing Address: Same

Occupation: Retired City Manager

Business Address: N/A

Telephone: Home 707-967-8234 Cell: 707-287-0804

E-mail: bonnie-long@att.net

Please indicate if above numbers can be made available to the public upon request: Yes

Are you a resident of St. Helena? yes How long have you lived in St. Helena? 20 years

Current occupation (within last 12 months) Retired

Business interests in last 12 months: None

Previous Committee/Commission Experience: St. Helena Library Board of Trustees; City of St. Helena General Plan Update Steering Committee; Friends and Foundation, St. Helena Public Library

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application. Please see attached

Professional and/or community service activities: Please see attached

Local government related experience: Please see attached

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

My professional local government experience spans 28 years working in four California cities. I have stayed active in our community since retiring as St. Helena's City Manager in June 2003. During my tenure I worked with then Councilmember Bill Savidge to recommend purchase of the Railroad Avenue property, worked with the City Council to purchase the Adams Street property, recommended adoption of the 25% budget reserve, and began the permit process for removal of the Upper Reservoir. I believe my experience would be helpful as a member of the Ad Hoc Utility Rate Committee.

Names, addresses, and phone numbers of three individuals familiar with your background:

Kim Farmer, 153 _____
Leslie Moreland _____
Bill Savidge, 116 _____

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant March 3, 2017
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:
City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

CURRICULUM VITAE

BONNIE J. LONG

EDUCATION

Masters of Public Administration - California State University
Bachelor of Arts - California State University

PROFESSIONAL EXPERIENCE

City Manager, St. Helena, CA. 2/1997 to 6/2003

City Manager, Cotati, CA. 10/1991 to 1/1997

Assistant City Manager, Davis, CA. 8/1998 to 10/1991

Assistant to City Manager, Modesto, CA. 3/1986 to 8/1989

Management Analyst, Modesto, CA. 11/1977 to 3/1986

CONTINUING EDUCATION

City Managers Exchange Program, New South Wales, Australia
City Managers Executive Institute, League of California Cities
Council/Manager Team Building, League of California Cities
Revitalizing Smaller Communities and Redevelopment Negotiations,
California Redevelopment Association
Capital Projects Financing and Implementation of Mello-Roos Community
Facilities Districts, UC Extension
Community Mediation Training, Sacramento Mediation Center
Leadership Modesto, Modesto Chamber of Commerce
Intergovernmental Management Training Program, Institute for Local Self
Government

PRIOR COMMUNITY SERVICE

St. Helena Kiwanis Board of Directors
St. Helena Chamber of Commerce Governmental Relations Committee

Bonnie J. Long

Page 2

St. Helena Chamber Visioning Task Force
St. Helena Rotary
City of St. Helena General Plan Update Committee
St. Helena Public Library Board of Trustees

Currently serving on the Executive Committee, Friends and Foundation,
St. Helena Public Library

CONTACT INFORMATION

2690 Pinot Way
St. Helena, California 94574
(707) 967-8234
bonnie-long@att.net



City of St Helena, City Hall
Received

MAR 01 2017

1480 Main St.
St Helena, CA 94574

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenacalifornia.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Ad Hoc Utility Rate Committee

Name: Doug Cutting

Home Address:

1752 Scott St., St. Helena CA 94574

Mailing Address: Same as above

Occupation: Software Engineer

Business Address: Cloudera, Inc., 1001 Page Mill, Palo Alto CA

Telephone: Home (707) [REDACTED] Cell (707) [REDACTED] Business —

E-mail: cutting@gmail.com

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 12 years

Current occupation (within last 12 months) Software Engineer at Cloudera, Inc.

Business interests in last 12 months: Employee at Cloudera, Inc.

Previous Committee/Commission Experience:

Former member of St. Helena Climate Protection Task Force

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

St. Helena High School, graduated 1981

Stanford University, BA 1985

Job history: Xerox, Apple, Yahoo, Cloudera.

Professional and/or community service activities:

Napa County Land Trust (monitor), Boy Scouts

Apache Software Foundation (Past Chair, Board member)

Sonoma County Bicycle Coalition

Local government related experience:

SH Climate Protection task force, Sonoma Co. Bicycle Coalition

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I'd like to help find a balance between the
city's financial needs and those of the
community.

Names, addresses, and phone numbers of three individuals familiar with your background:

Jim Gamble,

Loraine Stuart

Chuck Dake,

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

2-24-17

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena

City Clerk

1480 Main Street

St. Helena, CA, 94574



**CITY OF
ST. HELENA**
FEB 27 2017

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Ad Hoc Utility Rate Committee

Name:

Joel Gott

Home Address:

1837 Fir Hill Drive

Mailing Address:

P.O. Box 539

Occupation:

Winery and Restaurant owner

Business Address:

1360 Adams Street / 945 Main Street

Telephone: Home

Cell

Business

JGW/Gott's Roadside

E-mail:

joel@gottwines.com

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? _____

Current occupation (within last 12 months) Winery and restaurant

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

A few meetings w/ the General Plan update in 2004/05

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Professional and/or community service activities:

None

Local government related experience: None

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

Business experience, finance experience, common sense.
I want to try and help solve the problem - and
plan on continuing to live here

Names, addresses, and phone numbers of three individuals familiar with your background:

Greg Pitts
Andy Bartlett
Doug Cutting

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.


 Signature of Applicant

2-27-2017
 Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
 City Clerk
 1480 Main Street
 St. Helena, CA, 94574



CITY OF
ST. HELENA
FEB 27 2017

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 988-2742
www.sthelenacalifornia.org

OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

AD HOC UTILITY RATE COMMITTEE

Name:

THOMAS D. VENCE

Home Address:

22 SAN LUCAS CT, ST HELENA, CA

Mailing Address:

SAME

Occupation:

SEMI / RETIRED - CONSULTANT ENGINEER

Business Address:

N/A

Telephone: Home

Cell 707 815 9566 Business

E-mail:

TVENCE@EARTHLINK.NET

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? 8 yrs

Current occupation (within last 12 months)

SEMI / RETIRED

Business interests in last 12 months:

~~ENGINEERING~~

CONSULTING - RESOURCE MGT/ALT ENERGY

Previous Committee/Commission Experience:

ACTIVE TRANSPORTATION/SUSTAINABILITY

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

SEE ATTACHED RESUME

Professional and/or community service activities:

AMERICAN LEGION

Local government related experience: NONE

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

HAVE been actively following W&WW rate
increases. I AM familiar with ISSUES and
WANT TO explore moderating RATES

Names, addresses, and phone numbers of three individuals familiar with your background:

GRACE KISTNER
THOMAS THORNTON
TOM GRIMM

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

27 Feb 2017

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574

Brief background for Tom Vence

22 San Lucas Ct,
St Helena, Ca 94574
707 815 9566
tvence@earthlink.net

EXPERIENCE

- **1979-2004**—Founder and Principal, Brown, Vence & Associates (BVA), an engineering firm based in SF and specializing in resource and energy management in the US and internationally.
- **2005-Present**—Principal Vence Consulting

Mr. Vence is a registered mechanical engineer with experience in engineering and project development for both the public and private sector. He has provided engineering, environmental, economic and operational due diligence for municipalities and financial institutions for over the forty years.

REGISTRATIONS

Mechanical Engineer, California

EDUCATION

Master of Business Administration Degree, Golden Gate University

Bachelor of Science Degree in Engineering, San Jose State University



City of St Helena, City Hall
Received

FEB 23 2017

1480 Main St.
St Helena, CA 94574

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelena.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

AD HOC UTILITY RATE

Name: PAUL KASS

Home Address: 925 VALLEY VIEW CT

Mailing Address: SAME

Occupation: RETIRED

Business Address: _____

Telephone: Home _____ Cell 650 681 7295 Business _____

E-mail: PAULDKASS@GMAIL.COM

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No BOUGHT IN 1999; PERMANENT SINCE 2012 Yes, how long have you lived in St. Helena? _____

Current occupation (within last 12 months) RETIRED

Business interests in last 12 months: CAMEO BOARD

Previous Committee/Commission Experience:

ARIS BOARD - 8 YEARS (NON-PROFIT)

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

MASTERS DEGREE IN ORGANIZATION DEVELOPMENT
35 YEARS HUMAN RESOURCES EXEC. IN SILICON VALLEY
EXEC COACH.

Professional and/or community service activities:

FOOD FOR LOVE COOKING FOR RICH OR EVERY TUESDAY.
CAMEO BUD.

Local government related experience: _____

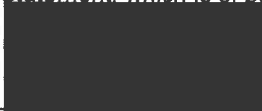
Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

WOULD LIKE TO BECOME MORE EDUCATED ON THIS
ISSUE, AND WANT TO PROCEED TO GET MORE
INVOLVED IN COMMUNITY ISSUES.

Names, addresses, and phone numbers of three individuals familiar with your background:

STACEY BRESSLER
CATHY BUCK
CYNTHIA KEE

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

2/23/17

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
 City Clerk
 1480 Main Street
 St. Helena, CA, 94574



CITY OF
ST. HELENA
FEB 27 2017

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenacalifornia.org

OFFICE OF
CITY CLERK

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

Ad Hoc Rate Committee

Name: Peter McCrea

Home Address:

1330 Pine Street, St. Helena, CA 94574

Mailing Address: same

Occupation: Retired

Business Address:

Telephone: Home [REDACTED] Cell [REDACTED] Business

E-mail: peter@stonyhillvineyard.com

➤ Please indicate if above numbers can be made available to the public upon request: Yes or No

Resident of St. Helena? Yes or No Yes, how long have you lived in St. Helena? Yes

Current occupation (within last 12 months) Retired

Business interests in last 12 months:

Previous Committee/Commission Experience:

Member and President, San Francisco Public Utilities Commission 1977-1984

Member and President, St. Helena Planning Commission 2005-2012

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

MS, Engineer Science, Dartmouth College 1962

Professional and/or community service activities:

Board Member and President, Napa Valley Vintners 2006-2013

Chair, Napa County General Plan Steering Comm.; Chair, Napa County GRWAC

Local government related experience: Planning Commission (see above)

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I believe that my experience on the St. Helena Planning Commission, including being a member of the water task force, and the 8 years on the SFPUC, which set rates for the San Francisco Water Department would be valuable.

Names, addresses, and phone numbers of three individuals familiar with your background:

Alan Galbraith, Linda Reiff (NVV), David Morrison (Napa County Planning Director)

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.


Signature of Applicant

February 22, 2017
Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



CITY OF
ST. HELENA
FEB 27 2017
OFFICE OF
CITY CLERK

CITY HALL, 1480 MAIN STREET
ST. HELENA, CALIFORNIA 94574
(707) 968-2792
www.sthelenacity.com

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Committee/Commission to which you are applying:

Ad Hoc Utility Rate Committee

Name: Priscilla (Pat) Dell

Home Address: 25 San Juan Court

Mailing Address: SAME

Occupation: Retired

Business Address: _____

Home Telephone: 707-963-4267 Business Telephone: _____

E-mail: priscilla.j.dell@gmail.com

Please indicate if above numbers can be made available to the public upon request: yes

Are you a resident of St. Helena? yes If yes, how long have you lived in St. Helena? 17 years

Current occupation (within last 12 months) Retired

Business interests in last 12 months: _____

Previous Committee/Commission Experience:

Please see attached

APPLICATION FOR APPOINTMENT

Ad Hoc Utility Rate Committee

Previous Committee/Commission Experience:

1. Measure A Committee for St. Helena Comprehensive River Restoration and Flood Control Project. Worked with City Staff and
2. Elected Officials, Resource agencies, and local environmental organizations. This was essentially a 10 year commitment.
3. I was on the original Bocce Committee in 2007 and was one of the people who convinced the City of St. Helena to take over the organization and management of bocce at Crane Park.
4. I was on the Housing Subcommittee in 2010 and 2011.

Education/Experience: My profession degree was RN, BSN, PHN. I worked both as a staff nurse in a variety of areas and a Nursing Manager in both Operating Room and Home Health. In my capacity as an Operating Room Manager I managed a 2 million dollar budget in the 1970s.

Professional and/or community service activities:

1. Rianda Senior Center Board of Directors. I was one of the founding members of the Rianda House Senior Center and remained on that board for five years.
2. Federated Women of Upper Napa Valley. I have been actively involved in this organization since 2005 including being President, Vice President, Secretary and Program Director.
3. Our Town St. Helena. I am relatively new to this board having been appointed last summer.
4. Vineyard Valley Homeowners Association. I have been President, Secretary and a Director various times on the past 17 years.

Local government related experience: I once ran for City Council. I have been actively involved in campaigning for various City Council members and Mayor in almost all elections since I have moved to St. Helena 17 years ago.

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute. I have been interested in the issues that will be considered by this committee since the first Ad Hoc committee held its first meeting last August. I attended that entire three hour meeting and commented at that time that the decisions made had to consider people of fixed and low income in our City. I have attended every City Council meeting that dealt with these issues and have done a great deal of reading to better understand the issues. I have spoken at length with people in our community who have both knowledge of and interest in doing what is best both for the Water Enterprise and those people who use and pay for its services. I represent a part of our community that was underrepresented or not represented at all on the last committee in that I am on fixed income, and am part of our senior population as well as being a woman.

Thank you for your consideration of my application.

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Professional and/or community service activities:

Local government related experience:

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

Names, addresses, and phone numbers of three individuals familiar with your background:

Grace Kistner

Monsignor John

Sandra Lourey



Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.



Signature of Applicant

2/27/2017

Date

If you have any questions regarding the appointment procedure, please telephone the City Clerk at (707) 968-2742.

Please return the completed application to:

City of St. Helena
City Clerk
1480 Main Street
St. Helena, CA, 94574



CITY OF
ST. HELENA

FEB 24 2017

OFFICE OF
CITY CLERK

CITY HALL, 1480 MAIN STREET
OFFICE OF THE CITY CLERK
ST. HELENA, CA 94574
(707) 968-2742
www.sthelenaca.org

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Council and made available to the press and public.

Board/Committee/Commission to which you are applying:

____ Ad Hoc Utility Rate Committee _____

Name: _____ Seth Goldfarb

Home Address:

____ 1932 Vineyard Ave St. Helena, Ca 94574 ____

Mailing Address: ____ Same

Occupation: ____ Winery Manager

Business Address: ____ 455 Bella Vista Ct St. Helena, Ca 94574

Telephone: Home ____ 707-200-4613 Cell 707-514-6356 Business ____ 707-967-8448 ____

E-mail: ____ seth@anomalyvineyards.com ____

> Please indicate if above numbers can be made available to the public upon request: Yes

Resident of St. Helena? Yes Yes, how long have you lived in St. Helena? 10 Yrs

Current occupation (within last 12 months) ____ General Manager Anomaly Vineyards ____

Business interests in last 12 months:

Previous Committee/Commission Experience:

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

BA in Philosophy with an emphasis on Ethics from the University of California at Santa Barbara.

Professional and/or community service activities:

Board Member Appellation Saint Helena_

Local government related experience:

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute

I am interested in water issues, and particularly to how our community's water needs can be met in an equitable manner, both today and into the future. I think analytically and have an open mind.____

Names, addresses, and phone numbers of three individuals familiar with your background:

Steve Goldfarb 4

Doug Boeschen

John Harrington

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Signature of Applicant

Date 2/24/17

CITY OF ST. HELENA

RESOLUTION NO. 2017-

APPOINTING ____ MEMBERS TO THE AD HOC UTILITY RATE COMMITTEE

RECITALS

- A. At the February 14, 2017 City Council meeting, the Council created an ad hoc committee to review the water and wastewater rate study and then make recommendations to the Council, if any, for revisions to the adopted study and the adopted rate schedule.
- B. The Ad Hoc Utility Rate Committee is comprised of _____ members; and

RESOLUTION

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

- 1. The Mayor hereby appoints _____ to the Ad Hoc Utility Rate Committee.

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Dohring:	_____
Councilmember Koberstein:	_____
Councilmember Ellsworth:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution authorizing the use of General Fund Reserves in the amount of \$45,665 and authorizing the Interim City Manager to execute a contract with Bread of Life to provide services related to a Good Governance Project for the City of St. Helena for a total amount not to exceed \$45,665.

CEQA Determination: Not a CEQA project

Prepared By:

A handwritten signature in blue ink, reading "Larry F. Pennell".

Larry Pennell, City Manager

Reviewed By:

Approved By:

A handwritten signature in blue ink, reading "Larry F. Pennell".

Larry Pennell, City Manager

BACKGROUND

City Council has requested hiring a consulting firm to conduct a City Council Retreat.

DISCUSSION

As your Interim City Manager, I believe I am perfectly placed to act as a catalyst to enhance City Council decision making. Through a better understanding of each member's goals, aspirations and backgrounds, deliberations can be more productive. Getting to know each other, especially how you make decisions and seek/process

information, would smooth the decision-making challenges that await each member of the City Council.

I have invited Jean Holsten of Bread of Life to submit a proposal for your consideration. The Scope of Work and Compensation are included as Attachment 1.

FISCAL IMPACT

The total contract amount to the City of St. Helena is not to exceed \$45,665. Funds are not available in the FY 16/17 budget and would need to come from General Fund Reserves.

Please note, several anonymous groups/individuals have offered to possibly match the City's contribution up to \$20,000; however, this amount is not guaranteed. If received, the contributions will be placed in the General Fund revenue account.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution authorizing the use of General Fund Reserves in the amount of \$45,665 and authorizing the City Manager to execute an agreement with Bread of Life to conduct the City of St. Helena Good Governance Project in an amount not to exceed \$45,665.

ATTACHMENTS

[Attachment 1 - Scope of Services and Compensation](#)

[Attachment 2 - Resolution for use general fund reserves](#)

Dynamic Dialogue

St. Helena Good Governance Project

Attachment 1

Attachment A: Scope of Work
City of St. Helena Good Governance Project
 Phase 1-3

Understanding of Needs

The City of St. Helena has recently elected new Council Members, has an Interim City Manager while recruiting a new City Manager, and is in the midst of addressing some challenging issues. The City wants to recruit the best Manager possible and at least part of the draw to St. Helena could be the fact that the City is intentionally embracing Good Governance practices through this project.

Government officials at all levels are working through complicated and complex issues. Often the citizenry is focused on a particular outcome or approach which may or may not fit with any Council Member (Member) or City Staff (Staff) recommendation. Without clear and civil discourse polarization can result. When we as Member, Staff /or citizen become polarized we hemorrhage energy, resources and good will. When we become polarized we often lose touch with the basic truth that management of a City requires managing polarities so they do not become polarized. This requires awareness, compassion, creative freedom and a realization of our interdependence. It takes focused energy to do this good work and to communicate what and how we are working to a variety of audiences.

Transitions also need attentive management and support. Changes like new Members and new Staff can unconsciously add to our challenges. At least some difficulties occur when we make untested assumptions about each other, our history, desires for the future, and what it means to be a leader in this position at this time. Learning the skills to become more aware; to ask more and better questions; to really listen to what others are saying; and to be responsive and creative enough to work with complexity is crucial. Practicing the skills with others in the system can improve every aspect of our work and our lives.

Approach and Work Plan

The Dynamic Dialogue Program of the Bread of Life Center has developed an approach to assist the St. Helena in improving its ability to see, understand, and meet the needs of the City through quality engagement between elected officials, civil servants, stakeholders, and citizens. This approach will deliver tangible skills and practices that will enable the City to work openly and deliberatively at all levels of City work and processing.

Our programs are all designed in a flexible continuously learning and adjusting approach with the goal to best serve the needs of our client. How long the retreat days last, exactly what happens with them and the amount of time needed for each of the components may vary based on the needs of the community. We are flexible and nimble. We have put items into the Scope of Work based on our overall framework of services. These may take more time or less. We commit to only billing for the work performed and always getting authorization for any additional work that we believe is warranted. Our commitment is to provide the highest quality

of service for the best price. We always negotiate fees—we seek to serve those who serve others.

In general, the Goals of this Scope of Work are to:

- Work with the City Council to develop strong working relationships and quality engagement so disagreements and different perspectives make for better decision-making without damaging the ability to work for the good of the City.
- Work with the City Staff to develop strong working relationships and quality engagement to support the City continually improving its services and processes so the common good of the all in the City is foremost.
- Work with the Citizens, Council and Staff to openly, directly communicate their needs and views to the elected and professional staff of the City without creating polarization and hostile, defensive engagement.
- Work with all to listen, pause and respond in ways that encourage sharing information needed to make the best decisions possible in a timely and efficient manner.

Goal 1. Relationship Building and Engagement between City Council Members

Activities

To achieve this goal the Dynamic Dialogue (DD) Team will undertake the following:

Goal 1: Activity A: Kick-off One-Day Retreat

As soon after contract signing as schedules allow, the DD team will conduct a 1 day kick-off retreat with the City Council and Interim City Manager for the purpose of developing positive working relationships. Specifically Council members will get to know each other better especially their different ways of seeing things and different needs for information. We will begin to look at what blocks the free flow of information and what supports it. And we will begin to discuss the best ways for the Council to interact at Meetings. We will provide time and resources for evaluation of the retreat by the attendees—sometimes this involves additional face-to face meetings.

To prepare for the retreat, the DD team will meet with each individual either in person or via phone to hear how each sees the Council, their information gathering process, relationships, and interactions.

Goal 1: Activity B: Quarterly meetings with City Council Members and Interim Manager

Each quarter after the initial kick-off retreat the Council will participate in a half or full day retreat to further deepen their ability to build positive working relationships, to communicate

fully and openly and to develop skills and practices to support making the best decisions possible for the common good of the people of St. Helena. The meetings will focus on experiential learning of skills and concepts so the learning goes beyond theory into practical application. At least one of these meetings will include City Staff.

Goal 1: Activity C: Mentoring/Coaching for Council Members in Communication skills

Our media related to governmental work is filled with polarized, defensive and antagonistic engagement. It can be difficult to practice ways of engaging others as a public figure without some skills and support. Mentoring/coaching provides one-on-one support designed to assist the Council and City Manager to learn and model ways to engage different perspectives and views without animosity, hostility, polarization and antagonism. Providing a safe, confidential place to discuss interactions with a mentor/coach is the main benefit of this Activity. The Mentor will first listen, then offer assistance as requested so the skills and tool offered can be applied in every-day work.

Goal 2: Relationship Building and Engagement with City Staff

Activities: To achieve this goal the Dynamic Dialogue (DD) Team will undertake the following:

Goal 2 Activity A: Kick-off Retreat with City Staff

After the City Council Kick-off; ideally in preparation for the new City Manager a one-day retreat for City Department Heads and possibly other key city staff. The purpose is to talk about the transition the city is in and how to develop positive relationships that can help the Staff to work well together with a new City Manager, new Staff and a different Council.

City Manager is a powerful position and that person can make huge changes. It is likely Staff, especially those recruited by or who worked closely with the previous City Manager is anxious. Learning some tools and skills to actively face change as an opportunity to improve relationships and ways of engagement will help staff to continually improve and manage the transition. The retreat is a safe place to get to know each other a little differently and begin a new era of working together to serve the people of St. Helena.

At least part of the day will be devoted to skills and concepts to manage change. By managing change, the staff can become more aware of their differences and use those differences to improve decision making and processes which leads to:

- o Maximize employee productivity in pre and post change
- o Improve decision making
- o Improve employee morale and capabilities
- o Achieve continuing improvement

Goal 2: Activity B: Quarterly Staff Retreats

Each quarter after the initial kick-off retreat the Staff Leadership will participate in a half or full day retreat to further deepen their ability to build positive working relationships, to communicate fully and openly and to develop skills and practices to support making the best decisions possible for the common good of the people of St. Helena. The meetings will focus on experiential learning of skills and concepts so the learning goes beyond theory into practical application. At least one of these meetings will include City Council Members. And another one will include all staff or at least more Staff beyond Department Heads.

Goal 2: Activity C: Mentor/Coach for City Manager and some or all Department Heads

Shortly after the Kick-off retreat for Staff mentor/coaches will be available for Department Heads. Our media related to governmental work is filled with polarized, defensive and antagonistic engagement. It can be difficult to practice ways of engaging others as a public servant without some skills and support. Mentoring/coaching provides one-on-one support designed to assist the City Department Heads to learn and model ways to engage different perspectives and views without animosity, hostility, polarization and antagonism. Providing a safe, confidential place to discuss interactions with a mentor/coach is the main benefit of this activity. The Mentor will first listen, and then offer assistance as requested so the skills and tools offered can be applied in every-day work. If the Department Heads are modeling the practices and skills of positive, productive, engagement where appropriately delivered differences are welcome and part of good decision-making, the City will benefit.

Goal 3: Public Engagement:

A process where the public is invited to share perspectives and information with City Officials focused on discerning and taking steps that support the common good for the City of St. Helena.

Goal 3: Activity A: Open Public Engagement

After the Council and Staff have had at least two retreats the public will be invited to attend open communication meetings with the Council and Staff present. The meetings will be designed as open forums where citizens and City Officials can engage each other on issues facing the City. Skills for effectively presenting information, listening and responding will be introduced and practiced. The processes will be designed after the retreats and work with the Staff.

Goal 3: Activity B: Additional DD Team Time

In preparation for the Open Public Engagements and/or for issues that arise in the course of all the activities there may be need for additional DD time to meet with people, to debrief,

Dynamic Dialogue

St. Helena Good Governance Project

Attachment 1
2017

evaluate and plan. We have included 15 additional hours billed at an hourly rate to cover this possibility.

Cost

Bread of Life is the non-profit entity proposing to conduct this engagement on a deliverable-based fix fee arrangement. It is anticipated that the Dynamic Dialogue Program team of the Bread of Life Center will deliver approximately 14 days and 75 hours of services during this effort. The service provided for the Good Governance Project will not exceed **\$45,665. We have the strong possibility of a matching grant of no more than \$20,000 for this work depending on the final Scope of Work. Therefore the City of St. Helena would receive this project for no more than \$25,665. Please see cost breakdown attachment.**

Timing

The work would begin as soon as a contract is executed and complete within 1 year. Ideally this would be April 2017 to April 2018.

Respectfully submitted by,



Jean Holsten
Director of Dialogue Programs, Bread of Life Center
1260 Fulton Ave., Suite A
Sacramento, CA 95825

(916) 648-1803 ext. 11
jean@breadoflife.org

St. Helena Scope of Work Draft
Good Governance Project 2017

Attachment 1

Goal	Activities	Time	Rate	# Team	Total
1. Relationship Building & Engagement between City Council Members	A. Begin with 1 day retreat. Purpose get to know each other a little better especially different ways of seeing issues and different needs for information. Also begin dialogue on best ways to interact at Council Meetings. Includes meeting with or talking with each Council Member and City Manager for 1 hour before retreat. Day	1	1500	1	1500
	B. Hold at Least quarterly 1/2 of full day retreats for Council to continue to work on relationships and skills of engagement. Day	4	1500		6000
	C. Mentor for Council Members on Dialogue and Engagement. Minimum of 1 hour per month for 6 months for each Council Member . Focus is on how to use dialogue skills in all aspects of Council work and engagement. Hours	30	125	3	3750
Goal 2 (Can be concurrent with Goal 1)					
2. Relationship Building & Engagement with City Staff (Leaders then other staff).	A. Begin with a 1 day retreat. Purpose to get to know each other, work on ways to lead and serve that support needs of City and its constituents. Spend some time reflecting on what positive, productive work relationships and engagement with elected officials, staff, stakeholders and citizens. Could begin with Department Heads only or with all staff. (Day)	1	2200	2	2200
	B. Hold at Least quarterly 1/2 or full day retreats for Staff to continue to work on relationships and skills of engagement. At least one of these days will be held with the City Council to support better working relationships and understanding. Day rate based on 2 staff in attendance.	4	2200	2	8800
	C. Mentor for City Manager and possibly Department Heads (10-15) Monthly for 6 months. Hourly Rate	60	125	4	7500
3. Engaging Public	A. Hold Quarterly Public Dialogues around issues the City is facing. Dialogue process would be 1/2 day each.	4	3000	6	12000
	B. Additional Staff Time: Any of the above activities could require additional meetings with staff to develop and design processes and support engagement. If any of that is needed it will be billed at \$125/hour.	15	125	2	1875
Expenses					
	Lodging: We have supporters in St. Helena who have offered lodging in the event we need to spend the night				N/C
	Mileage Usually from Sacramento to St. Helena 189 miles R/T \$102 each trip possibly 20 trips				2040
Total	Total of all Components: Potential Matching Funds for up to \$20,000 for this project so long as St. Helena contributes a like amount. City could pay only 25,665 for this work.				45665

Attachment 2

CITY OF ST. HELENA

RESOLUTION NO. 2017-_____

**RESOLUTION APPROVING USE OF
GENERAL FUND RESERVES IN THE
AMOUNT OF \$45,665 AND AUTHORIZING
THE CITY MANAGER TO EXECUTE AN
AGREEMENT WITH BREAD OF LIFE FOR
AN AMOUNT NOT TO EXCEED \$45,665
FOR THE CITY OF ST. HELENA GOOD
GOVERNANCE PROJECT**

RECITALS

WHEREAS, City Council requested hiring a consulting firm to conduct a Good Governance Project for the City of St. Helena; and

WHEREAS, The Interim City Manager negotiated a contract with Bread of Life to perform such services; and

WHEREAS, the costs are not a budgeted item in FY 16/17; and

WHEREAS, funds needed to complete this analysis must be taken from the General Fund reserves.

RESOLUTION

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

1. Use of \$45,665 from the General Fund reserves; and
2. Authorize the Interim City Manager to execute a contract with Bread of Life for an amount not to exceed \$45,665 to conduct the City of St. Helena Good Governance Project.

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Dohring: _____
Councilmember Koberstein: _____
Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Cindy Black

From: Paul Dohring <paul@winecountrylaw.com>
Sent: Tuesday, March 14, 2017 8:48 AM
To: Cindy Black; Paul Dohring
Subject: Jean Holsten Proposal
Attachments: image002.png

Please distribute Pam's email to City Council.

----- Forwarded message -----

From: "Pam Simpson" <pam@sthelena.com>
Date: Mar 13, 2017 1:27 PM
Subject: RE: Jean Holsten Proposal
To: "Paul Dohring" <dohring@covad.net>

Hi Paul: I have an event tomorrow night and unfortunately unable to attend the Council meeting.

I did meet Ms. Holsten last year and think she could perform this contract well. I know she has buy in from others in the community so I doubt this will be a difficult sell. You all agreed community engagement was a priority this year so this should be a no brainer.

In my absence, please feel free to let the Council know that the Chamber is supportive of efforts that allows us all to better understand and learn from each other and efforts that assists in better communication and engagement. We would be happy to participate in the process in any way feasible.

Thanks!

Pam Simpson

CEO/President

St. Helena Chamber of Commerce

657 Main Street, St. Helena, CA 94574

[707.963.4456](tel:707.963.4456)



Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: New Business

Subject: Discussion of including a Low-Medium Residential Land Use Designation as a part of the 2035 General Plan Update.

CEQA Status: This request for direction is not a project under CEQA however the 2035 General Plan Update itself will be analyzed for potential environmental impacts under an Environmental Impact Report (EIR) currently under way.

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Larry Pennell, Interim City Manager

BACKGROUND

On April 15, 2015, the City Council held a Study Session on the St Helena 2035 General Plan update, and provided direction to City staff regarding the creation of a new residential land use category, Low-Medium Density Residential. This designation was intended to better fit the existing density and development pattern of a majority of the City's single family neighborhoods (which are primarily developed at approximately 5-6 units per acre), than the current Medium Density Residential designation which allows an unusually wide density range of 5 to 16 dwelling units per acre.

DISCUSSION

Since this direction was provided, concerns over the Low-Medium Density Residential land use designation have been voiced by the Planning Commission and members of the general public. These concerns primarily addressed the potential to create existing non-conforming development on properties developed at higher density levels, and the potential for these changes to preclude the in-fill redevelopment envisioned by some members of the community, as a mechanism to address the housing affordability challenges facing the City.

Staff is now in the process of finalizing the EIR prepared to analyze the environmental impacts of the proposed 2035 General Plan Update. In order to finalize this analysis, staff is requesting the City Council provide direction regarding the creation and inclusion of the Low-Medium Density Residential designation into the 2035 General Plan update.

For reference, below is a list of the land use categories currently included in the 2035 General Plan Update.

**TABLE 4.A-2
GENERAL PLAN UPDATE LAND USE DESIGNATIONS AND CORRESPONDING ZONING DISTRICTS**

General Plan Update			
Land Use Designation	Allowable Uses	Allowable Density/Intensity	Corresponding Zoning District
Low Density Residential	Single-family detached homes, secondary residential units and limited agricultural uses	1.0 to 3.0 dwelling units per acre	LR: Low Density Residential LR-1A: Low Density Residential 1-Acre Minimum
Low/Medium Density Residential	Single-family detached homes, secondary residential units	3.1 to 7.0 units/acre	None
Medium Density Residential	Single-family detached and attached homes and secondary residential units	7.1 to 16.0 dwelling units per acre	MR: Medium Density Residential
High Density Residential	Single-family and multi-family housing, including apartments, townhouses, and group homes	16.1 to 28.0 dwelling units per acre	HR: High Density Residential
Mixed-Use	Medium density residential mixed with retail, office, restaurant, or other local-serving uses	Up to 20 dwelling units per acre; maximum FAR 1.0	(None)
Central Business	Retail and commercial businesses that serve residents and visitors, including restaurants, lodging, retail, office, etc.	Maximum FAR 2.0 with off-site parking	CB: Central Business
Service Commercial	Retail and service uses that are local-serving and may be auto-oriented, including offices, restaurants, service stations, etc.	Maximum FAR 0.50	SC: Service Commercial
Business and Professional Office	Administrative and professional office uses, including medical, financial, etc.	Maximum FAR 0.50	BPO: Business and Professional Office
Industrial	Industrial parks, warehouses, light manufacturing, auto and farm-related uses	Maximum FAR 0.50	I: Industrial
Open Space	Natural open spaces devoted to natural resource preservation and management, outdoor recreation, public health and safety	N/A	OS: Open Space
Parks and Recreation	Parks and public recreation uses	N/A	PR: Parks and Recreation
Public and Quasi-Public	Government-owned facilities, schools, churches, cemeteries, etc.	Maximum FAR 0.50.	PQP: Public and Quasi-Public
Woodland and Watershed	Very low density residential that ensures protection of wildlife, vegetation, open space, and watershed resources	Minimum parcel size 5 acres	WW: Woodlands and Watershed
Agriculture	Agricultural and winery uses with restricted single-family residential	Minimum parcel size 5 to 40 acres	A-20: Twenty-Acre Agriculture W: Winery AP: Agricultural Preserve

Item No:

FISCAL IMPACT

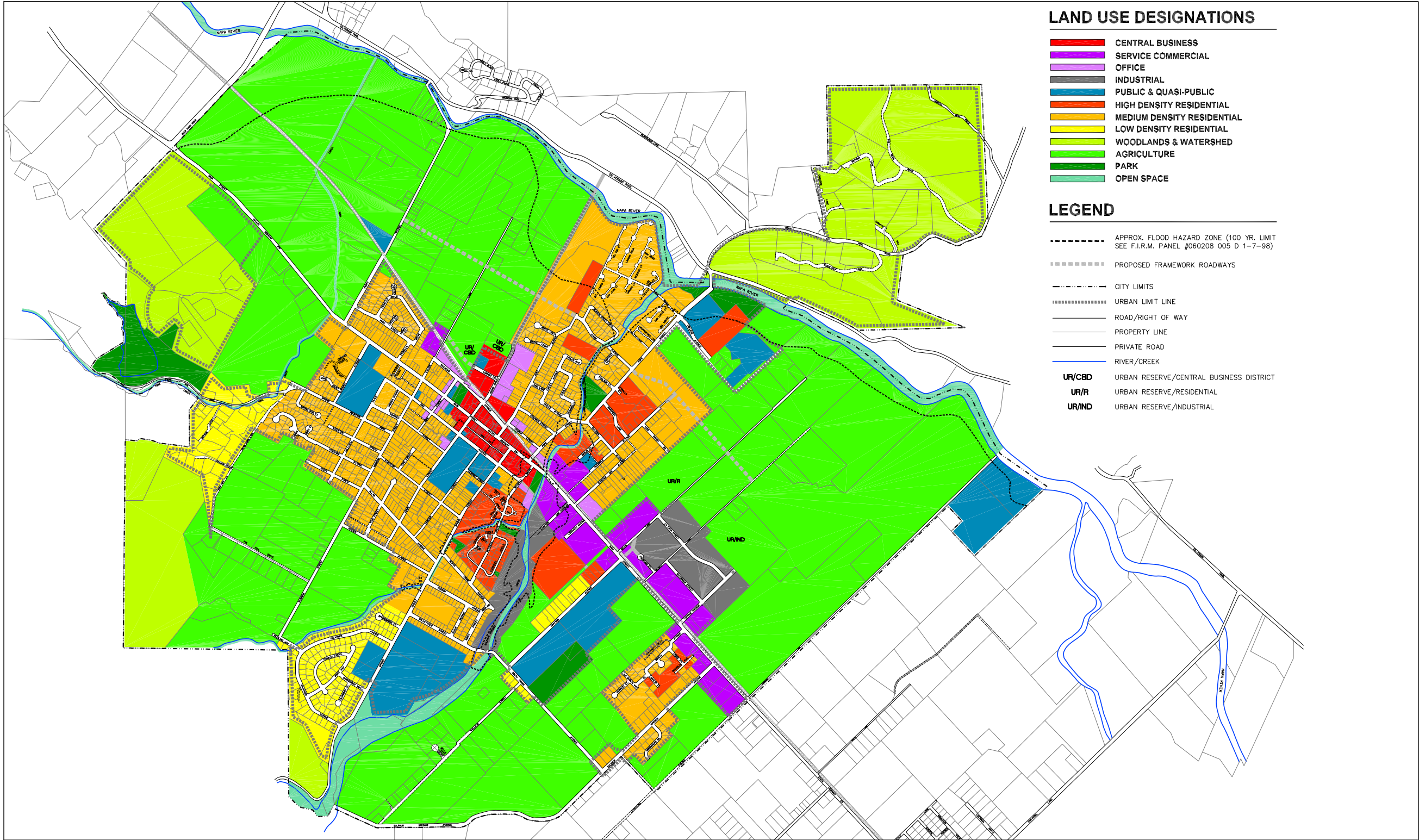
There are no direct fiscal impacts associated with the inclusion or removal of the Low/Medium Density Residential land use designation within the General Plan. The indirect fiscal impacts include the staff time needed to revise the current draft of the 2035 General Plan and associated Draft EIR.

RECOMMENDED ACTION

Staff recommends the City Council discuss inclusion of the Low-Medium Density Residential land use designation into the 2035 General Plan, and provide direction to staff to include or remove this designation, prior to finalizing the 2035 General Plan document and CEQA analysis.

ATTACHMENTS

1. 2009 General Plan Land Use Graphic
2. Draft 2035 General Plan Land Use Graphic

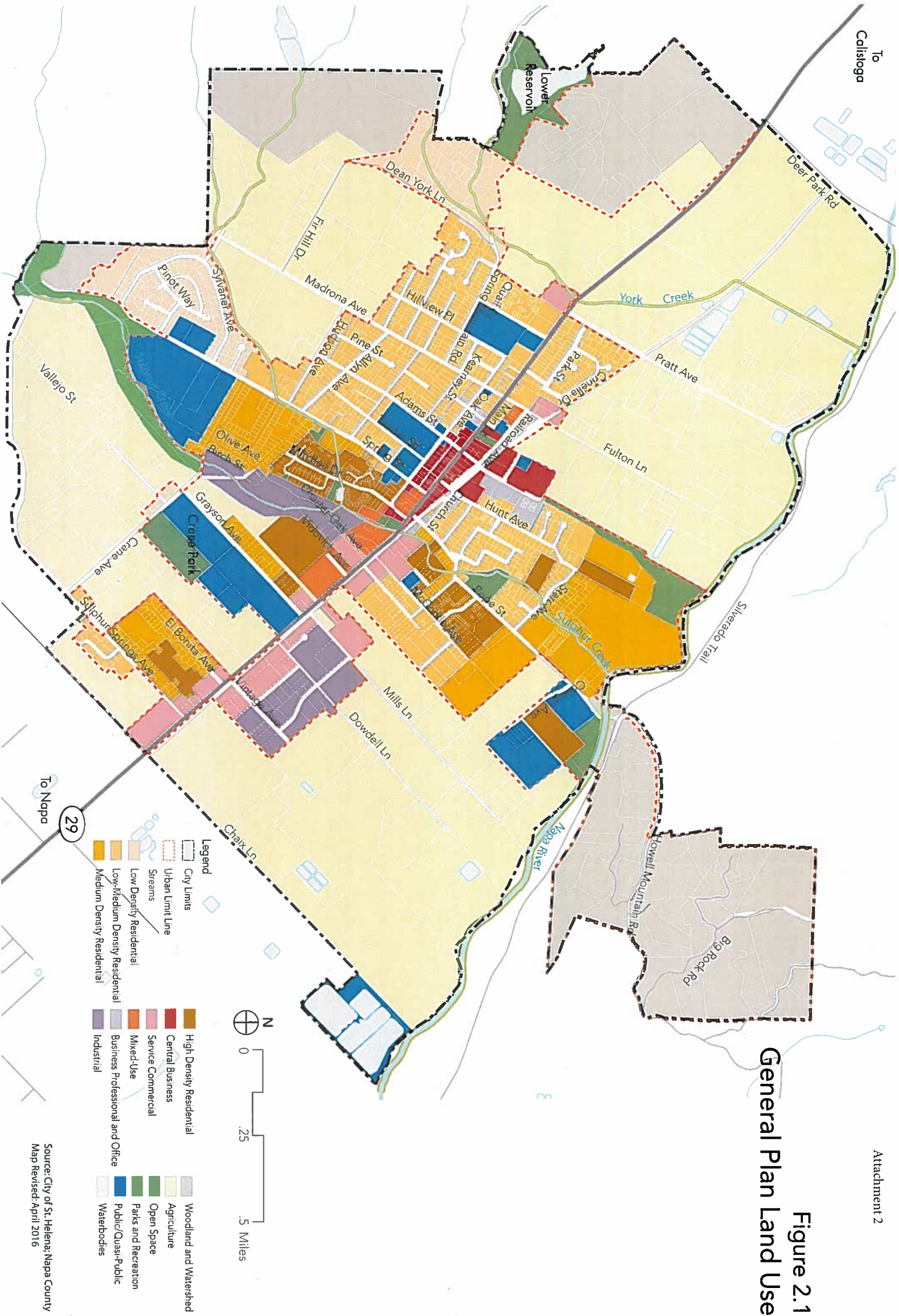


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General Plan Land Use Map
CITY of ST HELENA

August 2009







Report to the City Council
Council Meeting of March 14, 2017

Agenda Section: New Business

Subject: Consideration and Proposed approval of a Resolution to Approve and Submit Annual Housing Element Progress Reports for Calendar Years 2011 through 2016

CEQA Status: Not a CEQA project

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Larry Pennell, Interim City Manager

NH

BACKGROUND

Pursuant to Government Code Section 65400, by April 1st of each year, General Law Cities are required to submit an annual report to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) outlining the progress made towards implementing the City's General Plan Housing Element (HE). Specifically, the Progress Report is required to detail local efforts to remove governmental constraints to the maintenance, improvement, and development of housing.

The Progress Report must detail the actions taken by the local government towards completion of the programs and status of the local government's compliance with the deadlines in its HE. The Annual Progress Report is to be considered at a public meeting before the legislative body where members of the public shall be allowed to provide oral testimony and written comments.

According to available records, the last HE Progress Report for the City of St. Helena was prepared for the year 2010. As such, in an effort to come into compliance with state mandated requirements, Annual Progress Reports have been prepared for the years 2011 through 2015 in addition to that prepared for the current year, 2016. All Progress Reports for the years 2011 through 2016 are included as Attachments 2 through 7.

It is worth noting that the Napa Valley Transportation Authority (NVTa) Technical Advisory Committee (TAC) has tentatively approved a grant of approximately \$1 million for sidewalk improvements in downtown St. Helena. Award of this grant is contingent upon the City being in compliance with HE reporting requirements of HCD. As such, this action is intended to establish compliance with all previously unmet reporting requirements and allow City acceptance of the NVTa grant award.

The attached Progress Reports apply to two Housing Element Cycles, the 2009-2014 cycle and 2015-2023 cycles.

2009-2014 Housing Element

On August 25, 2009 the City Council adopted the 2009-2014 Housing Element, which was later certified by HCD on October 25, 2009. Under the 2007-2014 Regional Housing Needs Allocation (RHNA) the City was tasked with accommodating 121 new housing units during this HE cycle. Given the 66 units built or approved through December 2008, the City needed to identify sites for at least 55 additional housing units. For the 2009-2014 HE cycle, the City issued 67 building permits for housing and met 55% of the RHNA.

2015-2023 Housing Element

On May 26, 2015, the City Council adopted the 2015-2023 Housing Element, which was subsequently certified by HCD. The current HE applies to the eight year period from 2014-2022 and details how the City plans to accommodate the Regional Housing Needs Allocation (RHNA) of 31 units. So far for the 2015-2023 HE cycle, the City has issued 10 building permits for new housing units and met 37% of the RHNA.

Like that of the previous HE, the current Element details goals, policies, quantified objectives, and implementing actions for the development, rehabilitation, and preservation of housing, based upon the findings of the Housing Needs Assessment and input received through the public outreach. The HE is informed by six (6) overarching goals that endeavor to facilitate housing development while addressing the following:

1. A Diversity of Housing to Meet Local Needs
2. Efficient Land Use and High Quality Neighborhoods
3. Conservation of Existing Housing
4. Assistance to Support Affordable Housing
5. Resource Conservation
6. Equal Housing Opportunities

DISCUSSION

The City of St. Helena Annual HE Progress Reports for the years 2011 through 2016 are included as Attachment 2 through 7. In 2009, the State developed a standardized Progress Report template for municipalities to utilize for annual reporting purposes. The information presented in the attached progress reports is organized as follows:

- Table A details the City's residential unit production for 2015 organized by income category

- Table A2 is the number of units rehabilitated, preserved or acquired by the City that meet the specific criteria of Government Code Section 65583.1(c)(1).
- Table A3 includes the City's new residential production of moderate and above moderate-income units that were issued a building permit within the respective calendar year.
- Table B is the City's new residential progress towards meeting the City's RHNA allocation.
- Table C details the implementation status of the Housing Element goals, policies and objectives.

Synopsis of Housing Element implementation

As detailed in the Attached Progress Reports, the City is making good progress towards implementing the 2015-2023 Cycle of the Housing Element which will be evident in future year's reports as the building permits are issued. In addition to approving several market-rate residential projects, the City has provided both Our Town Saint Helena and Calistoga Affordable Housing with funding contributions from the Housing Trust Fund which are expected to result in the construction of the Brenkle Court and Turley Flats projects (totaling 16-affordable housing units for low and very low income residents) in 2017 and/or 2018.

FISCAL IMPACT

There are no direct fiscal impacts to the City. However, as described herein, compliance with Government Code Section 65400 and Housing Element reporting requirements will ensure eligibility to receive NVTa grant monies of approximately \$1 million to undertake sidewalk repairs and street-scape improvements.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution approving the Annual Housing Element Progress Reports for the years 2011 through 2016 and authorize submittal of these reports to the Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD).

ATTACHMENTS

1. Resolution
2. Annual General Plan Housing Element Progress Report for 2016
3. Annual General Plan Housing Element Progress Report for 2015
4. Annual General Plan Housing Element Progress Report for 2014
5. Annual General Plan Housing Element Progress Report for 2013
6. Annual General Plan Housing Element Progress Report for 2012
7. Annual General Plan Housing Element Progress Report for 2011

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Resolution Authorizing Staff to submit Annual Housing Element Progress Reports for the years 2016, 2015, 2014, 2013, 2012, and 2011 to the Office of Planning and Research and the California Department of Housing and Community Development pursuant to Government Code Section 65400(2)

RECITALS

- A. The City of St. Helena endeavors to maintain compliance with all elements of California State Law; and
- B. California Government Code Section 65400(2) requires Planning Agencies to submit an annual report to the City Council, the Office of Planning and Research, and the Department of Housing and Community Development detailing progress made towards implementing the City's General Plan Housing Element; and
- C. Under California Government Code Section 65400(2), Annual Housing Element Progress Reports are to be provided by April 1st each year; and
- D. The last City of St Helena Annual Housing Element Progress Report was prepared and submitted for the year 2010; and
- E. To establish compliance with California Government Code Section 65400(2), Planning Staff has prepared Annual Progress Reports for the years 2011, 2012, 2013, 2014, 2015, and 2016 in accordance with the forms provided by the Department of Housing and attached these reports hereto as Exhibit A.

RESOLUTION

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

1. Approves the Annual Housing Element Progress Reports for the years 2011, 2012, 2013, 2014, 2015, and 2016 and authorizes submittal of the Reports, attached hereto as Exhibit A, to the State Office of Planning and Research and the State Department of Housing and Community Development pursuant to Government Code Section 65400(2).

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Ellsworth: _____

Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of St Helena
Reporting Period	Date 1/ 1/ 16 - Date 12/31/16

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			
(9) Total of Moderate and Above Moderate from Table A3									0
(10) Total by income Table A/A3									▲ ▲ ▲
(11) Total Extremely Low-Income Units*									

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 16 - Date 12/31/16

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes			(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	
(1) Rehabilitation Activity				0
(2) Preservation of Units At-Risk				0
(3) Acquisition of Units				0
(5) Total Units by Income	0	0	0	0

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period

Date 1/ 1/ 16 - Date 12/31/16

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate							
No. of Units Permitted for Above Moderate	6						

* Note: This field is voluntary

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
	Deed Restricted Non-deed restricted											
Very Low	Deed											4
	Restricted Non-deed restricted											
Low	Deed											5
	Restricted Non-deed restricted											
Moderate	Deed											5
	Restricted Non-deed restricted											
Above Moderate		13	4	6						10	3	

Attachment 2

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

[illegible]

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Goal #1 - A Diversity of Housing to meet Local Needs		Continue to exempt permits for regulated affordable units as well as second units from the Growth Management System (HE 1.A)	Ongoing	The City continues to exempt affordable housing units and Accessory Dwelling Units from the Growth Management system. The draft St Helena 2035 General Plan provides direction to continue to do so.

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Jurisdiction		City of St Helena	
Reporting Period	Date 1/ 1/ 16	-	Date 12/31/16
Goal #1 - A Diversity of Housing to meet Local Needs		Review & possibly amend Growth Management System (GMS) to encourage regulated affordable and workforce housing units. Review GMS to ensure it is not disproportionately affecting workforce housing development. (HE1.B)	2017 The City Council has reviewed the Growth Management system in 2015 (as required) and provided direction to update and potentially amend the GMS Ordinance, after the 2035 General Plan update is completed (expected Summer 2017). Given that the only multi-family housing applications reviewed by the City in recent years have been approved, it does not appear that the current GMS Ordinance is affecting the development of workforce housing.
Goal #1 - A Diversity of Housing to meet Local Needs		Give projects that include affordable housing units priority access to water & sewer resources over other new projects should the capacity of the water and sewer systems become inadequate to meet the full demand for new connections. (HE1.C)	Ongoing Currently the City has adequate capacity within the sewer and water system to serve all potential development identified within the current General Plan, and expects to have adequate capacity to serve development identified in the 2035 General Plan update. However, should capacity issues arise, the City will follow adopted policy of prioritizing connections for affordable housing projects.
Goal #1 - A Diversity of Housing to meet Local Needs		Revise permitting process to streamline the review of affordable housing and market rate multifamily projects (HE1.D)	May 31, 2016 In an effort to implement this Goal, the City has removed the Use Permit requirement for multi-family housing in the High Density Residential land use designation and all of the Housing Opportunity Sites located within other designations. Further, as mentioned above, affordable housing units are not subject to the GMS Ordinance limitations.

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Jurisdiction City of St Helena		Reporting Period Date 1/ 1/ 16 - Date 12/31/16	
Goal #1 - A Diversity of Housing to meet Local Needs	Work with private property owners/developers to plan for road and utility improvements necessary to support housing on key opportunity sites, in the event these sites are developed. Funding for off-site improvements will be provided through development impact fees. (HE1.E)	As needed	The City is continually looking for grant and other funding opportunities to off-set the costs of infrastructure. Citywide and has recently hired a full time grants manager to assist with these efforts. Further, the 2035 General Plan update and current Capital Improvement Program provide direction and discussion regarding needed infrastructure improvements.
Goal #1 - A Diversity of Housing to meet Local Needs	Fast-track housing developments that meet lower income and special housing needs. (HE1.F)	Ongoing	The City is committed to expediting any affordable housing applications that are submitted for review and action.
Goal #1 - A Diversity of Housing to meet Local Needs	Improve and enhance the local preference policy to possibly include people needed for work during emergencies. (HE1.G)	2017	No revisions to the current local preference policy for affordable housing units has been made as of yet.
Goal #1 - A Diversity of Housing to meet Local Needs	Explore and adopt (as appropriate) a program to address the housing needs of "workforce" households, which have incomes above 120% of AMI but are still unable to afford market rate housing. Conduct studies and provide incentives for new workforce housing developments. (HE1.H)	2017	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017).

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Jurisdiction		City of St Helena	
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Goal #1 - A Diversity of Housing to meet Local Needs		Implement a program to provide financial assistance for the development of second units in exchange for affordability restrictions to provide workforce housing. Target 5 seconds units during Housing Element planning period. (HE1.I)	2017
Goal #1 - A Diversity of Housing to meet Local Needs		Encourage development of co-housing, cohousing, 'green' manufactured homes and other 'nontraditional' forms of housing. Ensure these housing types are addressed in the development of design guidelines to streamline to approval process. (HE1.J)	Ongoing
Goal #1 - A Diversity of Housing to meet Local Needs		Amend the Zoning Ordinance to define "family" as one or more persons living together as a single housekeeping unit in a dwelling unit. The definition should not distinguish between related and unrelated individuals and should not impose a numerical limit on the # of persons that constitute a family. (HE1.K)	May 31, 2016
			The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). In addition, staff and the City Council are committed to creation and adoption of Design Guidelines, after the adoption of the 2035 General Plan. The need to wait is primarily driven by staff and financial resource limitations. No revisions to the current zonig code definition of family have been made as of yet as the comprehensive zoning code upate is expected to occur after adoption of the St Helena 2035 General Plan. However, all City actions are made in keeping with California State law, as it has precedence over any in-consistent locally adopted land use definitions.

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Jurisdiction City of St Helena		Reporting Period Date 1/ 1/ 16 - Date 12/31/16	
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Provide incentives for higher density housing. Explore possible incentives for building attached market rate housing units for rent and for sale. (HE2.A)	2019	In an effort to implement this Goal, the City has removed the Use Permit requirement for multi-family housing in the High Density Residential land use designation and all of the Housing Opportunity Sites located within other land use designations.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Study potential modifications to the Zoning Ordinance to facilitate higher density housing and discourage construction of oversize homes. Modify the Zoning Ordinance to encourage higher density developments and restrict construction of large single-family units, including current floor area ratios and yard and setback requirements. (HE2.B)	2018	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). In addition, staff and the City Council are committed to creation and adoption of Design Guidelines, after the adoption of the 2035 General Plan. The need to wait is primarily driven by staff and financial resource limitations.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Amend regulations to discourage exemptions from the minimum density requirements. City shall discourage exemptions for minimum density requirements and establish mitigation measures for exemptions in the Zoning Ordinance. (HE2.C)	2014	No revisions to the current zoning code have been made as of yet as the comprehensive zoning code update is expected to occur after adoption of the St Helena 2035 General Plan. However, all City actions are made in keeping with California State law, as it has precedence over any in-consistent locally adopted land use definitions.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Modify section 17.100 of the Zoning Ordinance to rename the Mobilehome Park Overlay District to "Manufactured Housing Overlay District". Develop policies to streamline the review process for this overlay district on residential land for projects that create land-ownership opportunities for residents. Support giving residents the right of first refusal if an existing park is to be sold. (HE2.D)	2018	No revisions to the current zoning code have been made as of yet as the comprehensive zoning code update is expected to occur after adoption of the St Helena 2035 General Plan. However, all City actions are made in keeping with California State law and any request to implement a Manufactured Housing Overlay District would be reviewed as such.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Amend the "Subdivisions" section of the Municipal Code. The City will amend Title 16 of the Municipal Code to prevent subdivision activity from effectively resulting in lower densities and a loss of potential housing units on the site. (HE2.E)	2016	No revisions to the current "Subdivisions" section of the Municipal Code have been made as of yet. The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). The need to wait is primarily driven by staff and financial resource limitations.

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Jurisdiction		City of St Helena	
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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Update the General Plan Land Use Element in consideration of the established Housing Element land use goals and policies. Amend General Plan Elements concurrent with adoption of the General Plan Update as needed to ensure internal consistency. (HE2.F)	2015	The St Helena 2035 General Plan update is expected to be adopted in Summer of 2017, and will incorporate the adopted 2015 Housing Element.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Promote both 'vertical' and 'horizontal' mixed-use. Encourage mixed-use developments that combine compatible uses on the same site and amend Zoning Ordinance accordingly. Amendments to the Zoning Ordinance include permitting the FAR for the residential component of a mixed-use development to be 'additive' rather than within the established FAR for that zone, and allowing commercial and residential users to 'share' their covered parking, resulting in and overall lower parking requirement. Requirements for covered parking should also be reconsidered. (HE2.G)	2017	The St Helena 2035 General Plan update is expected to be adopted in Summer of 2017, and will incorporate the adopted 2015 Housing Element. This update includes the creation of a mixed-use land use designation, and will be followed by a comprehensive zoning code update, intended to create and implement the development criteria set for mixed use development within St Helena.

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Jurisdiction		City of St Helena	
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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Explore possibility of allowing mixed use and live/work units in non-residential zoning districts. (HE2.H)	2017	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017, and includes the creation of a mixed-use land use designation. The comprehensive zoning code update will create and implement the development criteria for mixed-use development within St Helena.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees. (HE2.I)	2016	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017. A comprehensive zoning code update will follow and will include additional direction regarding the development of Accessory Dwelling Units.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Provide financial assistance for second unit development. Incentives might include low interest loans or fee waivers. (HE2.J)	2018	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017. A comprehensive zoning code update will follow and will include additional direction regarding the development of Accessory Dwelling Units (ADU). A component of this review will include the ability of the City to provide financial assistance for ADU development.

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Jurisdiction		City of St Helena	
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Goal #2 - Efficient Land Use and High Quality Neighborhoods		Target specific areas for second unit incentives. Create incentives to construct second units in the medium density areas near downtown. Incentives to adopt as appropriate include, but are not restricted to, fast tracking development applications, deferred development fees, and reduced parking and/or other city standards. (HE2.K)	2018 The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017. A comprehensive zoning code update will follow and will include additional direction regarding the development of Accessory Dwelling Units.
Goal #2 - Efficient Land Use and High Quality Neighborhoods		Provide public information regarding second units. Develop a guide for homeowners explaining the benefits and procedures for adding a second unit. (HE2.L)	2017 Following the adoption of zoning code revisions addressing the development of Accessory Dwelling Units (ADUs), staff will begin a public information campaign to inform citizens of the benefits and procedures for development of ADUs.

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Jurisdiction		City of St Helena	
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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Link financial incentives and development standard variances to affordability requirements for second units. Require that either the main house or the second unit is used as a rental unit that is affordable to moderate or below moderate households whenever the City assists in development through financial incentives or by granting a variance. (HE2.M)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Financial incentives and potential variance from development standards will be included as a part of this review.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Respond to complaints regarding illegal units. The City will work with the property owners to help bring illegal units up to code and to abate the use of non-habitable buildings as living units. (HE2.N)	Ongoing	While the City does not have a dedicated Code Enforcement Department, Planning and Community Improvement Department staff as responsible for responding to Code Enforcement complaints and prioritize life and safety issues, such as substandard housing, in these efforts.

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Jurisdiction		City of St Helena	
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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Identify appropriate 'target' areas for conversion of single family homes to multi-unit dwellings, Identify areas, zoning districts, or specific sites where conversion would be appropriate or desirable. (HE2.O)	2019	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Financial incentives and potential variance from development standards will be included as a part of this review.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Develop a program to encourage affordable housing in clusters of 4-6 units on Infill parcels on west side of town. The City will post an inventory of available sites on the City's website. City will explore and adopt as appropriate incentives to encourage affordable housing clusters, including, but not limited to priority permitting processing, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus. (HE2.P)	2017	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Incentives for the development of these units will be included as a part of this review.

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Goal #3 - Conservation of Existing Housing	Restrict conversion of rental units to condominiums. Current policy allows conversion to condominiums under certain circumstances when the vacancy rate is high. The presence of second homes results in an inflated vacancy rate. The policy should be further studies to reflect a general guiding principle of preserving the affordable housing stock while eliminating the current linkage to vacancy rates. (HE3.A)	2016	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Restrictions on condominium conversions of existing apartment units will be included as a part of this review.
Goal #3 - Conservation of Existing Housing	Charge an affordable housing impact fee whenever housing units are converted to other uses. Exempt conversion projects that create affordable for-sale housing from this impact fee. (HE3.B)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Restrictions on conversions of existing housing units to non-housing uses will be included as a part of this review.

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Goal #3 - Conservation of Existing Housing	Address the potential loss of assisted units. Identify assisted properties at risk of conversion to market rates and work with property owners and/or other parties to ensure they are conserved as affordable housing. (HE3.C)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Maintenance of assisted living units will be a part of this discussion.
Goal #3 - Conservation of Existing Housing	Continue to limit the conversion of market rate housing to vacation rentals. Abate the use of illegal vacation rentals, including time shares and fractional interests. (HE3.D)	Ongoing	The City strictly limits the use of residential units for short-term rental (STR) use to a maximum of 25 STR units within the City. Funds collected from these units are utilized to assist with active and aggressive enforcement of these limitations.
Goal #3 - Conservation of Existing Housing	Review housing needs, achievements and challenges as part of the City's regular General Plan review. As required by State law, submit a progress report to the State Department of Housing and Community Development and Governor's Office of Planning and Research by April 1st of each year. (HE3.E)	Annually	This report is being done as a part of this Goal and staff has worked to update the back log of these reports to bring the current status of Housing Element implementation up to date with the Office of HCD.

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Jurisdiction	City of St Helena	Reporting Period	Date 1/ 1/ 16	- Date 12/31/16	
Goal #4 - Assistance to Support Affordable Housing					Review and possibly amend the inclusionary housing ordinance to: (1) adjust the inclusionary housing ordinance to require further distribution of affordable units with the various income categories. (2) Balance collecting housing impact fees with the requirement to construct affordable housing, either on or off site depending on the size of the site and other site conditions, for larger commercial developments. Evaluate increasing the housing impact fees to reflect the increasing cost of housing in the community. Collect housing impact fees for small commercial development where requiring residential construction would not be feasible. (3) Increase appropriate residential construction in-lieu fees and/or create a sliding scale for larger homes. (4) Add an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements. (HE4-A) 2018 The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Potential revisions to the inclusionary housing requirements will be included as a part of this review.

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Goal #4 - Assistance to Support Affordable Housing	Generate Revenues for Affordable Housing through the Transient Occupancy Tax (TOT). Either increase the TOT or increase the number of TOT rooms and apply the increased revenue to support affordable housing. (HE4.B)	2016 and ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Potential revisions to the TOT requirements will be included as a part of this review.
Goal #4 - Assistance to Support Affordable Housing	Reduce, defer, or waive fees for affordable housing developments. The City will establish a set of criteria for project eligibility to have fees reduced, deferred or waived. The City will explore and adopt as appropriate higher incentives for affordable housing developments with units affordable to extremely low and very low income households. (HE4.C)	Ongoing	Since 2010, the City has made significant efforts to provide financial incentives, including reducing the application and impact fees for affordable housing projects and will continue to do so into the foreseeable future.

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Jurisdiction		City of St Helena	
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Goal #4 - Assistance to Support Affordable Housing		Prioritize the use of Housing Trust Funds in support of the development and preservation of regulated affordable housing units for extremely low income households. (HE4.D)	Ongoing
Goal #4 - Assistance to Support Affordable Housing		Pursue mortgage revenue bonds and/or mortgage credit certificates. Promote affordable homeownership opportunities for moderate and lower income households. (HE4.E)	Ongoing
Goal #4 - Assistance to Support Affordable Housing		Pursue additional funding for affordable housing. Explore other options for affordable housing funding, including a real property transfer tax and Housing Trust Fund contributions from the wine and hospitality industry in Napa Valley. (HE4.F)	2016 and ongoing
		Since 2010, the City has made significant efforts to utilize Affordable Housing Trust Fund monies to support the development and preservation of affordable housing projects and will continue to do so into the foreseeable future.	
		The City continues to look for options to incentivize affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.	
		Since 2010, the City has made significant efforts to provide financial incentives, including reducing the application and impact fees for affordable housing projects and will continue to do so into the foreseeable future.	

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Jurisdiction		City of St Helena	
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Goal #4 - Assistance to Support Affordable Housing	Continue Section 8 rent subsidy certificates. Work with the City of Napa Housing Authority to provide continued rental assistance to low, very low and extremely low income households. (HE4.G)		
Goal #4 - Assistance to Support Affordable Housing	Explore the possibility of establishing a full time, shared Housing Coordinator for the up-valley communities to promote development of new affordable housing and enter into a cost-sharing agreement if possible. (HE4.H)		
	Ongoing	The City continues to contract with the City of Napa for Housing Authority services, including Section 8.	
	Ongoing	The City continues to contract with the City of Napa for Housing Authority services, including Section 8.	

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Goal #4 - Assistance to Support Affordable Housing	Address farmworker housing needs. City will contribute staff time and City resources, as appropriate, to countywide farmworker housing efforts that may occur during the Housing Element period. City will reach out to affordable housing developers to support regional and City efforts to develop farmworker housing, including assisting with financing or applications, incentives and concessions, expedited review or other strategies to encourage the development of housing for farmworkers. (HE4.I)	Outreach to affordable housing developers by 2017 and biannually thereafter	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.
Goal #4 - Assistance to Support Affordable Housing	Establish regulations requiring that a portion of units in all new developments meet the special housing needs of seniors and persons with disabilities, including developmental disabilities. Target 20% of new housing units to meet senior needs and 10% accessible to persons with disabilities. (HE4.J)	2018	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.

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Goal #4 - Assistance to Support Affordable Housing	The City shall participate with mediation between property owners if needed to facilitate affordable housing. The City will provide staff resources and/or work with affected parties along with a mediator if necessary to address issues raised by community members in response to affordable housing development applications. (HE4.K)		
Goal #4 - Assistance to Support Affordable Housing	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.		
Goal #4 - Assistance to Support Affordable Housing	Since 2010, the City has made significant efforts to utilize Affordable Housing Trust Fund monies to support the development and preservation of affordable housing projects and will continue to do so into the foreseeable future.		

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Goal #5 - Resource Conservation	Adopt a Green Building Ordinance. The City shall adopt building code standards that meet or exceed the State's Green Building Standards Code. The Planning and Building Department shall coordinate this effort with the Climate Protection Task Force. (HE5.A)	2016	The City continues to work toward concurrent building code adoption along with standard building code updates (Jan 1, 2017 expected).
Goal #5 - Resource Conservation	Encourage use of alternative energy technologies. Create incentives for the use of solar energy in new and rehabilitated housing. Incentives to adopt as appropriate include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and reduced applicable city standards. (HE5.B)	Ongoing	The City currently issues building permits for solar panel installation under the "Rapid Permit" category and will continue to do so into the foreseeable future.

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Goal #5 - Resource Conservation	Provide public information on alternative energy technologies for residential developers, contractors, and property owners. The City will provide information on its website and/or City Hall regarding alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits. (HE5.C)	Ongoing	The City currently provides Green Building Code information upon request and has recently updated the City website, allowing additional information to be provided on an on-going basis.
Goal #5 - Resource Conservation	Require cost-effective energy conservation measures in all new and rehabilitated housing to promote long-term affordability for occupants. The City will adopt the State's new Energy Efficiency Standards as part of any update to the California Building Standards Code and ensure that all new housing units constructed in the City meet or exceed these standards. (HE5.D)	Triennially beginning 2016	The City continues to work toward concurrent building code adoption along with standard building code updates (Jan 1, 2017 expected).

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Goal #5 - Resource Conservation	Provide low-interest loans for implementation of energy conservation measures. City will identify a source of loan funds to provide energy conservation assistance to homeowners and home-builders. City will continue to participate in AB-811 programs, and will explore additional state and federal sources of funding to finance local energy conservation measures. (HE5.E)	Ongoing	No additional ability to provide loans from City funds have been identified as of yet however the City has hired a full time grants manager, who continues to seek opportunities to assist howm owners with low-cost options for energy conservation.
Goal #5 - Resource Conservation	Provide public information on energy conservation measures for homeowners, tenants, developers, contractors and property owners. City will provide information on its website and/or City Hall regarding actions homeowners, tenants, developers, contractors and property owners can take to conserve energy. (HE5.F)	Ongoing	The City currently provides Green Building Code information upon request and has recently updated the City website, allowing additional information to be provided on an on-going basis.

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Jurisdiction		City of St Helena	
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Goal #5 - Resource Conservation	Require bicycle and pedestrian amenities and connectivity to surrounding areas, in all new housing developments. Support programs to develop more local and regional walking and biking trails. City will also provide staff time in support of regional trail programs. (HE5.G)	Ongoing	The City is engaged with the Napa Valley Transportation Authority on the creation and implementation of a county wide bicycle and pedestrian plan. Further, the City has engaged with the Vine Trail organization in an effort to assist with implementation of the best route for the trail through St Helena.
Goal #5 - Resource Conservation	Continue to apply Municipal Code provisions pertaining to water resources. City will continue to require water-efficient landscaping for new residential and commercial construction, as well as implementing the Water Use Efficiency and Use Guidelines. (HE5.H)	Ongoing	The City has adopted a "Water Neutral" policy for all new development (Municipal Code Chapter 13.12) and continues to implement a Water Efficient Landscape Ordinance (WELO) in keeping with anticipated State requirements.

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Goal #5 - Resource Conservation	Promote passive natural heating and cooling opportunities in new development and protect to the extent possible solar access for existing development. Incentives to be adopted as appropriate include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and relaxing applicable city standards. (HE5.I)	Ongoing	The City currently provides Green Building Code information upon request and has recently updated the City website, allowing additional information to be provided on an on-going basis.
Goal #5 - Resource Conservation	Explore feasibility of incorporating efficient on-site alternative wastewater facilities. City will study options for on-site alternative wastewater facilities, including graywater reuse, recycling and/or on-site treatment. City will then ensure that the local Municipal Code does not include regulations that may unnecessarily present barriers to implementing these technologies, amending the Municipal Code as appropriate. (HE5.J)	2016	The current municipality code provides for alternative waste water facilities, in keeping with the allowances of State law. The City will continue to seek alternative methods of wastewater disposal.

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Goal #5 - Resource Conservation	City shall explore policies that give local preference in the procurement process when municipal funds may be used for housing. (HE5.K)	2016	The City's current Affordable Housing policy includes a local preference policy and the City continues to place significant value on supporting local City residents.
Goal # 6 - Equal Housing Opportunities	Provide educational materials at City Hall, through press and directly to interested parties to educate real estate professionals, property owners and tenants on their rights and responsibilities and the resources available to address fair housing practices. (HE5.A)	Ongoing	The City works with Fair Housing Napa Valley to put on an annual housing workshop to highlight the rights and responsibilities of tenants and landlords, in addition to discussing affordable housing challenges generally.
Goal # 6 - Equal Housing Opportunities	Continue to utilize and support Fair Housing Napa Valley for implementing fair housing programs, receiving complaints, and providing referrals to available resources when necessary. (HE6.B)	Ongoing	The City works with Fair Housing Napa Valley to put on an annual housing workshop to highlight the rights and responsibilities of tenants and landlords, in addition to discussing affordable housing challenges generally. In addition, the City has allocated direct funding to Fair Housing Napa Valley as a part of the budget porocess for several concurrent years.

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General Comments:

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Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

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	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate							
No. of Units Permitted for Above Moderate	4						

* Note: This field is voluntary

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
	Deed Restricted Non-deed restricted	4										4
Very Low	Deed											
	Restricted Non-deed restricted	5										5
Low	Deed											
	Restricted Non-deed restricted	5										5
Moderate	Deed											
	Restricted Non-deed restricted	13									4	9
Above Moderate												

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Total RHNA by COG.			
Enter allocation number:	27		
Total Units	▲ ▲ ▲ ▲	4	
Remaining Need for RHNA Period	▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲		
			4
			23

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C^a

Program Implementation Status

Program Description (By Housing Element Program Names)	Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.				
Goal #1 - A Diversity of Housing to meet Local Needs		Continue to exempt permits for regulated affordable units as well as second units from the Growth Management System (HE1.A)	Ongoing	The City continues to exempt affordable housing units and Accessory Dwelling Units from the Growth Management system. The draft St Helena 2035 General Plan provides direction to continue to do so.

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Goal #1 - A Diversity of Housing to meet Local Needs	Review & possibly amend Growth Management System (GMS) to encourage regulated affordable and workforce housing units. Review GMS to ensure it is not disproportionately affecting workforce housing development. (HE1.B)	2017	The City Council has reviewed the Growth Management system in 2015 (as required) and provided direction to update and potentially amend the GMS Ordinance, after the 2035 General Plan update is completed (expected Summer 2017). Given that the only multi-family housing applications reviewed by the City in recent years have been approved, it does not appear that the current GMS Ordinance is affecting the development of workforce housing.		
Goal #1 - A Diversity of Housing to meet Local Needs	Give projects that include affordable housing units priority access to water & sewer resources over other new projects should the capacity of the water and sewer systems become inadequate to meet the full demand for new connections. (HE1.C)	Ongoing	Currently the City has adequate capacity within the sewer and water system to serve all potential development identified within the current General Plan, and expects to have adequate capacity to serve development identified in the 2035 General Plan update. However, should capacity issues arise, the City will follow adopted policy of prioritizing connections for affordable housing projects.		
Goal #1 - A Diversity of Housing to meet Local Needs	Revise permitting process to streamline the review of affordable housing and market rate multifamily projects (HE1.D)	May 31, 2016	In an effort to implement this Goal, the City has removed the Use Permit requirement for multi-family housing in the High Density Residential land use designation and all of the Housing Opportunity Sites located within other designations. Further, as mentioned above, affordable housing units are not subject to the GMS Ordinance limitations.		

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Goal #1 - A Diversity of Housing to meet Local Needs	Work with private property owners/developers to plan for road and utility improvements necessary to support housing on key opportunity sites, in the event these sites are developed. Funding for off-site improvements will be provided through development impact fees. (HE1.E)	As needed	The City is continually looking for grant and other funding opportunities to off-set the costs of infrastructure. Citywide and has recently hired a full time grants manager to assist with these efforts. Further, the 2035 General Plan update and current Capital Improvement Program provide direction and discussion regarding needed infrastructure improvements.				
Goal #1 - A Diversity of Housing to meet Local Needs	Fast-track housing developments that meet lower income and special housing needs. (HE1.F)	Ongoing	The City is committed to expediting any affordable housing applications that are submitted for review and action.				
Goal #1 - A Diversity of Housing to meet Local Needs	Improve and enhance the local preference policy to possibly include people needed for work during emergencies. (HE1.G)	2017	No revisions to the current local preference policy for affordable housing units has been made as of yet.				
Goal #1 - A Diversity of Housing to meet Local Needs	Explore and adopt (as appropriate) a program to address the housing needs of "workforce" households, which have incomes above 120% of AMI but are still unable to afford market rate housing. Conduct studies and provide incentives for new workforce housing developments. (HE1.H)	2017	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017).				

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Goal #1 - A Diversity of Housing to meet Local Needs	Implement a program to provide financial assistance for the development of second units in exchange for affordability restrictions to provide workforce housing. Target 5 second units during Housing Element planning period. (HE1.I)	2017	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017).
Goal #1 - A Diversity of Housing to meet Local Needs	Encourage development of co-housing, cohousing, 'green' manufactured homes and other 'nontraditional' forms of housing. Ensure these housing types are addressed in the development of design guidelines to streamline to approval process. (HE1.J)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). In addition, staff and the City Council are committed to creation and adoption of Design Guidelines, after the adoption of the 2035 General Plan. The need to wait is primarily driven by staff and financial resource limitations.
Goal #1 - A Diversity of Housing to meet Local Needs	Amend the Zoning Ordinance to define "family" as one or more persons living together as a single housekeeping unit in a dwelling unit. The definition should not distinguish between related and unrelated individuals and should not impose a numerical limit on the # of persons that constitute a family. (HE1.K)	May 31, 2016	No revisions to the current zoning code definition of family have been made as of yet as the comprehensive zoning code update is expected to occur after adoption of the St Helena 2035 General Plan. However, all City actions are made in keeping with California State law, as it has precedence over any in-consistent locally adopted land use definitions.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Provide incentives for higher density housing. Explore possible incentives for building attached market rate housing units for rent and for sale. (HE2.A)	2019	In an effort to implement this Goal, the City has removed the Use Permit requirement for multi-family housing in the High Density Residential land use designation and all of the Housing Opportunity Sites located within other land use designations.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Study potential modifications to the Zoning Ordinance to facilitate higher density housing and discourage construction of oversize homes. Modify the Zoning Ordinance to encourage higher density developments and restrict construction of large single-family units, including current floor area ratios and yard and setback requirements. (HE2.B)	2018	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). In addition, staff and the City Council are committed to creation and adoption of Design Guidelines, after the adoption of the 2035 General Plan. The need to wait is primarily driven by staff and financial resource limitations.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Amend regulations to discourage exemptions from the minimum density requirements. City shall discourage exemptions for minimum density requirements and establish mitigation measures for exemptions in the Zoning Ordinance. (HE2.C)	2014	No revisions to the current zoning code have been made as of yet as the comprehensive zoning code update is expected to occur after adoption of the St Helena 2035 General Plan. However, all City actions are made in keeping with California State law, as it has precedence over any in-consistent locally adopted land use definitions.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Modify section 17.100 of the Zoning Ordinance to rename the Mobilehome Park Overlay District to "Manufactured Housing Overlay District". Develop policies to streamline the review process for this overlay district on residential land for projects that create land-ownership opportunities for residents. Support giving residents the right of first refusal if an existing park is to be sold. (HE2.D)	2018	No revisions to the current zoning code have been made as of yet as the comprehensive zoning code update is expected to occur after adoption of the St Helena 2035 General Plan. However, all City actions are made in keeping with California State law and any request to implement a Manufactured Housing Overlay District would be reviewed as such.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Amend the "Subdivisions" section of the Municipal Code. The City will amend Title 16 of the Municipal Code to prevent subdivision activity from effectively resulting in lower densities and a loss of potential housing units on the site. (HE2.E)	2016	No revisions to the current "Subdivisions" section of the Municipal Code have been made as of yet. The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). The need to wait is primarily driven by staff and financial resource limitations.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Update the General Plan Land Use Element in consideration of the established Housing Element land use goals and policies. Amend General Plan Elements concurrent with adoption of the General Plan Update as needed to ensure internal consistency. (HE2.F)	2015	The St Helena 2035 General Plan update is expected to be adopted in Summer of 2017, and will incorporate the adopted 2015 Housing Element.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Promote both 'vertical' and 'horizontal' mixed-use. Encourage mixed-use developments that combine compatible uses on the same site and amend Zoning Ordinance accordingly. Amendments to the Zoning Ordinance include permitting the FAR for the residential component of a mixed-use development to be 'additive' rather than within the established FAR for that zone, and allowing commercial and residential users to 'share' their covered parking, resulting in and overall lower parking requirement. Requirements for covered parking should also be reconsidered. (HE2.G)	2017	The St Helena 2035 General Plan update is expected to be adopted in Summer of 2017, and will incorporate the adopted 2015 Housing Element. This update includes the creation of a mixed-use land use designation, and will be followed by a comprehensive zoning code update, intended to create and implement the development criteria set for mixed use development within St Helena.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Explore possibility of allowing mixed use and live/work units in non-residential zoning districts. (HE2.H)	2017	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017, and includes the creation of a mixed-use land use designation. The comprehensive zoning code update will create and implement the development criteria for mixed-use development within St Helena.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees. (HE2.I)	2016	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017. A comprehensive zoning code update will follow and will include additional direction regarding the development of Accessory Dwelling Units.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Provide financial assistance for second unit development. Incentives might include low interest loans or fee waivers. (HE2.J)	2018	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017. A comprehensive zoning code update will follow and will include additional direction regarding the development of Accessory Dwelling Units (ADU). A component of this review will include the ability of the City to provide financial assistance for ADU development.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Target specific areas for second unit incentives. Create incentives to construct second units in the medium density areas near downtown. Incentives to adopt as appropriate include, but are not restricted to, fast tracking development applications, deferred development fees, and reduced parking and/or other city standards. (HE2.K)	2018	The St Helena 2035 General Plan update is expected to be adopted in the summer of 2017. A comprehensive zoning code update will follow and will include additional direction regarding the development of Accessory Dwelling Units.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Provide public information regarding second units. Develop a guide for homeowners explaining the benefits and procedures for adding a second unit. (HE2.L)	2017	Following the adoption of zoning code revisions addressing the development of Accessory Dwelling Units (ADUs), staff will begin a public information campaign to inform citizens of the benefits and procedures for development of ADUs.

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Link financial incentives and development standard variances to affordability requirements for second units. Require that either the main house or the second unit is used as a rental unit that is affordable to moderate or below moderate households whenever the City assists in development through financial incentives or by granting a variance. (HE2.M)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Financial incentives and potential variance from development standards will be included as a part of this review.		
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Respond to complaints regarding illegal units. The City will work with the property owners to help bring illegal units up to code and to abate the use of non-habitable buildings as living units. (HE2.N)	Ongoing	While the City does not have a dedicated Code Enforcement Department, Planning and Community Improvement Department staff as responsible for responding to Code Enforcement complaints and prioritize life and safety issues, such as substandard housing, in these efforts.		

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Goal #2 - Efficient Land Use and High Quality Neighborhoods	Identify appropriate 'target' areas for conversion of single family homes to multi-unit dwellings, or identify areas, zoning districts, or specific sites where conversion would be appropriate or desirable. (HE2.O)	2019	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Financial incentives and potential variance from development standards will be included as a part of this review.
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Develop a program to encourage affordable housing in clusters of 4-6 units on Infill parcels on west side of town. The City will post an inventory of available sites on the City's website. City will explore and adopt as appropriate incentives to encourage affordable housing clusters, including, but not limited to priority permitting processing, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus. (HE2.P)	2017	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Incentives for the development of these units will be included as a part of this review.

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Goal #3 - Conservation of Existing Housing	Restrict conversion of rental units to condominiums. Current policy allows conversion to condominiums under certain circumstances when the vacancy rate is high. The presence of second homes results in an inflated vacancy rate. The policy should be further studies to reflect a general guiding principle of preserving the affordable housing stock while eliminating the current linkage to vacancy rates. (HE3.A)	2016	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Restrictions on condominium conversions of existing apartment units will be included as a part of this review.
Goal #3 - Conservation of Existing Housing	Charge an affordable housing impact fee whenever housing units are converted to other uses. Exempt conversion projects that create affordable for-sale housing from this impact fee. (HE3.B)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Restrictions on conversions of existing housing units to non-housing uses will be included as a part of this review.

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Goal #3 - Conservation of Existing Housing	Address the potential loss of assisted units. Identify assisted properties at risk of conversion to market rates and work with property owners and/or other parties to ensure they are conserved as affordable housing. (HE3.C)	Ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Maintenance of assisted living units will be a part of this discussion.
Goal #3 - Conservation of Existing Housing	Continue to limit the conversion of market rate housing to vacation rentals. Abate the use of illegal vacation rentals, including time shares and fractional interests. (HE3.D)	Ongoing	The City strictly limits the use of residential units for short-term rental (STR) use to a maximum of 25 STR units within the City. Funds collected from these units are utilized to assist with active and aggressive enforcement of these limitations.
Goal #3 - Conservation of Existing Housing	Review housing needs, achievements and challenges as part of the City's regular General Plan review. As required by State law, submit a progress report to the State Department of Housing and Community Development and Governor's Office of Planning and Research by April 1st of each year. (HE3.E)	Annually	This report is being done as a part of this Goal and staff has worked to update the back log of these reports to bring the current status of Housing Element implementation up to date with the Office of HCD.

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Goal #4 - Assistance to Support Affordable Housing		Review and possibly amend the inclusionary housing ordinance to: (1) adjust the inclusionary housing ordinance to require further distribution of affordable units with the various income categories. (2) Balance collecting housing impact fees with the requirement to construct affordable housing, either on or off site depending on the size of the site and other site conditions, for larger commercial developments. Evaluate increasing the housing impact fees to reflect the increasing cost of housing in the community. Collect housing impact fees for small commercial development where requiring residential construction would not be feasible. (3) Increase appropriate residential construction in-lieu fees and/or create a sliding scale for larger homes. (4) Add an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements. (HE4.A)	2018	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Potential revisions to the inclusionary housing requirements will be included as a part of this review.

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Goal #4 - Assistance to Support Affordable Housing	Generate Revenues for Affordable Housing through the Transient Occupancy Tax (TOT). Either increase the TOT or increase the number of TOT rooms and apply the increased revenue to support affordable housing. (HE4.B)	2016 and ongoing	The City Council has expressed an interest in reviewing housing needs Citywide and this is expected to occur after the adoption of the 2035 St Helena General Plan (expected in Summer 2017). Potential revisions to the TOT requirements will be included as a part of this review.
Goal #4 - Assistance to Support Affordable Housing	Reduce, defer, or waive fees for affordable housing developments. The City will establish a set of criteria for project eligibility to have fees reduced, deferred or waived. The City will explore and adopt as appropriate higher incentives for affordable housing developments with units affordable to extremely low and very low income households. (HE4.C)	Ongoing	Since 2010, the City has made significant efforts to provide financial incentives, including reducing the application and impact fees for affordable housing projects and will continue to do so into the foreseeable future.

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Goal #4 - Assistance to Support Affordable Housing	Prioritize the use of Housing Trust Funds in support of the development and preservation of regulated affordable housing units for extremely low income households. (HE4.D)	Ongoing	Since 2010, the City has made significant efforts to utilize Affordable Housing Trust Fund monies to support the development and preservation of affordable housing projects and will continue to do so into the foreseeable future.
Goal #4 - Assistance to Support Affordable Housing	Pursue mortgage revenue bonds and/or mortgage credit certificates. Promote affordable homeownership opportunities for moderate and lower income households. (HE4.E)	Ongoing	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.
Goal #4 - Assistance to Support Affordable Housing	Pursue additional funding for affordable housing. Explore other options for affordable housing funding, including a real property transfer tax and Housing Trust Fund contributions from the wine and hospitality industry in Napa Valley. (HE4.F)	2016 and ongoing	Since 2010, the City has made significant efforts to provide financial incentives, including reducing the application and impact fees for affordable housing projects and will continue to do so into the foreseeable future.

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Goal #4 - Assistance to Support Affordable Housing	Continue Section 8 rent subsidy certificates. Work with the City of Napa Housing Authority to provide continued rental assistance to low, very low and extremely low income households. (HE4.G)	Ongoing	The City continues to contract with the City of Napa for Housing Authority services, including Section 8.
Goal #4 - Assistance to Support Affordable Housing	Explore the possibility of establishing a full time, shared Housing Coordinator for the up-valley communities to promote development of new affordable housing and enter into a cost-sharing agreement if possible. (HE4.H)	Ongoing	The City continues to contract with the City of Napa for Housing Authority services, including Section 8.

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Goal #4 - Assistance to Support Affordable Housing	Address farmworker housing needs. City will contribute staff time and City resources, as appropriate, to countywide farmworker housing efforts that may occur during the Housing Element period. City will reach out to affordable housing developers to support regional and City efforts to develop farmworker housing, including assisting with financing or applications, incentives and concessions, expedited review or other strategies to encourage the development of housing for farmworkers. (HE4.I)	Outreach to affordable housing developers by 2017 and biannually thereafter	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.
Goal #4 - Assistance to Support Affordable Housing	Establish regulations requiring that a portion of units in all new developments meet the special housing needs of seniors and persons with disabilities, including developmental disabilities. Target 20% of new housing units to meet senior needs and 10% accessible to persons with disabilities. (HE4.J)	2018	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.

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Goal #4 - Assistance to Support Affordable Housing	The City shall participate with mediation between property owners if needed to facilitate affordable housing. The City will provide staff resources and/or work with affected parties along with a mediator if necessary to address issues raised by community members in response to affordable housing development applications. (HE4.K)	Ongoing	The City continues to look for options to incentivise affordable housing development, and will expand these efforts as a part of the comprehensive Citywide housing review mentioned above.
Goal #4 - Assistance to Support Affordable Housing	Explore the potential of using Housing Trust Fund money to purchase existing housing for conversion to restricted affordable housing and commit funding as appropriate. Priority use of Housing Trust Fund monies will be given to the creation of housing affordable to extremely low income households. (HE4.L)	2019	Since 2010, the City has made significant efforts to utilize Affordable Housing Trust Fund monies to support the development and preservation of affordable housing projects and will continue to do so into the foreseeable future.

Attachment 3

ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 15 - Date 12/31/15

Goal #5 - Resource Conservation	Adopt a Green Building Ordinance. The City shall adopt building code standards that meet or exceed the State's Green Building Standards Code. The Planning and Building Department shall coordinate this effort with the Climate Protection Task Force. (HE5.A)	2016	The City continues to work toward concurrent building code adoption along with standard building code updates (Jan 1, 2017 expected).
Goal #5 - Resource Conservation	Encourage use of alternative energy technologies. Create incentives for the use of solar energy in new and rehabilitated housing. Incentives to adopt as appropriate include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and reduced applicable city standards. (HE5.B)	Ongoing	The City currently issues building permits for solar panel installation under the "Rapid Permit" category and will continue to do so into the foreseeable future.

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ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 15 - Date 12/31/15

Goal #5 - Resource Conservation	Provide public information on alternative energy technologies for residential developers, contractors, and property owners. The City will provide information on its website and/or City Hall regarding alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits. (HE5.C)	Ongoing	The City currently provides Green Building Code information upon request and has recently updated the City website, allowing additional information to be provided on an on-going basis.
Goal #5 - Resource Conservation	Require cost-effective energy conservation measures in all new and rehabilitated housing to promote long-term affordability for occupants. The City will adopt the State's new Energy Efficiency Standards as part of any update to the California Building Standards Code and ensure that all new housing units constructed in the City meet or exceed these standards. (HE5.D)	Triennially beginning 2016	The City continues to work toward concurrent building code adoption along with standard building code updates (Jan 1, 2017 expected).

ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 15 - Date 12/31/15

Goal #5 - Resource Conservation	Provide low-interest loans for implementation of energy conservation measures. City will identify a source of loan funds to provide energy conservation assistance to homeowners and home-builders. City will continue to participate in AB-811 programs, and will explore additional state and federal sources of funding to finance local energy conservation measures. (HE5.E)	Ongoing	No additional ability to provide loans from City funds have been identified as of yet however the City has hired a full time grants manager, who continues to seek opportunities to assist home owners with low-cost options for energy conservation.
Goal #5 - Resource Conservation	Provide public information on energy conservation measures for homeowners, tenants, developers, contractors and property owners. City will provide information on its website and/or City Hall regarding actions homeowners, tenants, developers, contractors and property owners can take to conserve energy. (HE5.F)	Ongoing	The City currently provides Green Building Code information upon request and has recently updated the City website, allowing additional information to be provided on an on-going basis.

Attachment 3

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 15 - Date 12/31/15

Goal #5 - Resource Conservation	Require bicycle and pedestrian amenities and connectivity to surrounding areas, in all new housing developments. Support programs to develop more local and regional walking and biking trails. City will also provide staff time in support of regional trail programs. (HE5.G)	Ongoing	The City is engaged with the Napa Valley Transportation Authority on the creation and implementation of a county wide bicycle and pedestrian plan. Further, the City has engaged with the Vine Trail organization in an effort to assist with implementation of the best route for the trail through St Helena.
Goal #5 - Resource Conservation	Continue to apply Municipal Code provisions pertaining to water resources. City will continue to require water-efficient landscaping for new residential and commercial construction, as well as implementing the Water Use Efficiency and Use Guidelines. (HE5.H)	Ongoing	The City has adopted a "Water Neutral" policy for all new development (Municipal Code Chapter 13.12) and continues to implement a Water Efficient Landscape Ordinance (WELO) in keeping with anticipated State requirements.

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ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 15 - Date 12/31/15

Goal #5 - Resource Conservation	Promote passive natural heating and cooling opportunities in new development and protect to the extent possible solar access for existing development. Incentives to be adopted as appropriate include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and relaxing applicable city standards. (HE5.I)	Ongoing	The City currently provides Green Building Code information upon request and has recently updated the City website, allowing additional information to be provided on an on-going basis.
Goal #5 - Resource Conservation	Explore feasibility of incorporating efficient on-site alternative wastewater facilities. City will study options for on-site alternative wastewater facilities, including graywater reuse, recycling and/or on-site treatment. City will then ensure that the local Municipal Code does not include regulations that may unnecessarily present barriers to implementing these technologies, amending the Municipal Code as appropriate. (HE5.J)	2016	The current municipal code provides for alternative waste water facilities, in keeping with the allowances of State law. The City will continue to seek alternative methods of wastewater disposal.

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/1/15 - Date 12/31/15

Goal #5 - Resource Conservation	City shall explore policies that give local preference in the procurement process when municipal funds may be used for housing. (HE5.K)	2016	The City's current Affordable Housing policy includes a local preference policy and the City continues to place significant value on supporting local City residents.
Goal # 6 - Equal Housing Opportunities	Provide educational materials at City Hall, through press and directly to interested parties to educate real estate professionals, property owners and tenants on their rights and responsibilities and the resources available to address fair housing practices. (HE5.A)	Ongoing	The City works with Fair Housing Napa Valley to put on an annual housing workshop to highlight the rights and responsibilities of tenants and landlords, in addition to discussing affordable housing challenges generally.
Goal # 6 - Equal Housing Opportunities	Continue to utilize and support Fair Housing Napa Valley for implementing fair housing programs, receiving complaints, and providing referrals to available resources when necessary. (HE6.B)	Ongoing	The City works with Fair Housing Napa Valley to put on an annual housing workshop to highlight the rights and responsibilities of tenants and landlords, in addition to discussing affordable housing challenges generally. In addition, the City has allocated direct funding to Fair Housing Napa Valley as a part of the budget process for several concurrent years.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of St Helena	
	Reporting Period	Date 1/ 1/ 15 - Date 12/31/15

General Comments:

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ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 14 - Date 12/31/14

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

1 Project Identifier (may be APN No., project name or address)	2 Unit Category	3 Tenure R=Renter O=Owner	4 Affordability by Household Incomes				5 Total Units per Project	5a Est. # Infill Units*	Housing with Financial Assistance and/or Deed Restrictions		8 Housing without Financial Assistance or Deed Restrictions
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			6 Assistance Programs for Each Development See Instructions	7 Deed Restricted Units See Instructions	
1384 Magnolia	SF/SU	O/R			1	1	1				
1392 Magnolia	SF/SU	O/R			1	1	2				
(9) Total of Moderate and Above Moderate from Table A3			▶ ▶ ▶ ▶				19	19			
(10) Total by Income Table A/A3			▶ ▶ ▶ ▶				21	21			
(11) Total Extremely Low-Income Units*			▶ ▶ ▶ ▶				21	21			

* Note: These fields are voluntary

Table A2

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ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 14 - Date 12/31/14
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c X7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	19					19	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 14 - Date 12/31/14

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014	Year 9	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			
	Deed Restricted Non-deed restricted Deed Restricted Non-deed restricted Deed Restricted Non-deed restricted											
Very Low	30											30
Low	21											21
Moderate	25	1									1	3
		6	5	3	5				2		21	
Above Moderate	45	4	4	1		1	7	7	21		45	
Total RHNA by COG. Enter allocation number:		11	9	4	5	1	7	7	23		67	54
Total Units												
Remaining Need for RHNA Period												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C

Program Implementation Status

Housing Programs Progress Report - Government Code Section 65503. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		Timeframe in H.E.		Status of Program Implementation
Program Description (By Housing Element Program Names)	Objective			

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ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		City of St Helena	
Reporting Period		Date 1/ 1/ 14 - Date 12/31/14	
Goal #1 - A Diversity of Housing to meet Local Needs	Construct 15 units of housing affordable to Extremely Low-Income households; 15 units of housing affordable to Very Low-Income households; 21 units for Low-Income households, 25 units for Moderate-Income households, and 45 units for Above Moderate-Income households.	30-Jun-14	Not yet complete
Goal #1 - A Diversity of Housing to meet Local Needs	Provide financial assistance for 5 second units with affordability restrictions for workforce households.	30-Jun-14	Not yet complete
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Same as above	30-Jun-14	Not yet complete
Goal #3 - Conservation of Existing Housing	Conservation of all existing affordable housing units.	30-Jun-14	On-going
Goal #3 - Conservation of Existing Housing	Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation, of 10 lower-income housing units (2 extremely low-income, 2 very low-income, 3 low-income, and 3 moderate-income households).	30-Jun-14	Not yet complete

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ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction	City of St Helena	Reporting Period	Date 1/ 1/ 14	Date 12/31/14	
Goal #4 - Assistance to Support Affordable Housing		Generate adequate funds to support achievement of the City's new housing construction objectives	30-Jun-14	On-going	
Goal #4 - Assistance to Support Affordable Housing		Assist in the acquisition of low-interest loans to 10 first-time homebuyers through June 30, 2014 or the end of the current Housing Element planning period.	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		Facilitate the continuance of Section 8 rental assistance to all currently served households.	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		20% of new units to meet senior housing needs; 10% accessible to persons with disabilities.	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households.	30-Jun-14	Not yet complete	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 14 - Date 12/31/14

General Comments:

The City of St Helena is currently in the process of updating its General Plan. This process requires significant Planning staff participation which has in turn limited the Planning Department's ability to implement Housing Element Goals and implementing actions to date. We anticipate certification of the General Plan EIR and adoption of the General Plan this Fall with work beginning on the specific components of the Housing Element this winter.

Attachment 4

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

City of St Helena

Reporting Period

City of St Helena

- Date 12/31/13

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

[illegible]

* Note: These fields are voluntary

Table A2

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 13 - Date 12/31/13
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program & its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	7					7	

* Note: This field is voluntary

Jurisdiction	City of St Helena
Reporting Period	Date 1/1/13

- Date 12/31/13

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

[illegible]

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation

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ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	City of St Helena	Reporting Period	Date 1/ 1/ 13	Date 12/31/13	
Goal #1 - A Diversity of Housing to meet Local Needs		Construct 15 units of housing affordable to Extremely Low-income households; 15 units of housing affordable to Very Low-income households; 21 units for Low-income households, 25 units for Moderate-income households, and 45 units for Above Moderate-income households.	30-Jun-14	Not yet complete	
Goal #1 - A Diversity of Housing to meet Local Needs		Provide financial assistance for 5 second units with affordability restrictions for workforce households.	30-Jun-14	Not yet complete	
Goal #2 - Efficient Land Use and High Quality Neighborhoods		Same as above	30-Jun-14	Not yet complete	
Goal #3 - Conservation of Existing Housing		Conservation of all existing affordable housing units.	30-Jun-14	On-going	
Goal #3 - Conservation of Existing Housing		Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation, of 10 lower-income housing units (2 extremely low-income, 2 very low-income, 3 low-income, and 3 moderate-income households).	30-Jun-14	Not yet complete	

ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction	City of St Helena	Reporting Period	Date 1/ 1/ 13	Date 12/31/13		
Goal #4 - Assistance to Support Affordable Housing		Generate adequate funds to support achievement of the City's new housing construction objectives	30-Jun-14	On-going		
Goal #4 - Assistance to Support Affordable Housing		Assist in the acquisition of low-interest loans to 10 first-time homebuyers through June 30, 2014 or the end of the current Housing Element planning period.	30-Jun-14	Not yet complete		
Goal #4 - Assistance to Support Affordable Housing		Facilitate the continuance of Section 8 rental assistance to all currently served households.	30-Jun-14	Not yet complete		
Goal #4 - Assistance to Support Affordable Housing		20% of new units to meet senior housing needs; 10% accessible to persons with disabilities.	30-Jun-14	Not yet complete		
Goal #4 - Assistance to Support Affordable Housing		Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households.	30-Jun-14	Not yet complete		

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 13 - Date 12/31/13

General Comments:

The City of St Helena is currently in the process of updating its General Plan. This process requires significant Planning staff participation which has in turn limited the Planning Department's ability to implement Housing Element Goals and implementing actions to date. We anticipate certification of the General Plan EIR and adoption of the General Plan this Fall with work beginning on the specific components of the Housing Element this winter.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 12 - Date 12/31/12

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information										Housing with Financial Assistance and/or Deed Restrictions			Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8			
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.			
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income								
204 Rosebud Ln	2-4	R		2	2									
232 Rosebud Ln	2-4	R		2	2		4							
1336 Magnolia Ave	SF/SU	O/R	1			1	2							
1328 Magnolia Ave	SF/SU	O/R	1			1	2							
137 Rosebud Ln	SF/SU	O/R	1		1		2			Local Policy 17.152 GMS				
101 Rosebud Ln	SF/SU	O/R	1		1		2			Local Policy 17.152 GMS				
256 Rosebud Ln	SF/SU	R/R			2		2							
(9) Total of Moderate and Above Moderate from Table A3			4	4	0	7	7							
(10) Total by income Table A/A3			4	4	8	9	21							
(11) Total Extremely Low-Income Units*														

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 12 - Date 12/31/12

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1) units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Income				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	7					7	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/1/12 - Date 12/31/12

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Income Level	Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.	2007								Total Units to Date (all years)	Total Remaining RHNA by Income Level
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	
Very Low	Deed Restricted Non-Deed Restricted										30
Low	Deed Restricted Non-Deed Restricted										21
Moderate	Deed Restricted Non-Deed Restricted	1 6	5 4	3 1	5					1 19	5
Above Moderate		4	4	1		1	7			17	28
Total RHNA by COG. Enter allocation number:		11	9	4	5	1	7			37	84
Total Units											
Remaining Need for RHNA Period											

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of St Helena
Reporting Period Date 1/ 1/ 12 - Date 12/31/12

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
	Name of Program	Objective	Status of Program Implementation
Goal #1 - A Diversity of Housing to meet Local Needs		Construct 15 units of housing affordable to Extremely Low-Income households; 15 units of housing affordable to Very Low-Income households; 21 units for Low-Income households, 25 units for Moderate-Income households, and 45 units for Above Moderate-Income households.	Not yet complete
Goal #1 - A Diversity of Housing to meet Local Needs		Provide financial assistance for 5 second units with affordability restrictions for workforce households.	Not yet complete
Goal #2 - Efficient Land Use and High Quality Neighborhoods		Same as above	Not yet complete
Goal #3 - Conservation of Existing Housing		Conservation of all existing affordable housing units.	On-going

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of St Helena	Reporting Period	Date 1/1/12	Date 12/31/12	
Goal #3 - Conservation of Existing Housing		Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation, of 10 lower-income housing units (2 extremely low-income, 2 very low-income, 3 low-income, and 3 moderate-income households).	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		Generate adequate funds to support achievement of the City's new housing construction objectives	30-Jun-14	On-going	
Goal #4 - Assistance to Support Affordable Housing		Assist in the acquisition of low-interest loans to 10 first-time homebuyers through June 30, 2014 or the end of the current Housing Element planning period.	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		Facilitate the continuance of Section 8 rental assistance to all currently served households.	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		20% of new units to meet senior housing needs; 10% accessible to persons with disabilities.	30-Jun-14	Not yet complete	
Goal #4 - Assistance to Support Affordable Housing		Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households.	30-Jun-14	Not yet complete	

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of St Helena
Reporting Period	Date 1/ 1/ 12 - Date 12/31/12

General Comments:

The City of St Helena is currently in the process of updating its General Plan. This process requires significant Planning staff participation which has in turn limited the Planning Department's ability to implement Housing Element Goals and implementing actions to date. We anticipate certification of the General Plan EIR and adoption of the General Plan this Fall with work beginning on the specific components of the Housing Element this winter.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period	Date 1/ 1/ 11	- Date 12/31/11
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Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions
1	2	3	4 Affordability by Household Incomes				6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
					Total Units per Project	Est. # Infill Units*			
(9) Total of Moderate and Above Moderate from Table A3									1
(10) Total by income Table A/A3									1
(11) Total Extremely Low-Income Units*									

* Note: These fields are voluntary

Table A2

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 11 - Date 12/31/11

Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c X7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	1					1	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 11 - Date 12/31/11

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	
Very Low	Deed Restricted Non-deed restricted										30
Low	Deed Restricted Non-deed restricted										21
Moderate	Deed Restricted Non-deed restricted	1 6								1 19	5
Above Moderate		4	4	1		1				10	35
Total RHNA by COG. Enter allocation number:		11	9	4	5	1				30	91
Total Units											
Remaining Need for RHNA Period											

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.	
Name of Program	Objective	Status of Program Implementation
	Timeframe In H.E.	

ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction		City of St Helena	Reporting Period		Date 1/ 1/ 11	Date 12/31/11
Goal #1 - A Diversity of Housing to meet Local Needs	Construct 15 units of housing affordable to Extremely Low-income households; 15 units of housing affordable to Very Low-income households; 21 units for Low-income households, 25 units for Moderate-income households, and 45 units for Above Moderate-income households.	30-Jun-14	Not yet complete			
Goal #1 - A Diversity of Housing to meet Local Needs	Provide financial assistance for 5 second units with affordability restrictions for workforce households.	30-Jun-14	Not yet complete			
Goal #2 - Efficient Land Use and High Quality Neighborhoods	Same as above	30-Jun-14	Not yet complete			
Goal #3 - Conservation of Existing Housing	Conservation of all existing affordable housing units.	30-Jun-14	On-going			
Goal #3 - Conservation of Existing Housing	Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation, of 10 lower-income housing units (2 extremely low-income, 2 very low-income, 3 low-income, and 3 moderate-income households).	30-Jun-14	Not yet complete			

Attachment 7

Attachment 1
page 5 of 6

ANNUAL ELEMENT PROGRESS REPORT ***Housing Element Implementation*** (CCR Title 25 §6202)

Jurisdiction	City of St Helena	Reporting Period	Date 1/ 1/ 11	Date 12/31/11		
Goal #4 - Assistance to Support Affordable Housing		Generate adequate funds to support achievement of the City's new housing construction objectives	30-Jun-14	On-going		
Goal #4 - Assistance to Support Affordable Housing		Assist in the acquisition of low-interest loans to 10 first-time homebuyers through June 30, 2014 or the end of the current Housing Element planning period.	30-Jun-14	Not yet complete		
Goal #4 - Assistance to Support Affordable Housing		Facilitate the continuance of Section 8 rental assistance to all currently served households.	30-Jun-14	Not yet complete		
Goal #4 - Assistance to Support Affordable Housing		20% of new units to meet senior housing needs; 10% accessible to persons with disabilities.	30-Jun-14	Not yet complete		
Goal #4 - Assistance to Support Affordable Housing		Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households.	30-Jun-14	Not yet complete		

Attachment 7

Attachment 1
page 6 of 6

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of St Helena

Reporting Period Date 1/ 1/ 11 - Date 12/31/11

General Comments:

The City of St Helena is currently in the process of updating its General Plan. This process requires significant Planning staff participation which has in turn limited the Planning Department's ability to implement Housing Element Goals and implementing actions to date. We anticipate certification of the General Plan EIR and adoption of the General Plan this Fall with work beginning on the specific components of the Housing Element this winter.

CITY OF ST. HELENA

RESOLUTION No. 2017-

**Resolution of the City Council of the City of St. Helena Opposing
Private Use Heliports in Napa County and St. Helena**

RECITALS

WHEREAS, The use of private heliports will create substantial and unmitigateable impacts to our communities and environment, increased fire and accident risk, noise disruption, increased exposure to aviation fuels and fluids in rural areas, increased trauma to domestic animals and wildlife, disruption of peaceful enjoyment of people's homes as well as increased CO2 emissions.; and

WHEREAS, The potential for helicopter accidents around our county would increase significantly with private use helicopter ports, and the lack of adequate reporting and compliance mechanisms would leave St. Helena and our other county communities vulnerable to misuse.

RESOLUTION

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

1. That the City Council hereby creates this resolution opposing approval of all private use helicopter ports in Napa County and St. Helena.

Approved at a Regular Meeting of the St. Helena City Council on March 14, 2017, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Koberstein:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk