



City of St. Helena
Regular City Council Meeting
Tuesday, February 27, 2018 @ 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 and 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.

4.1. [Public Comment. Anthony Micheli](#)

9 - 10

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. Napa County Flood and Water Conservation District Presentation.
Presented by: Shaun Horne, Watershed Resources Specialist and Rick Thomasser, Operations Manager

11 - 27

[Presentation February 27th](#)

7. STAFF BRIEFING

None

8. CONSENT ITEMS

Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended

discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

- 8.1. Consideration and proposed approval of Special Joint City Council and Planning Commission Meeting Minutes of February 13, 2018 and Regular Meeting Minutes of February 13, 2018 - Minutes will be provided prior to the meeting. (*Minutes provided February 26, 2018 at 6:40 pm) 29 - 40

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
Staff recommends adopting the minutes.

[02-13-2018 Regular City Council - Minutes](#)
[02-13-2018 Special Joint City Council and Planning Commission Meeting - Minutes](#)

- 8.2. Consideration and proposed approval of Resolution approving the Rianda House's 2018 Rally4Rianda Event and Rianda House's 10th anniversary on Sunday May 20th, 2018, at Lyman Park and the surrounding areas from 12:00 p.m. to 3:00 p.m. Rianda House is requesting waiver of \$350.00 in permit fees, approximately 15 barricades, and two City Public Works Department personnel for 1.5 hours each. 41 - 50

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Chrissy Cook, Administrative Assistant
Recommendation:
Staff recommends the City Council adopt the resolution approving the 2018 Event Rally4Rianda and Rianda House's 10th anniversary on Sunday May 20th, 2018 at Lyman Park and the surrounding areas from 12:00 pm to 3:00 pm.

[Staff Report](#)

- 8.3. Consideration and proposed approval of a resolution appointing Amy Carabba-Salazar, St. Helena Chamber CEO to the Napa Valley Tourism Corporation (NVTC) and St. Helena Tourism Improvement District (SHTID) 51 - 54

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:
Staff recommends approving a resolution appointing Amy Carabba-Salazar, St. Helena Chamber CEO to the Napa Valley Tourism Corporation (NVTC) and St. Helena Tourism Improvement District (SHTID).

[Staff Report](#)

- 8.4. Consideration and proposed approval of a resolution adopting Americans with Disabilities Act (ADA) Policy establishing disabled access to City Services and Programs; establishing ADA Section 504 Rehabilitation Act Informal Grievance Procedures; and designation of City Coordinators for Implementation of American with Disabilities Act 55 - 77

efforts.

CEQA Determination: Not a CEQA project

Prepared By: Kathy Robinson, Human Resources & IT Director

Recommendation:

Approve Resolution adopting Americans with Disabilities Act (ADA) Policy establishing disabled access to City Services and Programs, establishing ADA Section 504 Rehabilitation Act Informal Grievance Procedures; and designation of City Coordinators for Implementation of American with Disabilities Act efforts.

[Staff Report](#)

[UPDATED Attachment 2 - P-CM-002 ADA Policy.Updated 2.27.18](#)

- 8.5. Consideration and approval of a resolution authorizing: (1) Award Purchase Order in the amount of \$65,709.16 to Folsom Lake Ford for the purchase of two 2018 Ford Interceptor All Wheel Drive SUVs; and (2) A budget increase of \$106,400 to Citizens' Option for Public Safety Fund (COPS) #224-4900-2630 for the purchase and outfitting of the two vehicles. 79 - 85

CEQA Determination: Not a CEQA project

Prepared By: William Imboden, Chief of Police

Recommendation:

Staff recommends City Council approve a resolution authorizing: (1) Award Purchase Order in the amount of \$65,709.16 to Folsom Lake Ford for the purchase of two 2018 Ford Interceptor All Wheel Drive SUVs; and (2) A budget increase of \$106,400 to Citizens' Option for Public Safety Fund (COPS) #224-4900-2630 for the purchase and outfitting of the two vehicles.

[Staff Report](#)

- 8.6. Consideration and proposed approval of a Resolution: (1) authorizing purchase of a new Chief's Command Vehicle for the Fire Department in the amount of \$55,749 from Enterprise Fleet Management, (2) authorizing a service contract for the vehicle for 48 months at a cost of \$51.70 per month, and (3) authorizing a budget increase of \$56,010 in FY 2017/18 to Account #593-4800-2630 for the purchase of the vehicle and maintenance costs for the remainder of FY 2017/18. 87 - 96

CEQA Determination: Not a CEQA project

Prepared By: Alec Vidler, Administrative Assistant

Recommendation:

Staff recommends adoption of the resolution: (1) authorizing purchase of a new Chief's Command Vehicle for the Fire Department in the amount of \$55,749 from Enterprise Fleet Management, (2) authorizing a service contract for the vehicle for 48 months at a cost of \$51.70 per month, and (3) authorizing a budget increase of \$56,010 in FY 2017/18 to Account #593-4800-2630 for the purchase of the vehicle and maintenance costs for the remainder of FY 2017/18.

[Staff Report](#)

- 8.7. Consideration and approval of a Resolution redirecting General 97 - 100

Fund expenses to Impact Fee Funds by approving: (1) a budget decrease of \$39,078 to #101-4500-2130; (2) a budget increase of \$39,078 to #713-4500-2130; and (3) a budget increase of \$2,724 to #216-5006-2145.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council approve a Resolution approving:

(1) a budget decrease of \$39,078 to #101-4500-2130; (2) a budget increase of \$39,078 to #713-4500-2130; and (3) a budget increase of \$2,724 to #216-5006-2145.

[Staff Report](#)

9. PUBLIC HEARINGS

None

10. NEW BUSINESS

- 10.1. Appeal of administrative decision denying the following: (1) Dismissal of Parking Citation P31099 resulting in a refund of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.

101 - 125

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

The City Council may:

A. Approve a Resolution granting the appeal and refund \$121.00 to Julia Halvorsen; or

B. Approve a Resolution denying the appeal for the following reasons:

1. Dismissal of Parking Citation P31099 – The citation was issued for parking on a street clearly marked with unobstructed “no parking” signs (Attachment 9). The vehicle created a hazard to motorists and pedestrians where it was parked. The registered owner, Julia Halvorsen, was not the driver, but she was in the passenger seat. The registered owner can contact the driver for compensation.
2. Refund of \$45.00 Late Fine – The registered owner, Julia Halvorsen, was contacted in writing in July 2017 to notify her the payment was due, and then contacted on the phone in August 2017 to notify her the payment was late and there was now a late fine. The \$55.00 fine was not paid until September 2017. The original check in which

the fine was paid was returned not sufficient funds and a letter was sent to the registered owner. The citation and late fine went unpaid until there was an attempt to register the vehicle at the Department of Motor Vehicles which required payment of the outstanding fine of \$55.00 and the outstanding late fine of \$45.00 prior to registering the vehicle.

3. Refund of \$21.00 Returned Check Fee – Resolution 99-23 states it is City Council policy to recover the full cost of providing services to certain individuals for their private benefit. Attachment A of Resolution 99-23 (Attachment 7, page 4) establishes a fee of \$21.00 to be charged for Returned Checks. This fee is established to recover the fees charged by the City’s financial institution to the City of St. Helena for the returned check and cover the administrative costs for City staff.

Staff Report

- 10.2. City Attorney Policy Discussion and Direction
- 10.3. City of St. Helena Public Records Request Process and Procedure Discussion and Direction

11. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

11.1.	<u>March City Council Meetings:</u> 3/13 (staff reports due 2/23) 3/27 (staff reports due 3/9)
	1. ATSC regular and alternate appointment - Admin 1. Annual Housing Element Update – Planning 1. Annual General Plan Update – Planning 1. Corp Yard Roof Repair - PW 1. Cranella Pump Station - PW 1. 3/13 Pacific Legacy – Finance (243) 1. 3/13 League of California Cities request for support of two initiatives that will appear on the June 5th ballot, Propositions 68 & 69 - Admin 1. 3/13 Little League Contract Amendment - Recreation 1. 3/27 Napa County Election Division “The Voters’ Choice Act” Presentation
	<u>April City Council Meetings:</u> 4/10 (staff reports due 3/23) 4/24 (staff reports due 4/6)
	1. National Library Week: April 9-15 – Library
	1. National Volunteer Week: April 23-29 – Library
	1. Quarterly Finance Report – Finance
	1. Quarterly Grant Report – Finance
	1. Goals and Objectives Update - Admin
	1. Earth Day, Chamber uses back parking lot - PW
	1. Fun Run - PW

1. 4/10 Library Staff Introduction

12. ADJOURNMENT

The next Regular City Council meeting is scheduled for March 13, 2018, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on February 16, 2018.



Cindy Tzaopoulos, 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.

Anthony Micheli
Public Comment

Mr. Mayor and City Councilmembers,

As you know I filed a lawsuit regarding the Beringer approval, with one of the main reasons due to what was shown as their allocation of 19 million gallons of water that the mayor presented in a document at a City Council meeting on May 30, 2017. Here is a copy of the document.

However several months later I was told by the City Attorney it was not a real number from any contract or negotiation. It was made up, fake news.

Yesterday at the community forum at the Native Sons Building the mayor answered my question about where the number came from by saying he had made an error and after realizing it was an error he immediately notified the City. *council*.

Why wasn't I told until 6 months later, after large funds of money were spent on the Beringer lawsuit by Citizens for Responsible Winery Growth in St. Helena.

This number was one of the main reasons for the lawsuit.

If anyone wants to see the mayor's response at yesterday's meeting it will be available soon at the CPRSTHELENA.COM website so you can watch it for yourself.

So my questions to all you City Council people is:

Can you back up the mayor's statement that he acknowledged that he had given out incorrect or false information concerning Beringer's water contract and corrected it? *at this body,*

When did acknowledge he made an error?

Is there any documentation of his correcting the error?

Also Beringer was not the only error on the document that was given out at the May 30, 2017 meeting.

It also said Franciscan Winery has an allocation, but there is no water contract for them either.

Maximum Usage of Major Water Customers
(5AF per Year or More Per Contract)

Outside the City:

Beaulieu Vineyard (Hublein Inc.)	12,600,000 gallons (38.67AF)
Lewis Carpenter	74,619,977 gallons (229AF)
Golden State Vineyards (Hall)	12,000,000 gallons (36.83AF)
Franciscan Estate	12,000,000 gallons (36.83AF)
Louis Martin Winery	12,000,000 gallons (36.83AF)
Meadowood Napa Valley	20,500,000 gallons (62.91AF)
Niebaum-Coppola Winery	6,191,177 gallons (19AF)
St. Clement Vineyards	2,160,000 gallons (6.63AF)
V. Sattui Winery	5,000,727 gallons (15.35AF)

Total: 482AF

Inside the City:

Beringer Vineyards	19,000,000 gallons (58.3AF)
CIA (Greystone & Marinda)	5,803,500 gallons (23.12AF)
Harvest Inn	7,537,250 gallons (21.18AF)
Las Alcobas Hotel	2,082,432 gallons (6.39AF)

Total: 108.99AF

Per 2016 Rate Study:

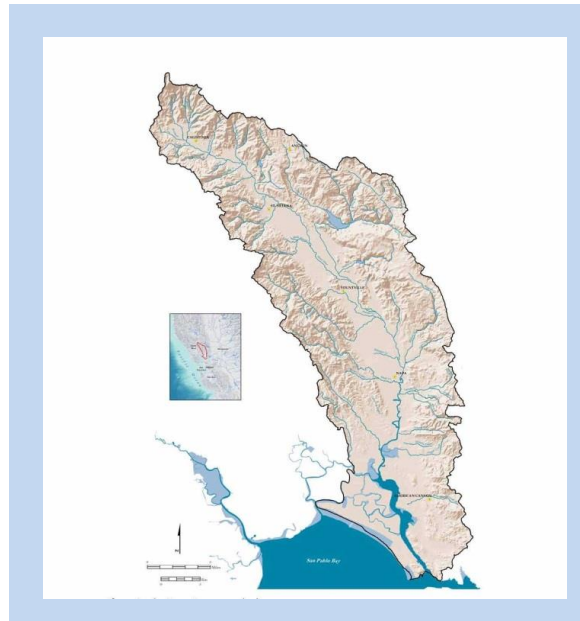
Total Industrial (Winery) Usage:	21% of total usage is industrial (wineries)
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Notes:

- (1) Specific customer usage is proprietary; City monitors to ensure maximum is not exceeded.
- (2) General Fund contribution, if made, subsidizes major wineries (and other - e.g., Meadowood) outside- the-City water customers (who pay no City taxes) at direct expense of City taxpayers.
- (3) General Fund contribution, if made, subsidizes (to some extent) large inside-the-City customers at expense of City taxpayers.
- (4) Ad Hoc Committee Consultant Kenneth Dieker noted that water and wastewater enterprises should be self-supporting and strongly cautioned against any General Fund contribution to such enterprises.

Prepared by Alan Galbraith
Mayor, City of Saint Helena
May 30, 2017

Watershed & Stream Maintenance Programs



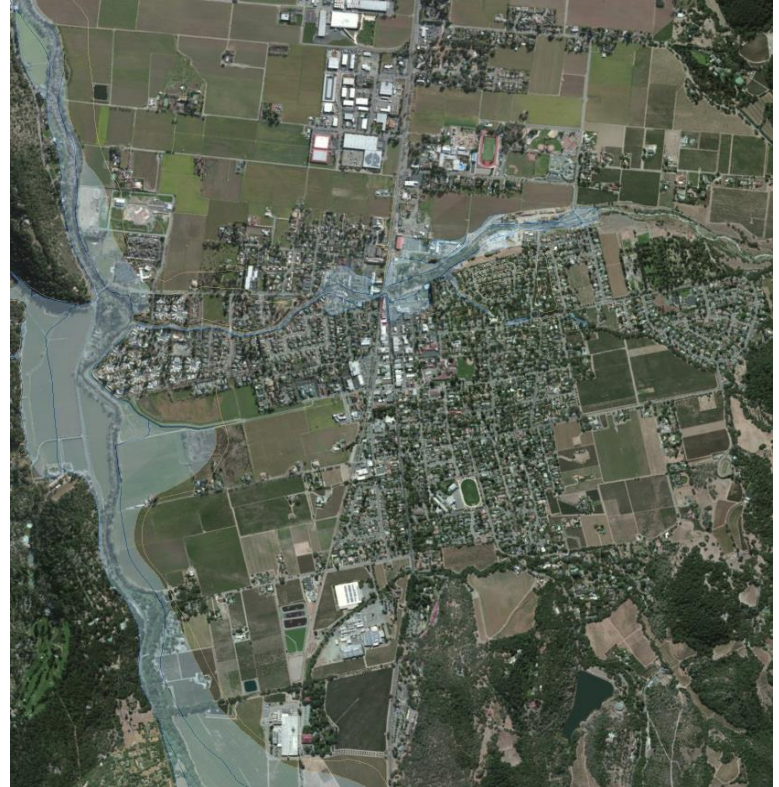
**Napa County Flood Control &
Water Conservation District**



Presentation Outline

Program Overview

- Watershed Assessment Funding
- Stream Maintenance Program
- River Restoration Maintenance
- Streambank Stabilization Cost-Share Program
- Stream and Rain Gage Network
- Stormwater Program
- WICC Support
- Q & A



Stream Maintenance Program (SMP)

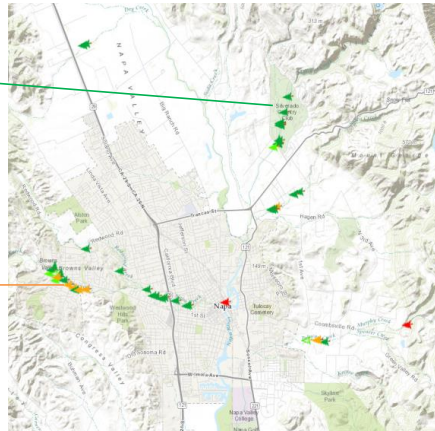
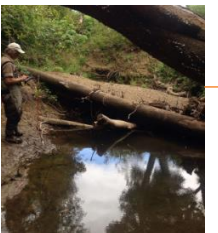
Napa County Flood Control and Water Conservation District

SMP Activities

- Vegetation and Invasive Plant Management
- Downed Tree Management & LWD Recruitment
- Streambank Erosion/Biotechnical Stabilization
- Sediment Management in Engineered Channels
- Riparian and Stream Enhancement
- Barrier Removal
- Trash and Debris Removal



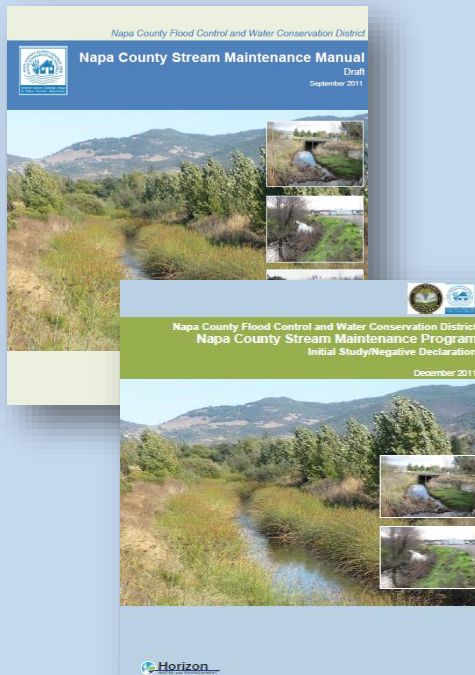
LWD Management & Monitoring



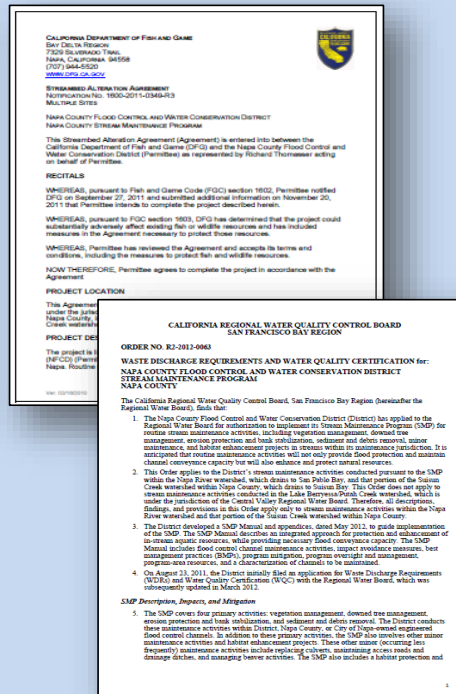
Stream Maintenance Program (SMP)

State and Federal Regulations

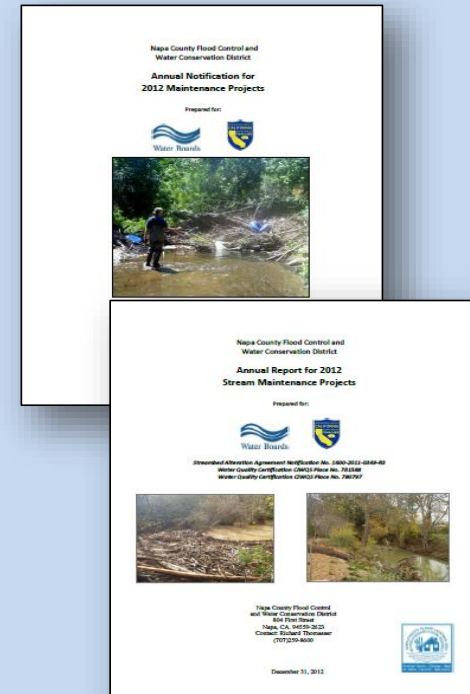
Stream Maintenance Manual & California Environmental Quality Act (CEQA)



Permits- CDFW & RWQCB



Annual Notification & Reports

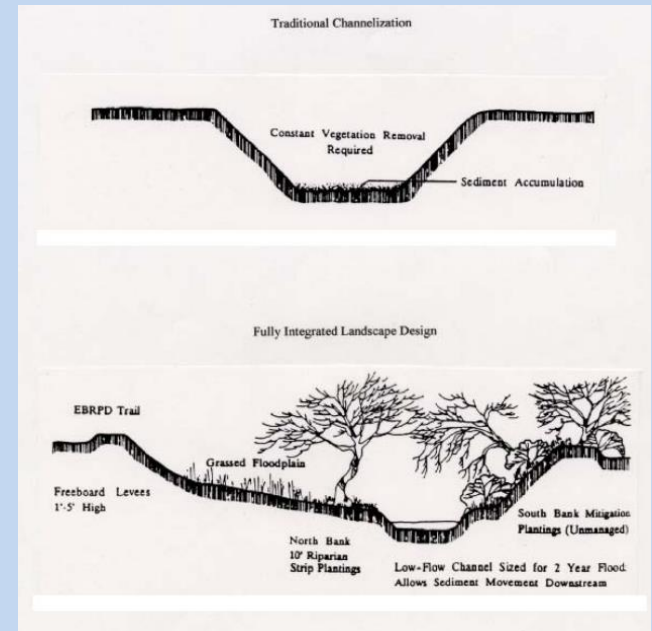
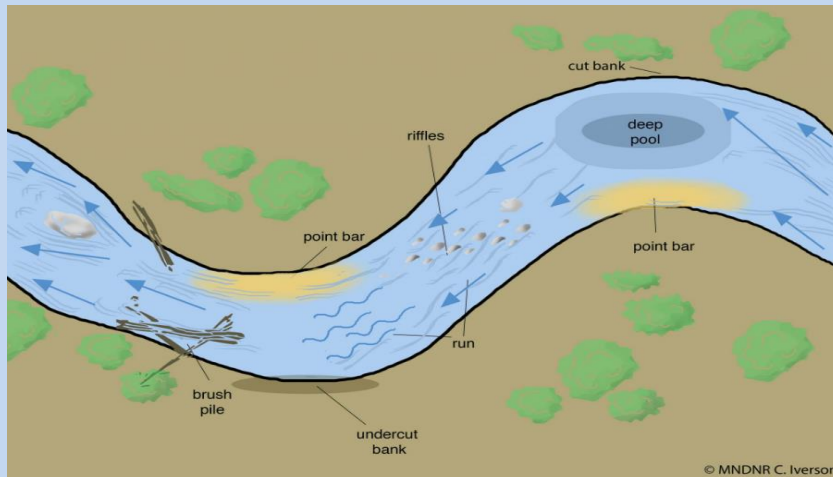


Stream Maintenance Program

Defining Stream Maintenance

What is Stream Maintenance?

Targeted actions designed to preserve the hydrological capacity of a channel while improving physical and ecological processes through the use of best management practices (BMP's).



Stream Maintenance Program

Flow Hazard Assessment and Prioritization

Maintenance Goals

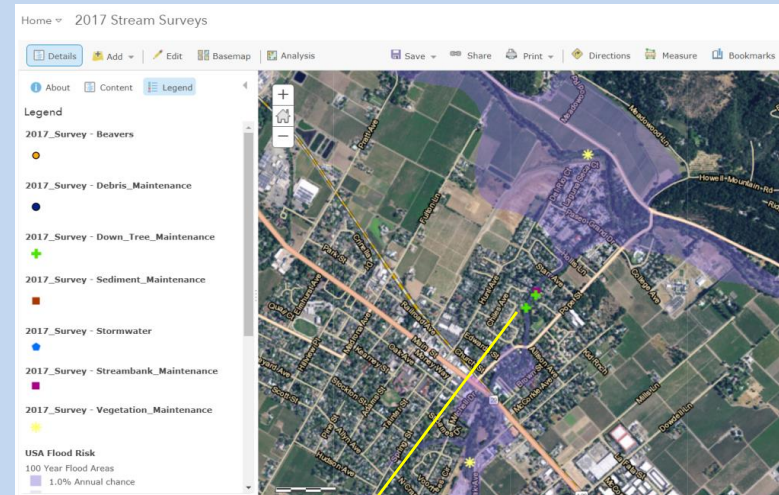
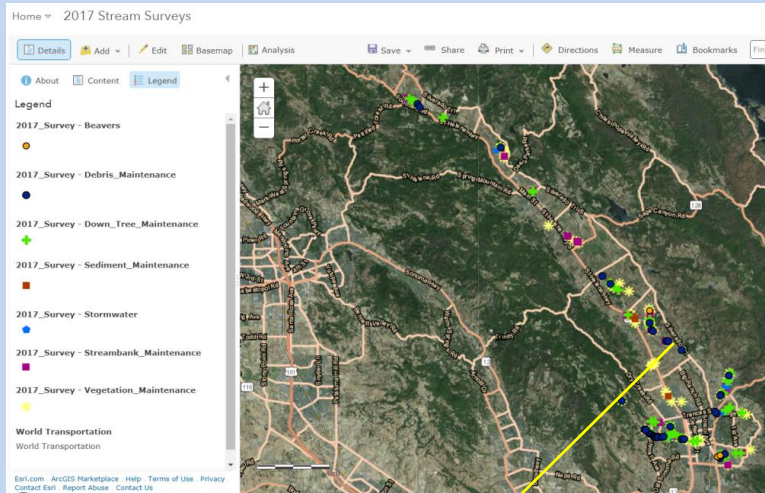
- Improve/maintain flood conveyance capacity,
- Minimize flow obstructions,
- Maintain stable streambank conditions,
- Enhance instream physical and ecological conditions.

Maintenance Considerations

- Does the area of concern have a history of out of bank stream flow?
- Are there signs of debris racking from previous high flow events?
- Downed tree, vegetation, sediment or debris is significantly decreasing the cross sectional area and hydrological capacity of the channel?
- Channel issue is deflecting streamflow causing streambank erosion or destabilization?
- Is there an opportunity to enhance the physical or ecological conditions?

Stream Maintenance Program

Annual Stream Surveys



(1 of 2)

Debris_Maintenance

Stream	Napa River
Date	5/30/2017
Debris_Iss	Debris jam
Notes	High priority
GlobalID	

Attachments:

Photo1.jpg X

Add: No file chosen



(1 of 2)

Down_Tree_Maintenance

Stream	Sulphur
Date	5/10/2017
Length	60
Diameter	30
Action	Modify
Notes	Remove sections crossing channel
GlobalID	

Attachments:

Photo1.jpg X
SulphurCreekAfter.JPG X



Downed Trees in Channels

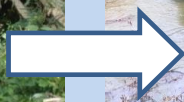
Downed Tree Assessments



Photo 1. Example of a downed tree across the channel causing flow blockage.



Photo 2. Downed tree limbed, left in place, and modified slightly to function as a weir.



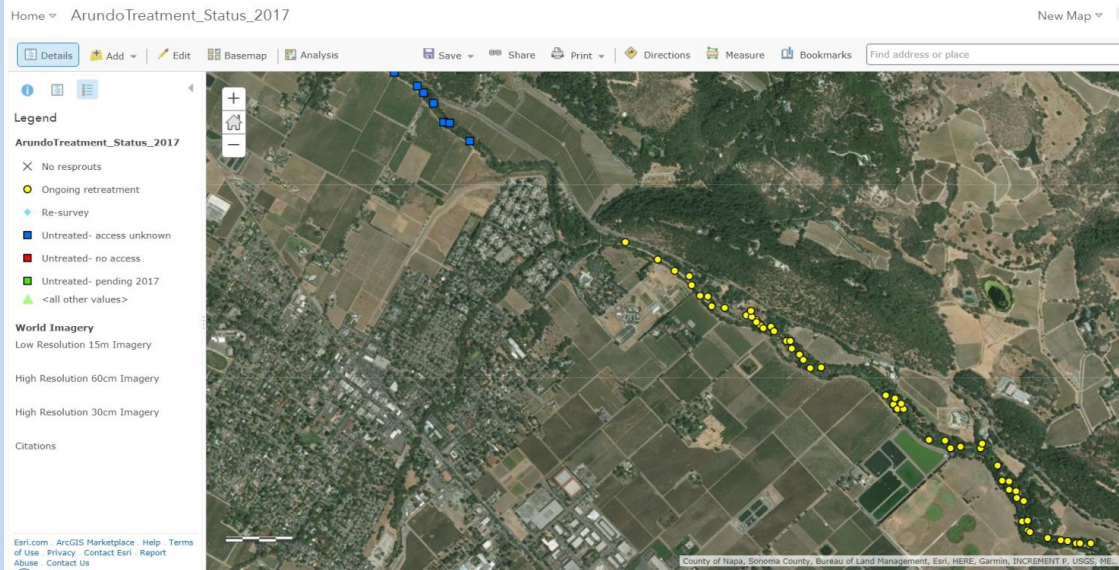
Vegetation Management

St. Helena Flood Project Invasive Management



Vegetation Management

Invasive/Arundo Management



Napa River Restoration-Rutherford Project

Overview



■ Expanded Riparian Corridor
 ■ Setback Berms
 ■ Floodplain Benches
 ■ Tributary Alcove
 ● Instream Structures



3,054 Feet of Secondary Channels Created

31 Acres of Riparian Forest Enhanced

17 Acres of Slow Water Aquatic Habitat Created

2.5 Miles of Channel Widened

147 Instream Habitat Structures Installed

3.25 Acres of *Arundo donax* Eradicated

29 Landowners Participating and Funding Ongoing Monitoring and Maintenance Through an Assessment District



Napa River Restoration-Oakville to Oak Knoll Project

Overview



Expanded Riparian Corridor Setback Berms Floodplain Benches Tributary Alcove Instream Structures



1,000 Feet of Secondary Channels Created

56 Acres of Riparian Forest Enhanced

2.4 miles of Channel widening along the 9 miles OVOK Reach

200 Instream Habitat Structures Installed

5 Acres of *Arundo donax* Eradicated

15 Landowners Participating and Funding Ongoing Monitoring and Maintenance Through a Community Facilities District

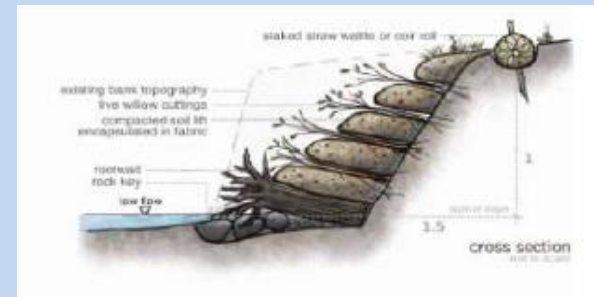


Streambank Stabilization Cost-Share Program

Napa County Flood Control and Water Conservation District

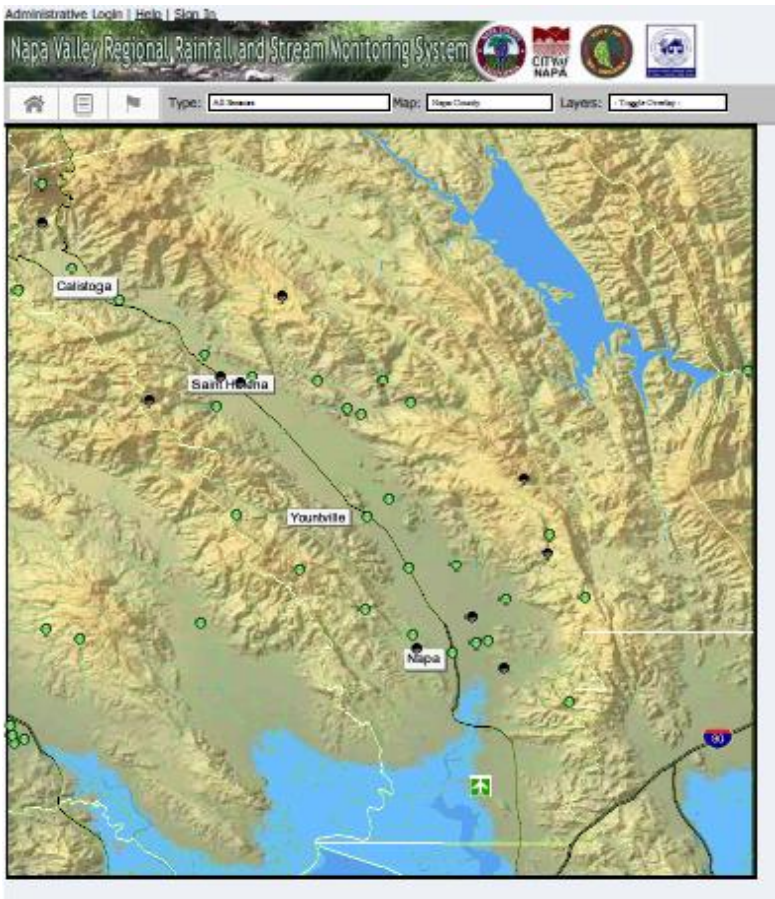
Program Overview

- Available to Private Landowners
- 75% Cost Share for biotechnical repairs
- Maximum reimbursement is \$30,000
- Requires landowner to enter into agreement with District before implementation

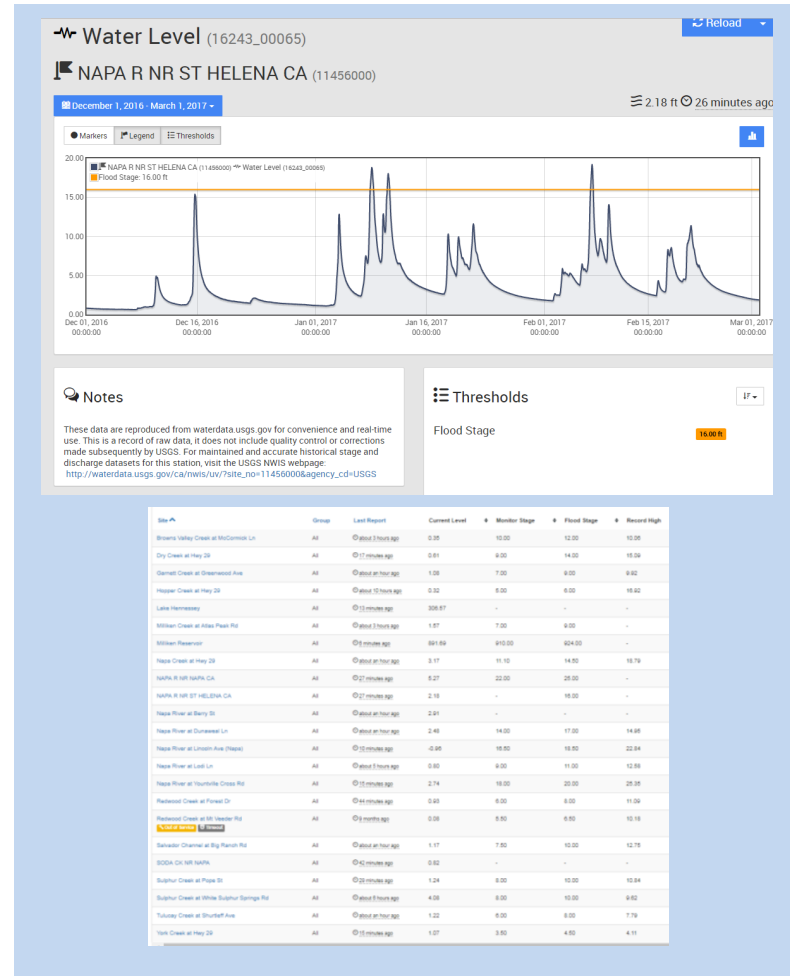


Napa Valley Regional Rainfall and Stream Monitoring

Napa One Rain



napa.onerain.com



Stormwater

National Pollution Discharge Elimination System Permit (NPDES)

Stormwater Management Program 2012-2013 Annual Report



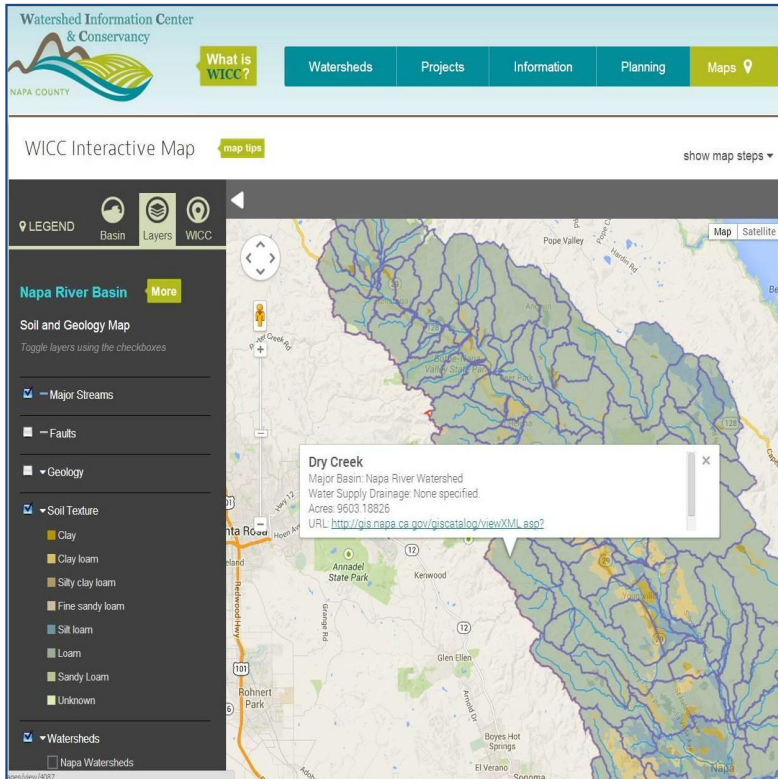
California Clapper Rail (*Rallus longirostris obsoletus*)



Napa Countywide Stormwater Pollution Prevention Program

- The Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) is a joint effort of the County of Napa, cities of American Canyon, Napa, St. Helena and Calistoga, and the Town of Yountville.
- Flood District provides funding to support for NPDES Permit management and compliance.

Watershed Information & Conservancy Council



- The WICC guides and supports the community in its efforts to maintain and improve the health of Napa County's watershed lands.
- Flood District provides funding to support operation of the WICC website.
- District staff develops content and educational material for WICC website.

City of St. Helena



Shaun Horne-Watershed and Flood Control Resource Specialist
shaun.horne@countyofnapa.org / 707-259-8624

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, February 13, 2018 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

Absent: None

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM:**

Tom Belt, Anthony Micheli and citizen addressed the City Council.

The majority of the City Council requested the City's Public Records Requests process be agendized for a future City Council meeting.

- 5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:**

Mayor Galbraith noted there was no reportable action from the February 13, 2018, closed session.

City Manager Mark Prestwich provided a SHAPE Committee update and invited the community to attend the upcoming February 21st and 22nd SHAPE Community Workshops.

Planning Director Noah Housh provided a HOME Grant update.

Public Works Director Erica Ahmann Smithies announced that Public Works administrative staff have temporary relocated to the former CDF building on Railroad Avenue next to the Teen Center.

Regular City Council
February 13, 2018

Council Member Koberstein announced a community wide free special waste collection program will be held in April and Upper Valley Disposal will be providing information at a later date.

Council Member Ellsworth noted there is a lack of rain and snow pack and spoke about water conservation.

Council Member Dohring requested the Water Conservation Ordinance, status of the city's water supply and legal services policy be agendized at a future City Council meeting.

Mayor Galbraith concurred with Council Member Dohring's requested future agenda items. Mayor Galbraith also reported on water conservation and noted the current reservoir water levels.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

None

7. STAFF BRIEFING

- 7.1 New Website Tool Offered by the Planning Department - Presentation by Administrative Assistant Xinia Gamero

Administrative Assistant Xinia Gamero provided a presentation regarding the new website tool for publicly available planning projects.

Bobbie Monnette provided public comment.

8. CONSENT ITEMS

Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

- 8.1 Consideration and approval of a resolution 2018-11 approving a budget transfer from State Gas Tax 2107 Fund 227 in the amount of \$67,018 to Streets CIP Fund 741 for Oak Avenue Storm Drain Repair CIP R18-82.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: April Mitts, Finance Director

Recommendation:

Regular City Council
February 13, 2018

Staff recommends City Council approve a resolution approving a budget transfer from State Gas Tax 2107 Fund 227 in the amount of \$67,018 to Streets CIP Fund 741 for Oak Avenue Storm Drain Repair CIP R18-82.

- 8.2 Consideration and approval of a resolution 2018-12 approving Amendment #1 to the Professional Services Agreement in connection with the project described as Professional Audit Services with Van Lant & Fankhanel, LLP in the amount of \$30,500 per year for audit services for a total of \$61,000 over a two-year term for audits for Fiscal Years 2017-18 and 2018-19.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council approve a resolution approving Amendment #1 to the Professional Services Agreement with Van Lant & Fankhanel, LLC for an amount of \$30,500 per year for a total of \$61,000 thru Fiscal Year 2018-19.

- 8.3 Consideration and approval of a resolution 2018-13 approving Amendment #1 to STH Contract: 2017-044 with Mark Walsh in the amount of \$10,000 for a total not-to-exceed amount of \$25,000 for finance related projects.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council approve a resolution approving Amendment #1 to STH Contract: 2017-044 with Mark Walsh for an amount of \$10,000 for a total not-to-exceed amount of \$25,000.

- 8.4 Consideration and approval of a resolution 2018-14 approving City of St. Helena City Council Policy P-FI-0012 Issuance and Use of City Procurement Cards

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council approve a resolution approving City of St. Helena City Council Policy P-FI-0012 Issuance and Use of City Procurement Cards.

- 8.5 Consideration and proposed approval of a resolution 2018-15 establishing designation of City's agents by title to obtain Federal and/or State financial assistance through the California Office of Emergency Services.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Recommendation:

Staff recommends City Council approve the resolution establishing designation of City's agents by title to obtain Federal and/or State financial assistance through the California Office of Emergency Services.

Regular City Council
February 13, 2018

- 8.6 Consideration and proposed approval of Regular Meeting Minutes of January 23, 2018 (~~Minutes will be provided before the meeting~~) *Minutes provided 2/9/18
Prepared By: Cindy Tzaopoulos, City Clerk

Item 8.7 was removed from consent.

- 8.7 ~~Consideration and proposed approval of a resolution approving a Private Fire Service Agreement between the City of St. Helena, Hall Vineland, LLC and Hall Vista, LLC for the Vineland Vista Mobile Home Park at 341 South St. Helena Highway~~

Vice Mayor Peter White moved to approve Consent items 8.1 through 8.6. The motion was seconded by Councilmember Geoff Ellsworth and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 8.7 Consideration and proposed approval of a resolution approving a Private Fire Service Agreement between the City of St. Helena, Hall Vineland, LLC and Hall Vista, LLC for the Vineland Vista Mobile Home Park at 341 South St. Helena Highway

CEQA Determination: Exempt from the requirements of CEQA under the "General Rule", Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:

Adopt the resolution approving a Private Fire Service Agreement between the City of St. Helena, Hall Vineland, LLC and Hall Vista, LLC for the Vineland Vista Mobile Home Park at 341 South St. Helena Highway.

Public Works Director Erica Ahmann Smithies reported on this item.

Project representative Matt Mumford addressed the City Council.

Mayor Galbraith called for public comment.

Tom Belt and Anthony Micheli addressed the City Council.

Regular City Council
February 13, 2018

Mayor Galbraith closed public comment.

It was the consensus of the City Council to not take action and hear this item at a Council meeting in April.

9. PUBLIC HEARINGS

9.1 Consideration and proposed approval of the following for the Napa Countywide Road Maintenance Act (Measure T) Program:

1. Adopt a resolution 2018-16 approving Maintenance of Effort amount under Measure T Program
2. Adopt a resolution 2018-18 approving five-year list of projects under Measure T Program; and determining that the actions authorized by this resolution are exempt from CEQA
3. Authorize the City Manager to execute the Master Funding Agreement between Napa Valley Transportation Authority-Tax Agency and the City of St. Helena

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:

Approve the following for the Napa Countywide Road Maintenance Act (Measure T) Program:

1. Adopt a resolution approving Maintenance of Effort amount under Measure T Program
2. Adopt a resolution approving five-year list of projects under Measure T Program; and determining that the actions authorized by this resolution are exempt from CEQA
3. Authorize the City Manager to execute the Master Funding Agreement between Napa Valley Transportation Authority-Tax Agency and the City of St. Helena

Public Works Director Erica Ahmann Smithies reported on this item.

Mayor Galbraith called for public comment.

Mark Smithers addressed the City Council.

Mayor Galbraith closed public hearing.

Councilmember Paul Dohring moved to adopt staff's recommendation. The motion was seconded by Vice Mayor Peter White and on roll call carried by the following vote:

Regular City Council
February 13, 2018

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

9.2 * NEW Attachment 8 - Water Audit California Correspondence

Consideration and proposed adoption of resolution No. 2018-17 adopting:
(1) An Interim Bypass Plan for the operation of Bell Canyon Reservoir on Bell Canyon Creek in Napa County, California
(2) and approving agreements with O'Connor Environmental, Inc., for an amount not to exceed \$90,140 and Michael Podlech to conduct hydrologic, geomorphic, and habitat assessments in support of a Final Bypass Plan (FBP) for an amount not to exceed \$36,100 and with Glenmount Global Solutions, to install improvements to the City's flow measurement infrastructure for an amount not to exceed \$167,750.

CEQA Determination: This action is exempt from the requirements of CEQA under the "General Rule", Section 15061 (b) (3), in that it can be seen with certainty that no environmental impacts will result from this action; and Section 15273 given that CEQA does not apply to Rates, Tolls, Fares and Charges.

Recommendation:

Staff recommends that the City Council:

1. Conduct a public hearing to receive and consider input from the public and stakeholders;
2. Adopt resolution No. 2018-____ adopting an Interim Bypass Plan for the operation of Bell Canyon Reservoir on Bell Canyon Creek in Napa County, California; and
3. Approve agreements with O'Connor Environmental, Inc., and Michael Podlech to conduct hydrologic, geomorphic, and habitat assessments in support of a Final Bypass Plan (FBP) and with Glenmount Global Solutions, to install improvements to the City's flow measurement infrastructure.

J. Leah Castella, Special Counsel reported on this item.

No public comment was received.

Councilmember Geoff Ellsworth moved to adopt staff's recommendation. The motion was seconded by Vice Mayor Peter White and on roll call carried by the following vote:

Regular City Council
February 13, 2018

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10. NEW BUSINESS

10.1 * NEW ITEM 2/9/18

Consideration of a letter of support for the Upper Valley Disposal Service's minor permit changes to allow for the establishment of a Clean Compressed Gas (CNG) fueling system and to expand organics collection and processing

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:

Staff recommends authorizing the Mayor to sign the letter of support.

Upper Valley Disposal & Recycling Community Outreach Coordinator Christy Abreu addressed the City Council.

No public comment was received.

Councilmember Mary Koberstein moved to approve a letter of support for the Upper Valley Disposal Service's minor permit changes to allow for the establishment of a Clean Compressed Gas (CNG) fueling system and to expand organics collection and processing. The motion was seconded by Councilmember Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.2 Review of Fiscal Year (FY) 2018/19 Budget Preparation Calendar

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director

Regular City Council
February 13, 2018

Recommendation:
Receive and File

Finance Director April Mitts reported on this item.

No public comment was received.

10.3 Bimonthly Update on City Council Goals and Strategic Objectives

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Receive and file.

City Manager Mark Prestwich provided an update.

No public comment was received.

11. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

11.1 February:

2/27 Pacific Legacy – Finance (243)
2/13 Goals and Objectives Update - Admin
2/27 PRESENTATIONS AND PUBLIC RECOGNITIONS – Napa County Flood
Control District creek update presentation
2/27 Follow-up to the 11/15 Emergency Preparedness Community Workshop –
2/27 Appeal of parking citation, citation fee and returned check fee – PD and
Finance
2/27 Rally for Rianda House - PW
2/27 SHEA MOU
2/27 PD Proclamation
2/27 ADA Policy – HR (153)

March:

3/13 Little League Contract Amendment - Recreation

April:

Goals and Objectives Update - Admin

12. ADJOURNMENT

The February 13, 2018 minutes were adopted at the Regular City Council meeting of
February 27, 2018.

Mayor Galbraith adjourned the meeting at 7:50 p.m.

Regular City Council
February 13, 2018

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Tzaopoulos, City Clerk

MINUTES
City of St. Helena
Special Joint City Council and Planning
Commission Meeting Meeting
Tuesday, February 13, 2018 @ 4:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

Present:

Mayor: Alan Galbraith

Vice Mayor: Peter White

City Council: Paul Dohring, Geoff Ellsworth and Mary Koberstein

Chairperson: Grace Kistner

Vice Chair: Lester Hardy

Commissioners: David Knudsen and Bobbi Monnette

Absent:

Commissioner: John Ponte

4 PUBLIC FORUM

No public comment was received.

5 NEW BUSINESS

- a) Fair Housing Napa Valley presentation and an interactive discussion

Fair Housing Napa Valley Executive Director Pablo Zatarain provided an interactive presentation. Mr. Zatarain highlighted housing trends within Napa County with an emphasis on opportunities and solutions.

Public comment was received by Bobbi Monnette.

6 ADJOURNMENT

Special Joint City Council and Planning Commission Meeting
February 13, 2018

The Special Joint City Council and Planning Commission meeting minutes were adopted at the Regular City Council meeting of February 27, 2018.

The meeting adjourned at 4:40 p.m.

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of Resolution approving the Rianda House's 2018 Rally4Rianda Event and Rianda House's 10th anniversary on Sunday May 20th, 2018, at Lyman Park and the surrounding areas from 12:00 p.m. to 3:00 p.m. Rianda House is requesting waiver of \$350.00 in permit fees, approximately 15 barricades, and two City Public Works Department personnel for 1.5 hours each.

CEQA Determination: Categorically Exempt, Section 15323

Prepared By: Chrissy Cook, Administrative Assistant

Reviewed By: Erica Ahmann Smithies, Public Works Director and City Engineer

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Rianda House, the only Upvalley senior activity center, is a non-profit organization which partners with 24 senior-servicing agencies to create resources serving older adults, their families and loved ones. Their annual Rally4Rianda events attract visitors of all ages and feature collector cars, art/music by local artists, as well as food, wines, and beer created by local businesses.

Traditionally, the Rally4Rianda event is a celebration and thank you to all who contributed to the month-of-May fundraising campaign, which coincides with National Older Americans Month. Their annual fundraising goal for 2018 is to raise \$130,000 to help provide enriching, no-cost programs in St. Helena and Calistoga for 1,000+ adults, 50 to 100 + years young! This year's Rally4Rianda will mark their 10th Anniversary and Rianda House is planning to relocate their event to Lyman Park.

DISCUSSION

The City's municipal code does not include provisions for reserving Lyman Park nor does it allow staff to waive permit fees. Since the City does not have a permit process for reserving the entire park, Staff is bringing the formal request to the City Council for approval, which includes a partial road closure. If approved, staff is recommending Rianda House be required to submit an encroachment permit along with the required insurance. In addition to an encroachment permit, City Public Works Department staff assistance would include setting up and removal of 15 barricades and signs for the event.

Railroad Avenue is proposed to be closed from the northern end of the park to the playground at the south end to accommodate classic cars. The Lyman Park parking lot, which consists of 15 spaces, will be closed to thru traffic and filled with classic cars. The Police Department and Fire Department have given approval for the temporary closures and agreed to use Britton Way for access during the event. There will be four parking spaces on the west side of Lyman Park on Main Street that will be reserved for four additional classic cars. On the north side of City Hall, four parking spaces have been reserved for police department personnel working the day shift on May 20th, 2018. Rianda House has agreed to obtain an ABC permit to sell alcohol. The City will staff an informational booth in Lyman Park to raise awareness of City activities.

FISCAL IMPACT

The applicant has requested the following permit fees to be waived:

1. Banner: \$100.00
2. Lyman Park Gazebo: \$50.00
3. Encroachment Permit: \$200.00

In addition to permit fees, the City Public Works Department staff assistance will include two personnel at 1.5 hours each for an approximate cost of \$115.00 for a total fee waiver request of \$465.00.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution approving the 2018 Event Rally4Rianda and Rianda House's 10th anniversary on Sunday May 20th, 2018 at Lyman Park and the surrounding areas from 12:00 pm to 3:00 pm.

ATTACHMENTS

[Request Letter to Mayor](#)

[Event Details](#)

[Lyman Park Layout v1](#)

[Applications - Encroachment, Gazebo and Banner](#)

[RESO](#)



*A place to Stay Young
in Mind, Body & Spirit!*

BOARD OF DIRECTORS

Kristine Coryell
Co-Chairman & Treasurer

Priscilla Upton
Co-Chairman

Carol Gruetzner
Secretary

JoAnn Busenbark

Cynthia Kee

Susan Kenward

Jon Lail

Martha May

EXECUTIVE DIRECTOR

Julie Spencer

January 12, 2018

Mayor Galbraith & City Council Members
St. Helena City Hall
1480 Main Street
St. Helena, CA 94574

City of St Helena, City Hall
Received

JAN 16 2018

1480 Main St.
St Helena, CA 94574

Dear Mayor Galbraith and City Council Members,

We are honored and touched by the St. Helena community's enthusiastic support of our annual Rally4Rianda events. In 2017, we had over 130 citizens of all ages visit the fabulous line-up of collector cars, enjoy the art show and music by local artists, and savor some really good food, wines, and beer created by local businesses.

Traditionally, the Rally4Rianda event is a celebration and thank you to all who contributed to our month-of-May fundraising campaign, which just happens to coincide with National Older Americans Month. Our annual fundraising goal for 2018 is to raise \$130,000 in vital funds which will help provide enriching, no-cost programs in St. Helena and Calistoga for 1,000+ adults, 50 to 100 + years young!

Rianda House, the only Upvalley senior activity center, is a non-profit organization which partners with 24 senior-servicing agencies to create resources serving older adults, their families and loved ones.

We are especially excited about this year's Rally4Rianda, as 2018 marks our 10th Anniversary! We are hoping to rally as many citizens as we can! Our event planning is underway, and we are reaching out to gain your support by allowing us to hold the event at Lyman Park - in the heart of our city. See attached for event details.

Lyman Park is a much beloved and central venue in St. Helena. It is a perfect place to bring us together to celebrate Rianda House's 10 Anniversary with our neighbors! It may also entice out-of-town visitors to enjoy this event during some beautiful spring weather.

We know that community-driven events raise awareness and help build relationships. By partnering with us to hold this community event at Lyman Park, it may also help you foster enthusiasm for your pending park-improvement goals. This can be a win-win for all!

We appreciate your time and consideration, and welcome the chance to answer your questions or address any concerns.

Sincerely,

Susan Kenward
Board Member & Rally4Rianda Event Chair

Julie Spencer
Executive Director

Rianda House
1475 Main Street
St. Helena, CA 94574
info@riandahouse.org
707-963-8555

A 501 (c)(3) Corporation
Tax ID# 20-2411077

Rianda House's 2018 Rally4Rianda Event – Details & Requests:

History: This will be our fourth “Rally” event and Rianda House’s 10th anniversary.

Date & Time: Sunday, May 20th, 2018. Noon – 3:00 pm.

- We would need to start decorating Lyman Park around 9:00 am, and breakdown of the event starts at 3:00 pm. We would then clean and remove all decorations, garbage, etc.

Entry Fee: Free to all!

What happens:

- 30 to 40 historic cars and trucks, owned by locals, cavalcade from Calistoga to St. Helena. Cars will arrive at 11:30 a.m. to the event site, and they are parked for the duration of the event. Cars are escorted first by Calistoga Police, and then St. Helena Police takes over at the city limits.
- Music in the gazebo for 2-3 hours from the St. Helena Community Band.
- Art Show featuring local artist of all ages – 2018 theme TBD. In 2017, theme was “Transportation Through the Ages,” and 73 two-dimensional pieces of art were displayed. Attendees juror the show, and prizes are awarded.
- Food and drinks (for a fee) include beer, wine and soft drinks.
- See the attached site diagram for suggested location details.

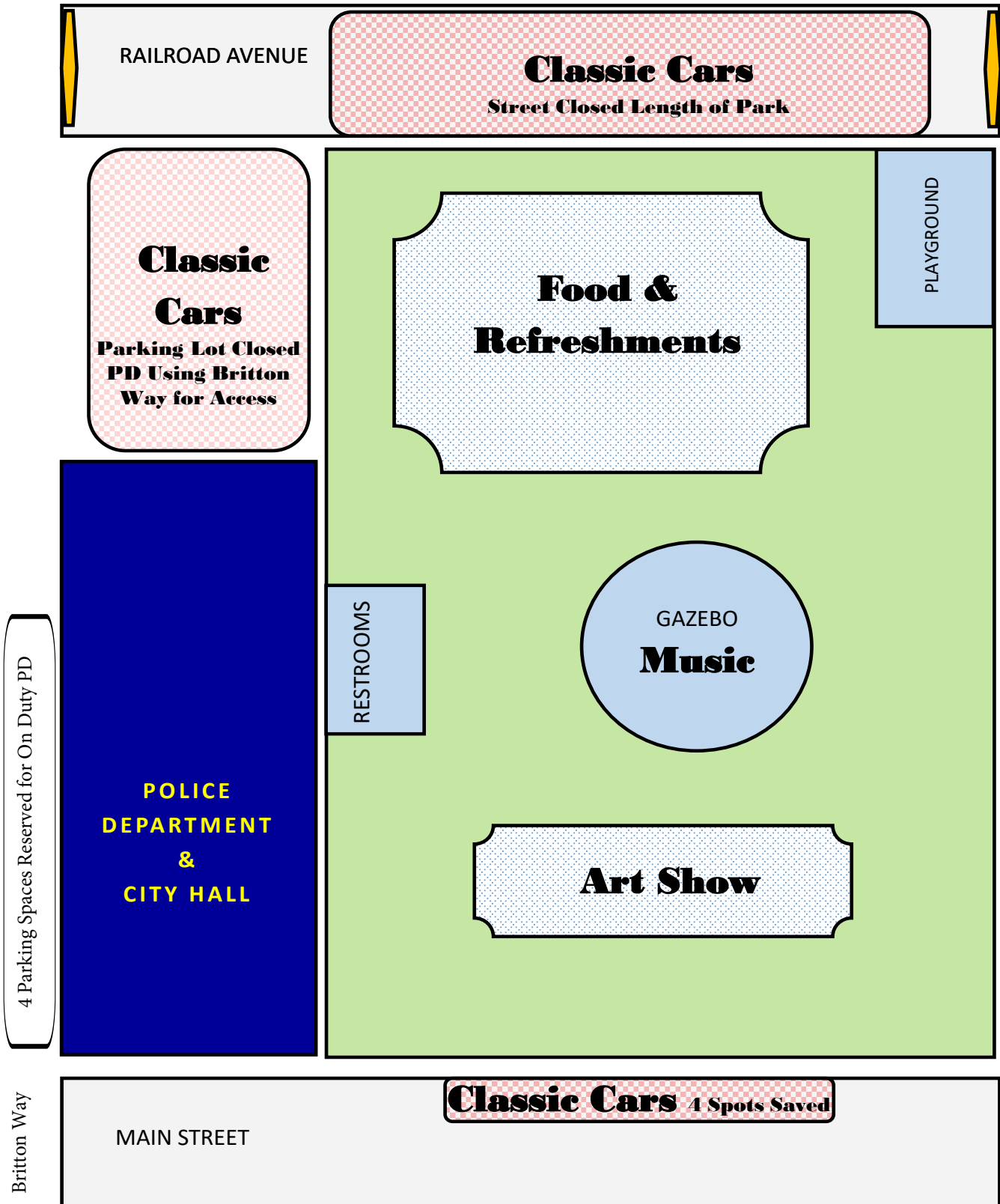
What we provide:

- All event coordination, set-up, break-down, marketing, site management, permitting, insurance coverage, and removal of all garbage.
- Set-up of signs alerting notice of road closures.
- Additional toilet items as needed.

Request:

- Approval from the City of St. Helena to close part of Railroad Avenue between 10 am – 3:30 pm, or TBD. This would allow us to park and display the event cars on Railroad Avenue and in the parking lot between Lyman Park and the fire station.
- Approval from the City of St. Helena to park several (3 – 5 TBD) event cars in front of Lyman Park on Main Street / Highway 29 from 10:00 am – 3:30 pm.
- Day use of Lyman Park at reduced, or no-cost to community non-profit.

2018 Rally4Rianda - Purposed Event Layout at Lyman Park
Sunday May 20th, 2018 Noon - 3 pm



**CITY OF ST. HELENA
ENCROACHMENT PERMIT
APPLICATION**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

Applicant: RIANDA HOUSE / JULIE SPENCER, Exec. Dir.
(Property Owner or Contractor)

Email: julie@riandahouse.org

Phone: 707 963-8555 ext. 105

Job Location: LYMAN PARK

I (or we) hereby apply for an encroachment permit to carry out the following work:

Road closures
Festival in the park

Estimated Start Date 8am May 20 Estimated Completion Date May 20, 2018 4:30p

DIAGRAM OF LOCATION OF PROPOSED WORK
Attach diagram on separate sheet(s) if necessary

Permittee agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract. (See insurance requirements and general and special conditions pages).

Permittee shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

State Law required U.S.A. to be alerted for all underground work two (2) working days prior to start date

Applicant: Julie Spencer Executive Director 1/26/18
Signature Title Date

Conditions: _____

Approved By: _____
Public Works Staff Date

orig



St. Helena Picnic Area Reservation

Please make out checks and send to: St. Helena Public Works Dept.
1480 Main St., St. Helena, Ca. 94574

Picnic Area: Lyman Park Estimated Attendance: aprox. 130
 Date Requested: May 20, 2018 Hours: 9 am - 4:30 pm
 Organization: Rianda House Senior Activity Center
 Details of Intended Activity or Use: Community Event - see attached
 Applicants Name: Julie Spencer
 Address: 1475 Main Street, St. Helena, CA 94574
 Telephone: 707-963-8555 ex. 101 (Toni Abdalla Ops. Manager)
 Emergency Contact: Julie Spencer Telephone: 805-455-0553

Reservation Fees:

St. Helena Residents:

Crane Park Areas 1-3: \$35.00

Covered Shelter Area 4: \$100.00

* Lyman Park Gazebo: \$50.00

Cleaning Deposit: \$50.00

Non-Resident:

(1-50 persons) \$65.00
 (50-100 persons) \$125.00
 (100+ persons) \$200.00

(1-50 persons) \$125.00
 (50-100 persons) \$200.00
 (100+ persons) \$250.00

(1-50 persons) \$50.00
 (50+ persons) \$100.00

Horse Shoes and volleyball can be rented for an additional fee of \$15.00

Payment Type:	Credit Card ()	Check (X)	Cash ()
Credit Card:	VISA ()	MasterCard ()	
Card Number:	_____		Exp. Date: _____ V Code: _____

Refund Policy: Cleaning deposits will be returned within 2 weeks of use. Reservation fees are not refundable unless the St. Helena Public Works Department is notified of cancelation 14 days prior to the reservation date. We do not issue refunds due to rain or other bad weather conditions.

Would you like your refund check mailed ____ or held at City Hall for pickup ^x ?

Office use only

Deposit Refund Date: _____ Refunded By: _____

PERMIT # _____

**CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
BANNER PERMIT/CONTRACT APPLICATION**

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

Today's Date: Jan. 24, 2018

PERMITTEE: Rianda House

ADDRESS: 1475 Main Street

St. Helena, CA 94574
(Address, City, State & Zip)

Contact Person: Toni Abdalla Phone: 707-963-8555 ex. 101
Company Hanging Banner: Pacific Tree Care Phone: 707 942-0261
Event Being Promoted: Rally4Rianda fundraiser Banner Dimensions: 25" x 3.5"
Non-Profit tax I.D. Number: 20-2411077

What benefit is derived to St. Helena residents by this activity or organization?
Event supports Rianda House program

Date Banner will be hung: May 7 Date to be removed: May 21



Permittee agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract. (See conditions of installation and insurance requirements pages).

Permittee shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

Authorized Representative Julie Spencer Exec. Director 1/26/18
Signature Title Date

APPROVED BY: _____
City Manager Date

CITY OF ST. HELENA

RESOLUTION NO. 2018-

Approving the 2018 Event Rally4Rianda and Rianda House's 10th anniversary Sunday May 20th, 2018. The event will be held at Lyman Park and the surrounding areas from 12:00 pm to 3:00 pm. Rianda House is asking for street and parking lot closures, the waiver of \$350.00 in permit fees, approximately 15 barricades and two City Public Works Department personnel for 1.5 hours each

RECITALS

- A. The St. Helena City Council has the authority to regulate the use of public property, waive fees and approve road closures; and
- B. This event will be open to the general community; and
- C. The Rianda House has requested permission to host a classic car show and vendors at Lyman Park. This request includes permission to close Railroad Avenue from the north end of the park to the playground at the south end to accommodate classic cars. The Lyman Park parking lot, which includes 15 spaces, will be closed for thru access and filled with classic cars. Police Department and Fire Department have given their approval and have agreed to use Britton Way for access. There will be 4 parking spaces on the west side of Lyman Park on Main Street that will be reserved for classic cars. On the north side of City Hall, 4 parking spaces will be reserved for Police Department personnel working the day shift on May 20th, 2018.

RESOLUTION

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

1. Permission is hereby granted to Rianda House to use Lyman Park and surrounding areas for their Event Rally4Rianda and Rianda House's 10th anniversary.
2. The street closure of a section of Railroad Avenue.
3. The encroachment fee in the amount of \$200 is waived.
4. The gazebo rental fee in the amount of \$50.00 is waived.
5. The banner rental fee in the amount of \$100.00 is waived
6. City staff is authorized to loan 15 barricades and two Public Works Department personnel for 1.5 hours each for the event.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on February 27, 2018 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Ellsworth: _____

Councilmember Koberstein: _____

APPROVED: ATTEST:

Alan Galbraith, Mayor
City Clerk

Cindy Tzafopoulos,



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution appointing Amy Carabba-Salazar, St. Helena Chamber CEO to the Napa Valley Tourism Corporation (NVTC) and St. Helena Tourism Improvement District (SHTID)

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On April 27, 2010 the Napa County Board of Supervisors approved a resolution of to establish a Napa Valley Tourism Business Improvement District (TBID) which levies an assessment on overnight stay accommodations in the City of St. Helena. A portion of the assessment is sent to the County and the remaining is transmitted to the local marketing entity for local TBID promotional activities, less a nominal administrative recovery charge.

The TBID governance structure established a Napa Valley Tourism Corporation as the responsible agent to manage day-to-day decisions on the use of TBID funds directed towards countywide marketing and programs. A Board of Directors ensures that the efforts of the Corporation fulfill the marketing plan of the TBID. The Board of Directors for the corporation includes eight hoteliers plus representatives from the County and each municipality.

Separate Local Governing Committee were subsequently formed. The St. Helena Tourism Improvement District (SHTID) oversees the expenditure plans for the portion of the assessment allocated for local marketing, made up of four local hoteliers, two local jurisdiction representatives and one representative from the Chamber of Commerce.

DISCUSSION

Since the establishment of the NVTC and SHTID the St. Helena Chamber of Commerce CEO has consistently represented the City of St. Helena on both boards.

FISCAL IMPACT

No fiscal impact.

RECOMMENDED ACTION

Staff recommends approving a resolution appointing Amy Carabba-Salazar, St. Helena Chamber CEO to the Napa Valley Tourism Corporation (NVTC) and St. Helena Tourism Improvement District (SHTID).

ATTACHMENTS

[Resolution](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-

**Resolution appointing Amy Carabba-Salazar, St. Helena Chamber
CEO to the Napa Valley Tourism Corporation (NVTC) and St. Helena
Tourism Improvement District (SHTID)**

RECITALS

- A. On April 27, 2010 the Napa County Board of Supervisors approved a resolution to establish a Napa Valley Tourism Business Improvement District (TBID) which levies an assessment on overnight stay accommodations in the City of St. Helena; and
- B. A portion of the assessment is sent to the County and the remaining is transmitted to the local marketing entity for local TBID promotional activities, less a nominal administrative recovery charge; and
- C. The TBID governance structure established a Napa Valley Tourism Corporation as the responsible agent to manage day-to-day decisions on the use of TBID funds directed towards countywide marketing and programs. A Board of Directors ensures that the efforts of the Corporation fulfill the marketing plan of the TBID. The Board of Directors for the corporation includes eight hoteliers plus representatives from the County and each municipality.
- D. Separate Local Governing Committees oversee the expenditure plans for the portion of the assessment allocated for local marketing, made up of four local hoteliers, two local jurisdiction representatives and one representative from the Chamber of Commerce.
- E. The City Council has been asked to appoint one representative to the Napa Valley Tourism Corporation and one representative to the Local Governing Committee.

RESOLUTION

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

- 1. Amy Carabba-Salazar, St. Helena Chamber CEO is appointed to serve on behalf of the City of St. Helena on the Napa Valley Tourism Corporation and the local St. Helena Tourism Improvement District

Approved at the regular St. Helena City Council meeting on February 27, 2018 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution adopting Americans with Disabilities Act (ADA) Policy establishing disabled access to City Services and Programs; establishing ADA Section 504 Rehabilitation Act Informal Grievance Procedures; and designation of City Coordinators for Implementation of American with Disabilities Act efforts.

CEQA Determination: Not a CEQA project

Prepared By: Kathy Robinson, Human Resources & IT Director

Reviewed By: Tobias Barr, Project Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City of St. Helena is required by Title II of the Americans with Disabilities Act (ADA) and ADA Section 504 to perform a self-evaluation of City programs, services, facilities, policies, practices and procedures. On January 12, 2016, the City Council approved Resolution 2016-9 approving professional services agreement with Interwest Consulting Group to perform the ADA Self Evaluation and prepare an ADA Transition Plan (the Plan). Interwest Consulting Group reviewed and evaluated City facilities and curb ramps citywide to develop the ADA Transition Plan and the Plan was posted for comment on the City's website, at City Hall and the Library for a period between January 26, 2017 through March 17, 2017. A public meeting was conducted on February 15, 2017 to solicit comments and feedback, and the Plan was presented to City Council on February 28, 2017. The Plan was circulated for comment to community organizations, non-profits and St. Helena Unified School District. City staff reviewed the ADA Self-Assessment and Transition Plan as prepared by Interwest Consulting Group and has found it satisfactory and met the requirements of the Americas with Disabilities Act. On June 27, 2017 the City Council adopted Resolution 2017-88 approving the Americans

with Disability Act Self-Assessment and Transition Plan as prepared by Interwest Consulting Group as the final.

The evaluation plan identified findings and recommended actions steps. One of the findings that the City can take action on was identified in Section 4.1 Complaint Procedures for Discrimination Based on Disability Self-Evaluation, a) ADA and Title II regulations require the City have in place a complaint procedure. Currently, one does not exist or is not available for the public.

The action steps noted were:

1. The ADA Coordinator will prepare and Implement a complaint procedure that will be adopted by the City, and
2. The ADA Coordinator will be responsible for maintaining the complaint procedures process which is posted on the website and other public locations as needed, follow up with all requests, track and update database as necessary, train public works staff and other departmental staff about the procedures.

DISCUSSION

The City of St. Helena is currently a member of the Redwood Empire Municipal Insurance Fund (REMIF), a self-insured joint powers authority (governmental entity) established in 1976 to handle the insurance claims, benefit programs, and risk management needs of fifteen (15) member cities, located in five Northwest counties (Napa, Sonoma, Lake, Mendocino, and Humboldt). REMIF's third party liability administrator provided all REMIF cities with a council approved and adopted policy from the City of Redding. The policy provided to all member cities is adaptable for the City of St. Helena and is in compliance with meeting the requirements of the Americans with Disabilities Act of 1990 in adopting an ADA policy, establishing an informal grievance procedure and designating city coordinators for the implementation of American with Disabilities Act efforts.

Proposed policy P-CM-002 ADA Policy (Attachment 1) establishes the policy, informal grievance procedures for the City of St. Helena, and designates the primary ADA Coordinator for the City. The policy further requires the City to be in compliance with the Federal and State Laws by ensuring that the City of St. Helena shall post the required information regarding the ADA coordinator, Notice under the ADA, and the City of St. Helena Grievance Procedure under the ADA on its website and at such other locations as may be determined from time to time.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Approve Resolution adopting Americans with Disabilities Act (ADA) Policy establishing disabled access to City Services and Programs, establishing ADA Section 504

Rehabilitation Act Informal Grievance Procedures; and designation of City Coordinators for Implementation of American with Disabilities Act efforts.

ATTACHMENTS

[Attachment 1. Adopting the Americans with Disabilities Act \(ADA\) Resolution](#)

[Attachment 2. Exhibit A. P-CM-001 ADA Policy](#)

**CITY OF ST. HELENA
RESOLUTION NO. 2018-XX**

Consideration and proposed approval of a resolution adopting Americans with Disabilities Act (ADA) Policy P-CM-002 ADA Policy establishing disabled access to City Services and Programs, ADA Section 504 Rehabilitation Act Informal Grievance Procedures, and designating City Coordinators for Implementation of American with Disabilities Act efforts

RECITALS

- A. The Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and
- B. In compliance with Title II of the ADA the City of St. Helena shall name an ADA Coordinator; and
- C. In compliance with Title II of the ADA the City of St. Helena shall adopt a grievance procedure for resolving complaints alleging violation of the Title II of the ADA; and
- D. In compliance with Title II of the ADA the City of St. Helena shall publish notice to the public regarding the ADA; and
- E. In compliance with Title II of the ADA the City of St. Helena shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

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

- 1. Approves P-CM-002 ADA Policy, a copy of which is attached hereto as Exhibit "A", is adopted as the City of St. Helena Notice under the Americans with Disabilities Act (ADA); and
- 2. Approves and adopts the Notice under the Americans with Disabilities Act (ADA), a copy of which is included in Exhibit "A" as Attachment A; and
- 3. Approves and adopts the City of St. Helena's Grievance Procedure under the ADA, as the grievance procedure for addressing complaints alleging

discrimination on the basis of disability in the provisions of services, activities, programs or benefits by the City of St. Helena, a copy of which is included in Exhibit A as Attachment B; and

4. The Director of Public Works (or his/her designee), is designated as the primary ADA Coordinator for the City of St. Helena, and the City's ADA Coordinator shall be a staff member of the Public Works Department; and
5. In compliance with Federal and State Laws as set forth above, the City Council of the City of St. Helena resolves to post the required information regarding the ADA coordinator, Notice under the ADA, and the City of St. Helena Grievance Procedure under the ADA on its website and at such other locations as may be determined from time to time.

Approved at a regular meeting of the St. Helena City Council on February 27, 2018 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopolus, City Clerk

	City of St. Helena Administrative Policy Administration	Policy City of St. Helena ADA Policy
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Title: City of St. Helena ADA Policy	Policy #	P-CM-002
	Revision #	Release
	Implementation Date	2018-02-27
	Last Update Date	2018-02-27
Approval by Resolution	Resolution 2018-XX	Date Approved 2018-02-27

I. Purpose, Overview and Scope of this Policy

The issue of accessibility, both architecturally and programmatically by people with disabilities to public and private entities has been addressed by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This broad reaching legislation addresses the right of people with disabilities to obtain equal access to services, programs, buildings, facilities, and employment.

- A. It is the intent of the City Council that the City of St. Helena take a proactive leadership role in addressing ways of making the City of St. Helena an "Accessible City," and to address the requirements of the Americans with Disabilities Act by calling on all businesses and industries to work together toward this goal. In addition, it is the intent of the Council to ensure that the City of St. Helena provides equal employment opportunities to persons with disabilities.
- B. To ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and to establish an informal grievance procedure for the resolution of complaints from disabled persons who believe that they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any program or activity of the City of St. Helena, solely by reason of his or her disability.
- C. To designate the coordinators of the City's efforts to comply with and carry out the requirements of the Americans with Disabilities Act of 1990 (ADA).

II. Authority

It shall be the policy of the City Council to ensure that the City of St. Helena provides accessible City services, programs, and buildings, and to maintain compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Authority for policies is limited to the City Manager and City Council.

III. Policy

The City of St. Helena endorses the goals of the ADA of ensuring equal participation of individuals with disabilities in the "mainstream" of American society. The major principles of mainstreaming which the City of St. Helena endorses are:

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1. Individuals with disabilities shall be integrated to the maximum extent appropriate.
2. Separate programs shall be permitted where necessary to ensure equal opportunity.
3. Individuals with disabilities shall not be excluded from the regular programs of the City, or required to accept special services or benefits.
4. The City will not impose eligibility criteria for participation in its programs, services, or activities that either screen out or tend to screen out persons with disabilities, unless it can show that such requirements are necessary for the provision of the service, program, or activity.

A. POLICY IMPLEMENTATION AND ADA COORDINATOR DESIGNATIONS

Section 504 and the ADA require public entities to designate at least one employee to coordinate the investigation of grievances from persons with disabilities.

1. Employees and Volunteers.

- a. Each Department Director is responsible for ensuring that there is no discrimination against individuals based on disability by:
 - i. ensuring that all employees AND volunteers under their direction are informed of this City policy; and
 - ii. ensuring that any instances or allegations of discrimination are immediately reported to the Human Resources Director. The Human Resources Department will ensure that each employee and volunteer receive a copy of this policy.
- b. The Human Resources Director will ensure that all grievances are investigated and will attempt resolution of grievances filed in the Human Resources Department. Individuals are encouraged to immediately report any act of disability discrimination to their supervisor, department director, or the Human Resources Director. Staff receiving grievances should fully inform the individual of their rights, take appropriate and timely steps to investigate, and, when merited, take prompt and effective remedial action.

2. Public and Napa Valley Transportation Authority (NVTa).

- a. The ADA Coordinator for the public services provisions of the ADA (Title II), covering program accessibility, communications, architectural barrier, and transportation issues involving NVTa is as follows:

ADA Coordinator
Director of Public Works (or his/her designee)
1480 Main Street
St. Helena, CA 94574
(707) 968-2629

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3. **Housing.** The ADA Coordinator for Housing is as follows:

ADA Coordinator
Planning & Community Improvement Director (or his/her designee)
1480 Main Street
St. Helena, CA 94574
(707) 968-2659

4. **Public Grievance Procedure.** The ADA Coordinator shall be responsible for investigating any grievance or communication to the City alleging non-compliance with the ADA. The ADA Coordinator for the general public is as follows:

ADA Coordinator
Risk Manager or Human Resources Director (or his/her designee)
1480 Main Street
St. Helena, CA 94574
(707) 968-2741

B. PROCEDURE

1. **Who May File a Grievance.** Any person who believes that he or she or a specific class of individuals has been subjected to discrimination on the basis of disability by the City may, on his/her own behalf or by an authorized representative, file a grievance under this procedure.
2. **Non-Retaliation.** No person who files a grievance, nor any person who cooperates in the investigation of a grievance, shall be subjected to retaliation, and the City shall take reasonable steps to protect such persons from retaliatory actions.
3. **Grievance.** Persons having a grievance are encouraged to first contact, by telephone or in person, the appropriate ADA Coordinator to attempt to informally resolve the grievance. If this does not yield a satisfactory resolution, a grievance form may be filed.
4. **Filing.** The grievance shall be filed with the appropriate ADA Coordinator. The grievance should be filed in writing using the ADA Grievance Form; however, it may be filed orally.
5. The grievance shall contain the following:
 - a. The name, address and telephone number of the person filing the grievance, and the name address and telephone number of the person affected by the alleged discrimination (if different).

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- b. A statement of the problem or action alleged to be discriminatory, as much background information (time, place, photographs, etc...) as possible, including witness names and contact information.
 - c. A recommended remedy or relief being requested to resolve the complaint.
- 6. The grievance should be filed within 30 calendar days after the person becomes aware of the alleged discriminatory action.
- 7. The ADA Coordinator shall investigate the validity of the complaint and shall, within 30 calendar days of receipt of the grievance, issue to the person filing the grievance, or his or her designated representative, a written determination as to its validity, and a description of the resolution of the complaint, if any. The 30-day period for making a determination regarding the grievance may be extended for an additional 30-day time period with written notice to the person filing the grievance or his or her designated representative.
- 8. Reconsideration of the determination of the ADA Coordinator may be made in instances where the person is dissatisfied with the resolution of the complaint, or if a written determination has not been issued within the initial or extended 30-day time period. The request for reconsideration must be made within 14 calendar days of the issuance of the written determination or the expiration of the initial or extended 30-day time period. The request shall be made in writing to the City Manager, who shall issue a final written determination within 30-days of receipt of the request for reconsideration.

C. GRIEVANCE FORM

A grievance form can be obtained from any of the ADA Coordinators or the City Clerk's office. A copy is attached to this policy.

IV. Definitions

None.

V. Attachments

- A. Department of Justice Notice Under the Americans with Disabilities Act
- B. City of St. Helena Grievance Procedure under the Americans with Disabilities Act
- C. ADA Grievance Form

P-CM-002

Attachment A.**Department of Justice Notice Under the Americans with Disabilities Act**

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **City of St. Helena** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The **City of St. Helena** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The **City of St. Helena** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the **City of St. Helena's** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The **City of St. Helena** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the **City of St. Helena** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the **City of St. Helena**, should contact **Human Resources at (707) 968-2741** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **City of St. Helena** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **City of St. Helena** is not accessible to persons with disabilities should be directed to appropriate ADA Coordinator.

The ADA Coordinators for the **City of St. Helena** are as follows:

Attachment A.**Department of Justice Notice Under the Americans with Disabilities Act**

CITY OF ST. HELENA ADA COORDINATORS	
City of St. Helena Employees and Volunteers	Human Resources Director (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 968-2741
Public The ADA Coordinator for the public services provisions of the ADA (Title II), covering program accessibility, communications, architectural barrier, and transportation issues:	Director of Public Works (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 968-2629
Housing	Planning & Community Improvement Director (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 968-2659
Public Grievance Procedure. The ADA Coordinator shall be responsible for investigating any grievance or communication to the City alleging non-compliance with the ADA.	City Attorney (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 967-2792

The City of St. Helena will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

P-CM-002 Attachment B.

City of St. Helena Grievance Procedure under the Americans with Disabilities Act

City of St. Helena Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **City of St. Helena**. **The City of St. Helena City Council P-CM-002 ADA Policy** governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant (and/or his/her designee) as soon as possible but no later than 60 calendar days after the alleged violation.

Within 15 calendar days after receipt of the complaint, the appropriate ADA Coordinator (or his/her designee) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator (or his/her designee) will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **City of St. Helena** and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator (or his/her designee) does not satisfactorily resolve the issue, the complainant (and/or his/her designee) may appeal the decision within 15 calendar days after receipt of the response to the City Manager (or his/her designee).

Within 15 calendar days after receipt of the appeal, the City Manager (or his/her designee) will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager (or his/her designee) will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints and responses will be retained by the **City of St. Helena** for at least three years.

P-CM-002 Attachment C.

City of St. Helena ADA Grievance Form

File Grievance With: Office of City Clerk City of St. Helena 1480 Main Street St. Helena, CA 94574	 ADA GRIEVANCE FORM	Received Stamped City Clerk
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If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered. For questions concerning this form or the information requested, please contact HR Director, ADA Coordinator at either of the following:

(707) 968-2741 or hr@cityofsthenela.org

1. Name and contact information of the Complainant:

Name of Complainant:	Date of Birth:
Address:	Home Phone:
	Cell Phone:
Email:	

2. Representative of Complainant:

Name:	Organization:
Address:	Telephone:
	Relationship:
Email:	

3. The date, place and other circumstances which gave rise to the complaint asserted.

Date of Occurrence:	Time of Occurrence:
Location:	
Circumstances giving rise to the complaint:	

P-CM-002 Attachment C.

City of St. Helena ADA Grievance Form

4. If known, the name of the public employee(s) who have information regarding the complaint.

5. Names and addresses of all witnesses, hospitals, doctors, or other individuals having knowledge relevant to the complaint:

6. If the complaint is for a physical location, please attach photographs or draw a diagram:



Signature:

Date:

Please Print Name:

Date:

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Title: City of St. Helena ADA Policy		Policy #	P-CM-002
		Revision #	Release
		Implementation Date	2018-02-27
		Last Update Date	2018-02-27
Approval by Resolution	Resolution 2018-XX	Date Approved	2018-02-27

I. Purpose, Overview and Scope of this Policy

The issue of accessibility, both architecturally and programmatically by people with disabilities to public and private entities has been addressed by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This broad reaching legislation addresses the right of people with disabilities to obtain equal access to services, programs, buildings, facilities, and employment.

- A.** It is the intent of the City Council that the City of St. Helena take a proactive leadership role in addressing ways of making the City of St. Helena an “Accessible City,” and to address the requirements of the Americans with Disabilities Act by calling on all businesses and industries to work together toward this goal. In addition, it is the intent of the Council to ensure that the City of St. Helena provides equal employment opportunities to persons with disabilities.
- B.** To ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and to establish an informal grievance procedure for the resolution of complaints from disabled persons who believe that they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any program or activity of the City of St. Helena, solely by reason of his or her disability.
- C.** To designate the coordinators of the City’s efforts to comply with and carry out the requirements of the Americans with Disabilities Act of 1990 (ADA).

II. Authority

It shall be the policy of the City Council to ensure that the City of St. Helena provides accessible City services, programs, and buildings, and to maintain compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Authority for policies is limited to the City Manager and City Council.

III. Policy

The City of St. Helena endorses the goals of the ADA of ensuring equal participation of individuals with disabilities in the "mainstream" of American society. The major principles of mainstreaming which the City of St. Helena endorses are:

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1. Individuals with disabilities shall be integrated to the maximum extent appropriate.
2. Separate programs shall be permitted where necessary to ensure equal opportunity.
3. Individuals with disabilities shall not be excluded from the regular programs of the City, or required to accept special services or benefits.
4. The City will not impose eligibility criteria for participation in its programs, services, or activities that either screen out or tend to screen out persons with disabilities, unless it can show that such requirements are necessary for the provision of the service, program, or activity.

A. POLICY IMPLEMENTATION AND ADA COORDINATOR DESIGNATIONS

Section 504 and the ADA require public entities to designate at least one employee to coordinate the investigation of grievances from persons with disabilities.

1. Employees and Volunteers.

- a. Each Department Director is responsible for ensuring that there is no discrimination against individuals based on disability by:
 - i. ensuring that all employees AND volunteers under their direction are informed of this City policy; and
 - ii. ensuring that any instances or allegations of discrimination are immediately reported to the Human Resources Director. The Human Resources Department will ensure that each employee and volunteer receive a copy of this policy.
- b. The Human Resources Director will ensure that all grievances are investigated and will attempt resolution of grievances filed in the Human Resources Department. Individuals are encouraged to immediately report any act of disability discrimination to their supervisor, department director, or the Human Resources Director. Staff receiving grievances should fully inform the individual of their rights, take appropriate and timely steps to investigate, and, when merited, take prompt and effective remedial action.

2. Public and Napa Valley Transportation Authority (NVTa).

- a. The ADA Coordinator for the public services provisions of the ADA (Title II), covering program accessibility, communications, architectural barrier, and transportation issues involving NVTa is as follows:

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1480 Main Street
St. Helena, CA 94574
(707) 968-2629

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3. **Housing.** The ADA Coordinator for Housing is as follows:

ADA Coordinator
Planning & Community Improvement Director (or his/her designee)
1480 Main Street
St. Helena, CA 94574
(707) 968-2659

4. **Public Grievance Procedure.** The ADA Coordinator shall be responsible for investigating any grievance or communication to the City alleging non-compliance with the ADA. The ADA Coordinator for the general public is as follows:

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B. PROCEDURE

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2. **Non-Retaliation.** No person who files a grievance, nor any person who cooperates in the investigation of a grievance, shall be subjected to retaliation, and the City shall take reasonable steps to protect such persons from retaliatory actions.
3. **Grievance.** Persons having a grievance are encouraged to first contact, by telephone or in person, the appropriate ADA Coordinator to attempt to informally resolve the grievance. If this does not yield a satisfactory resolution, a grievance form may be filed.
4. **Filing.** The grievance shall be filed with the appropriate ADA Coordinator. The grievance should be filed in writing using the ADA Grievance Form; however, it may be filed orally.
5. The grievance shall contain the following:
 - a. The name, address and telephone number of the person filing the grievance, and the name address and telephone number of the person affected by the alleged discrimination (if different).

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- b. A statement of the problem or action alleged to be discriminatory, as much background information (time, place, photographs, etc...) as possible, including witness names and contact information.
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C. GRIEVANCE FORM

A grievance form can be obtained from any of the ADA Coordinators or the City Clerk's office. A copy is attached to this policy.

IV. Definitions

None.

V. Attachments

- A. Department of Justice Notice Under the Americans with Disabilities Act
- B. City of St. Helena Grievance Procedure under the Americans with Disabilities Act
- C. ADA Grievance Form

P-CM-002

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NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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Employment: The **City of St. Helena** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The **City of St. Helena** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the **City of St. Helena's** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The **City of St. Helena** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the **City of St. Helena** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the **City of St. Helena**, should contact **Human Resources at (707) 968-2741** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the **City of St. Helena** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

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CITY OF ST. HELENA ADA COORDINATORS	
City of St. Helena Employees and Volunteers	Human Resources Director (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 968-2741
Public The ADA Coordinator for the public services provisions of the ADA (Title II), covering program accessibility, communications, architectural barrier, and transportation issues:	Director of Public Works (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 968-2629
Housing	Planning & Community Improvement Director (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 968-2659
Public Grievance Procedure. The ADA Coordinator shall be responsible for investigating any grievance or communication to the City alleging non-compliance with the ADA.	City Attorney (or his/her designee) 1480 Main Street St. Helena, CA 94574 (707) 967-2792

The City of St. Helena will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

P-CM-002 Attachment B.

City of St. Helena Grievance Procedure under the Americans with Disabilities Act

City of St. Helena Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **City of St. Helena**. The **City of St. Helena City Council P-CM-002 ADA Policy** governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant (and/or his/her designee) as soon as possible but no later than ~~630~~ calendar days after the alleged violation.

Within 15 calendar days after receipt of the complaint, the appropriate ADA Coordinator (or his/her designee) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator (or his/her designee) will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **City of St. Helena** and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator (or his/her designee) does not satisfactorily resolve the issue, the complainant (and/or his/her designee) may appeal the decision within 15 calendar days after receipt of the response to the City Manager (or his/her designee).

Within 15 calendar days after receipt of the appeal, the City Manager (or his/her designee) will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager (or his/her designee) will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints and responses will be retained by the **City of St. Helena** for at least three years.

P-CM-002 Attachment C.

City of St. Helena ADA Grievance Form

File Grievance With: Office of City Clerk City of St. Helena 1480 Main Street St. Helena, CA 94574	 ADA GRIEVANCE FORM	Received Stamped City Clerk
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If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered. For questions concerning this form or the information requested, please contact HR Director, ADA Coordinator at either of the following:

(707) 968-2741 or hr@cityofsthenela.org

1. Name and contact information of the Complainant:

Name of Complainant:	Date of Birth:
Address:	Home Phone:
Email:	Cell Phone:

2. Representative of Complainant:

Name:	Organization:
Address:	Telephone:
Email:	Relationship:

3. The date, place and other circumstances which gave rise to the complaint asserted.

Date of Occurrence:	Time of Occurrence:
Location:	
Circumstances giving rise to the complaint:	

P-CM-002 Attachment C.

City of St. Helena ADA Grievance Form

4. If known, the name of the public employee(s) who have information regarding the complaint.

5. Names and addresses of all witnesses, hospitals, doctors, or other individuals having knowledge relevant to the complaint:

6. If the complaint is for a physical location, please attach photographs or draw a diagram:



Signature:

Date:

Please Print Name:

Date:



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: Consent

Subject: Consideration and approval of a resolution authorizing: (1) Award Purchase Order in the amount of \$65,709.16 to Folsom Lake Ford for the purchase of two 2018 Ford Interceptor All Wheel Drive SUVs; and (2) A budget increase of \$106,400 to Citizens' Option for Public Safety Fund (COPS) #224-4900-2630 for the purchase and outfitting of the two vehicles.

CEQA Determination: Not a CEQA project

Prepared By: William Imboden, Chief of Police

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Fiscal Year 2017-2018 (FY 17/18) approved Operations Budget does not include funding to purchase and outfit any new police vehicles. However, two of the patrol vehicles are in need of replacement. Purchased in 2008, these units have high maintenance costs; the current mileage is 108,000 for one vehicle, and over 90,000 for the other (the digital odometer is broken).

Since funds are limited, staff explored using Citizens' Options for Public Safety (COPS) grant funding for this purchase. COPS was created by the California legislature as a supplemental Law Enforcement grant, and has several permitted uses. One of those is to supply services and equipment for front line law enforcement. These services and/or equipment must have the specific impact of making the day-to-day operations of the front line officers easier and more efficient. Providing new, modern patrol vehicles meets this requirement by reducing downtime as older vehicles are out for repair and newer vehicles support important equipment such as interoperable radios with all law enforcement agencies in Napa County.

DISCUSSION

In December 2017, the Police Department K9, Djino, was retired and the City Council approved the continuation of the program in January of 2018. The patrol vehicle Djino's handler operated was three years old when it was converted to the K9 vehicle in 2011. In addition to having over 108,000 miles on it, it has thousands of hours of operation and engine idling contributing to the wear and tear.

The remaining Ford Crown Victoria patrol vehicle is the oldest remaining vehicle in the fleet, and had over 90,000 miles on it before the odometer stopped working. The typical life span for a patrol vehicle is 65,000 miles given the type of driving and conditions they are subjected to. This patrol vehicle has been patched together several times to keep it operational, and has had both the engine and the transmission refurbished during the course of its life.

In researching the cost of replacing patrol vehicles the Police Department contacted other agencies to see what types of vehicles are being used elsewhere. Most agencies are using the Ford Police Interceptor Utility (Explorer), and several have Dodge Chargers in their fleet. The major concern with the Dodge vehicle is the rate at which they break down and have significant engine trouble. Based on this concern, the Police Department determined staying with the Ford utility, which is currently in the fleet, was the more sensible choice. In addition, all warranty and repair work can be completed locally, not in another city, minimizing down time and impact to staff.

Folsom Lake Ford currently holds the California State Contract (#1-15-23-14B) for Ford Police Interceptors. Staff requested a quote from Folsom Lake Ford for two 2018 Ford Interceptor Utilities; one set up for standard patrol use, and the other with additional accessories for use with the new K9.

Folsom Lake Ford provided quotes of \$32,362.04 for the patrol vehicle and \$33,347.12 for the K9 vehicle (including tax and delivery fee), for a total of \$65,709.16 (Attachment A). In addition, there will be a \$500 discount per vehicle if the invoices are paid within 20 days of vehicle delivery. These are custom built vehicles and delivery time is about three to four months.

In an effort to reduce the cost of these vehicles, staff also requested quotes from Enterprise Fleet Management for vehicles built to the same specifications. Enterprise submitted quotes for outright purchase and for leasing. The "purchase" quotes were over \$3,000 more per vehicle. The lease quotes were approximately \$8,000 more over the life of the lease.

Based on this information staff is recommending acquiring the vehicles via the State Contract and Folsom Lake Ford.

There are additional costs for police vehicles such as the purchase and installation of radios, mobile data terminals, other technology, secure equipment storage, and other safety equipment which will cost approximately \$40,000. Funds are available in Fund 224 (COPS) to pay for the two vehicles and outfitting of the two vehicles.

FISCAL IMPACT

The fiscal impact to purchase and outfit the two vehicles is estimated to be \$106,400. Because funds are available from COPS Grant Funds, there is no fiscal impact to the General Fund.

RECOMMENDED ACTION

Staff recommends City Council approve a resolution authorizing: (1) Award Purchase Order in the amount of \$65,709.16 to Folsom Lake Ford for the purchase of two 2018 Ford Interceptor All Wheel Drive SUVs; and (2) A budget increase of \$106,400 to Citizens' Option for Public Safety Fund (COPS) #224-4900-2630 for the purchase and outfitting of the two vehicles.

ATTACHMENTS

[Attachment A](#)

[Attachment B](#)

PRICE QUOTATION
FOLSOM LAKE FORD
12755 FOLSOM BLVD.
FOLSOM, CA 95630
(916) 351-4202 - Direct

Date: 2/5/2018

To: Chief William T. Imboden / Saint Helena Police Department - K9 Unit
From: Mark A. Paoli / Folsom Lake Ford
Subject: Pricing for 2018 Ford Interceptor (State of California Contract #1-15-23-14B)

\$27,672.00 - Bid Price (State of California Contract Vehicle - Interceptor Utility AWD)
-1,355.00 - Ballistic Door Panel (Level III) Driver Front-Door Only (90D)
\$26,317.00 - Subtotal (Bid Price Less Deletions)
890.00 - Front Headlamp Lighting Solution (66A) - Includes Pre-Wiring (60A)
877.00 - Two-Tone Vinyl Package #1 (91A)
637.00 - Auxiliary Air Conditioning (17A)
476.00 - Rear Lighting Solution (66C)
372.00 - Spot Lamps - Dual LED Unity (51S) - Inc Credit for Std Spot Lamps
308.00 - SYNC - Voice Activated Communications (53M)
304.00 - Side Marker LED - Sideview Mirrors (63B)
273.00 - Police Engine Idle Feature (47A)
89.00 - Glass - Solar Tint 2nd Row Only (92R)
54.00 - Keyed Alike - Code 1284X (59B)
36.00 - Rear-Door Handles Inoperable / Locks Inoperable (68G)
26.00 - Window - Rear Window Power Delete (18W)
\$30,659.00 - Selling Price
2,529.37 - Sales Tax (8.25%)
150.00 - Delivery to Saint Helena, CA
8.75 - California Tire Fee
\$33,347.12 - Total Price (EACH) F.O.B. Saint Helena, CA

Payment Terms: \$500.00 Discount Per Unit 20 Days or Net 30.

Note: California Emissions (422), Dark Car Feature (43D), Front License Plate Bracket (153), Noise Suppression (60R), Rear View Camera (87R), Reverse Sensing (76R) and 5yr/100k/0ded Powertrain Warranty Included In Bid.

PRICE QUOTATION
 FOLSOM LAKE FORD
 12755 FOLSOM BLVD.
 FOLSOM, CA 95630
 (916) 351-4202 - Direct

Date: 2/5/2018

To: Chief William T. Imboden / Saint Helena Police Department - Patrol Unit
 From: Mark A. Paoli / Folsom Lake Ford
 Subject: Pricing for 2018 Ford Interceptor (State of California Contract #1-15-23-14B)

\$27,672.00 - Bid Price (State of California Contract Vehicle - Interceptor Utility AWD)	
-1,355.00 - Ballistic Door Panel (Level III) Driver Front-Door Only (90D)	
\$26,317.00 - Subtotal (Bid Price Less Deletions)	
890.00 - Front Headlamp Lighting Solution (66A) - Includes Pre-Wiring (60A)	
877.00 - Two-Tone Vinyl Package #1 (91A)	
476.00 - Rear Lighting Solution (66C)	
372.00 - Spot Lamps - Dual LED Unity (51S) - Inc Credit for Std Spot Lamps	
308.00 - SYNC - Voice Activated Communications (53M)	
304.00 - Side Marker LED - Sideview Mirrors (63B)	
89.00 - Glass - Solar Tint 2nd Row Only (92R)	
54.00 - Keyed Alike - Code 1284X (59B)	
36.00 - Rear-Door Handles Inoperable / Locks Inoperable (68G)	
26.00 - Window - Rear Window Power Delete (18W)	
\$29,749.00 - Selling Price	
2,454.29 - Sales Tax (8.25%)	
150.00 - Delivery to Saint Helena, CA	
8.75 - California Tire Fee	
\$32,362.04 - Total Price (EACH) F.O.B. Saint Helena, CA	

Payment Terms: \$500.00 Discount Per Unit 20 Days or Net 30.

Note: California Emissions (422), Dark Car Feature (43D), Front License Plate Bracket (153), Noise Suppression (60R), Rear View Camera (87R), Reverse Sensing (76R) and 5yr/100k/0ded Powertrain Warranty Included In Bid.

CITY OF ST. HELENA

RESOLUTION NO. 2018-_____

RESOLUTION AUTHORIZING: (1) THE PURCHASE OF TWO 2018 FORD INTERCEPTOR VEHICLES FROM FOLSOM LAKE FORD FOR THE POLICE DEPARTMENT; AND (2) A BUDGET INCREASE OF \$106,400.00 TO THE COPS BUDGET (FUND 224) #224-4900-2630 FOR THE PURCHASE AND OUTFITTING FOR THE VEHICLES

RECITALS

- A. The City of St. Helena desires to purchase and outfit two (2) 2018 Ford Interceptor All Wheel Drive Sport Utility Vehicles; and
- B. This is an un expected, unbudgeted expense not covered in the FY 2017-18 budget; and
- C. The Citizens' Option for Public Safety (COPS) grant can be used for unexpected, unbudgeted items which benefit front line officers; and
- D. The COPS grant has unexpended excess funds in it from previous fiscal years; and
- E. The purchase will be entirely funded through the COPS fund (224-4900-2630) Capital Equipment; and
- F. No additional funds will be required from the General Fund for this purchase.

RESOLUTION

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

- 1. Authorize the purchase of two (2) 2018 Ford Interceptor All Wheel Drive Sport Utility Vehicles for an amount not to exceed \$65,709.16; and
- 2. Authorize the outfitting of the two (2) vehicles for an amount not to exceed \$40,690.84; and
- 3. Per COPS guidelines, the Chief of Police is authorized to sign a purchase order agreement in the amount of \$65,709.16 to Folsom Lake Ford, and all purchasing documents for other vendors to outfit the vehicle according to the City's Municipal Code for Procurement; and
- 4. Authorize a budget increase of \$106,400.00 to #224-4900-2630.

Approved at a Regular Meeting of the St. Helena City Council on February 27th, 2018,
by the following vote:

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

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of a Resolution: (1) authorizing purchase of a new Chief's Command Vehicle for the Fire Department in the amount of \$55,749 from Enterprise Fleet Management, (2) authorizing a service contract for the vehicle for 48 months at a cost of \$51.70 per month, and (3) authorizing a budget increase of \$56,010 in FY 2017/18 to Account #593-4800-2630 for the purchase of the vehicle and maintenance costs for the remainder of FY 2017/18.

CEQA Not a CEQA project
Determination:

Prepared By: Alec Vidler, Administrative Assistant

Reviewed By: John Sorensen, Fire Chief

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On January 9, 2018, City Council authorized a Master Lease Agreement with Enterprise Fleet Management ("Enterprise") for the replacement of two (2) vehicles under their Governmental Fleet Management Program. In addition to having the ability to lease vehicles from Enterprise, this contract also allows for the direct purchase of a vehicle and service plan utilization for vehicles. Enterprise's Governmental Fleet Management Program meets the requirements of St. Helena Municipal Code Section 3.04.150 allowing the purchasing officer to "piggy-back" with the competitive bidding of other agencies, and waive the formal bid procedures.

DISCUSSION

The existing Chief's Command Vehicle was purchased in 2008 and is on a 10-year replacement schedule. This new vehicle would replace the existing 2008 Chief's Command Vehicle. Staff recommends that Council authorize purchase of a truck from

Enterprise Fleet Management in the amount of \$55,749 (Fifty-five thousand seven hundred forty nine dollars) and a service plan in the amount of \$51.70 monthly for a term of 48 months (totaling \$2,481.60).

The existing vehicle will continue to be used by the Fire Department as a utility vehicle. The Fire Department has historically had two utility vehicles. However, in FY 2015/16 the second utility vehicle was given to the Police Department. Keeping the existing vehicle will bring the Fire Department back up to two utility vehicles and the new Chief's Command Vehicle for a total of three pick-up trucks for the Fire Department.

FISCAL IMPACT

The funding for the purchase was not included in the adopted FY 2017/18 budget. Funding for the purchase of the vehicle and the maintenance plan is available in the Fire Department Equipment Replacement and Repair Fund (Fund 593) which currently has a balance of \$125,419. No General Fund monies will be used for this purchase. A budget increase to #593-4800-2630 in the amount of \$56,010 is necessary for this purchase.

RECOMMENDED ACTION

Staff recommends adoption of the resolution: (1) authorizing purchase of a new Chief's Command Vehicle for the Fire Department in the amount of \$55,749 from Enterprise Fleet Management, (2) authorizing a service contract for the vehicle for 48 months at a cost of \$51.70 per month, and (3) authorizing a budget increase of \$56,010 in FY 2017/18 to Account #593-4800-2630 for the purchase of the vehicle and maintenance costs for the remainder of FY 2017/18.

ATTACHMENTS

[Resolution](#)

[St. Helena- Fire Chief Truck](#)

CITY OF
ST HELENA
RESOLUTION No.2018-

Resolution (1) authorizing purchase of a new Chief's Command Vehicle for the Fire Department in the amount of \$55,749 from Enterprise Fleet Management, (2) authorizing a service contract for the vehicle for 48 months at a cost of \$51.70 per month, and (3) authorizing a budget increase of \$56,010 in FY 2017/18 to Account #593-4800-2630 for the purchase of the vehicle and maintenance costs for the remainder of FY 2017/18.

RECITALS

- A. The City of St. Helena Fire Department desires to replace the 2008 Chief's Command Vehicle; and
- B. On January 9, 2018, City Council authorized a Master Lease Agreement with Enterprise Fleet Management which allows the lease or purchase of vehicles through their Governmental Fleet Management Program; and

RESOLUTION

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

1. The City Council authorizes the City Manager to execute an agreement with Enterprise Fleet Management for purchase of a new Chief's Command Vehicle for the Fire Department in the amount of \$55,749 from Enterprise Fleet Management; and
2. The City Council authorizes the City Manager to execute a service contract with Enterprise Fleet Management in the amount of \$51.70 per month for 48 months for this vehicle; and
3. The City Council approves a budget increase of \$56,010 to Account #593-4800-2630.

Approved at a Regular Meeting of the St. Helena City Council on February 27, 2018 by the following vote:

Mayor Galbraith: _____

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

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk



Open-End (Equity) Lease Rate Quote

Quote No: 3794314

Prepared For: City of St. Helena
Mitts, April

Date 02/08/2018
AE/AM KW3/EBS

Unit #

Year 2018 Make Ford Model F-250

Series XLT 4x4 SD Crew Cab 6.75 ft. box 160 in. WB SRW

Vehicle Order Type Ordered Term 48 State CA Customer# 579445

\$ 48,809.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax 0.0000% State CA
\$ 0.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 250.00	Other: Courtesy Delivery Fee
\$ 49,058.00 *	Capitalized Price Reduction
\$ 4,047.29 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive(Taxable Incentive Total : \$0.00)
\$ 1.00	Total Capitalized Amount (Delivered Price)
\$ 0.01	Depreciation Reserve @ 0.9000%
\$ 0.00	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 0.01 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit \$0.00
\$ 0.00	Physical Damage Management
\$ 51.69	Full Maintenance Program ³ Contract Miles 40,000
	Incl: # Brake Sets (1 set = 1 Axle) 0

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Oxford White

Interior Color (0 I) Medium Earth Gray w/Cloth 40/20/40 Spli

Lic. Plate Type Unknown

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0000 Per Mile

Tires 0

Loaner Vehicle Not Included

\$ 51.69 Additional Services SubTotal

\$ 0.00 Sales Tax 8.2500%

State CA

\$ 51.70 Total Monthly Rental Including Additional Services

\$ 0.52 Reduced Book Value at 48 Months

\$ 0.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 10,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of St. Helena

BY

TITLE

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Printed On 02/08/2018 01:16 PM

Page 1 of 6



Open-End (Equity) Lease Rate Quote

Quote No: 3794314

VEHICLE INFORMATION:

2018 Ford F-250 XLT 4x4 SD Crew Cab 6.75 ft. box 160 in. WB SRW - US

Series ID: W2B

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 41,822.00	\$ 44,255.00
Total Options	\$ 12,632.00	\$ 13,730.00
Destination Charge	\$ 1,295.00	\$ 1,295.00
Total Price	\$ 55,749.00	\$ 59,280.00

SELECTED COLOR:

Exterior: Z1 - (0 P) Oxford White

Interior: 3S - (0 I) Medium Earth Gray w/Cloth 40/20/40 Split Bench Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
160WB	160" Wheelbase	STD	STD
17V	XLT Value Package	\$ 1,472.00	\$ 1,600.00
17X	FX4 Off-Road Package	\$ 368.00	\$ 400.00
17XDEC	Unique FX4 Off-Road Box Decal	Included	Included
17XHDC	Hill Descent Control	Included	Included
17XSHK	Off-Road Specifically Tuned Shock Absorbers	Included	Included
3	Cloth 40/20/40 Split Bench Seat	Included	Included
166	Carpet Delete	\$ -47.00	\$ -50.00
21N	Voice-Activated Navigation	\$ 525.00	\$ 570.00
39S	SiriusXM Radio	Included	Included
3S_03	(0 I) Medium Earth Gray w/Cloth 40/20/40 Split Bench Seat	NC	NC
41H_	Engine Block Heater	\$ 83.00	\$ 90.00
41P	Transfer Case & Fuel Tank Skid Plates	Included	Included
425	50-State Emissions System	STD	STD
43C	110V/400W Outlet	Included	Included
44W	Transmission: TorqShift 6-Speed Automatic	NC	NC
54F	PowerScope Trailer Tow Mirrors w/Heat	\$ 257.00	\$ 280.00
585	Radio: AM/FM Stereo/Single-CD/MP3 Player	Included	Included
603A	Order Code 603A	NC	NC
62M_	Power-Adjustable Pedals	Included	Included
648	Wheels: 18" Sparkle Silver Painted Cast Aluminum	Included	Included
66L	LED Box Lighting	\$ 56.00	\$ 60.00
67B	Dual Extra Heavy-Duty Alternators (Total 377-Amps)	\$ 105.00	\$ 115.00
67H	Heavy-Service Front Suspension Package	\$ 115.00	\$ 125.00
76R	Reverse Sensing System	Included	Included
85S	Tough Bed Spray-In Bedliner	\$ 496.00	\$ 540.00
8WAYDR	8-Way Power Driver's Seat	Included	Included
913	SYNC 3 Communications & Entertainment System	\$ 415.00	\$ 450.00
91M	SYNC Communications & Entertainment System	Included	Included
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	\$ 8,276.00	\$ 8,995.00
99T34G	34 Gallon Fuel Tank	Included	Included
99TBAT	Dual 78-AH 750 CCA Batteries	Included	Included
AUTOLK	Autolock/Auto Unlock	Included	Included
FOG	Fog Lamps	Included	Included
PAINT	Monotone Paint Application	STD	STD
SECODE	SecuriCode Driver's Side Keyless Entry Keypad	Included	Included
STDGV	GVWR: 10,000 lb Payload Package	Included	Included

TDX	Tires: LT275/70Rx18E BSW A/T (4)	\$ 152.00	\$ 165.00
X3J	Electronic-Locking w/3.55 Axle Ratio	\$ 359.00	\$ 390.00
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
 Rear Cargo Door Type: tailgate
 Driver And Passenger Mirror: power remote heated power folding side-view door mirrors with turn signal indicator
 Convex Driver Mirror: convex driver and passenger mirror
 Skid Plates: skid plates
 Door Handles: black
 Front And Rear Bumpers: chrome front and rear bumpers with body-coloured rub strip
 Rear Step Bumper: rear step bumper
 Front Tow Hooks: 2 front tow hooks
 Front License Plate Bracket: front license plate bracket
 Bed Liner: bed liner
 Box Style: regular
 Body Material: aluminum body material
 : class V trailerling with harness, hitch, brake controller
 Paint Type: badging
 Grille: black w/chrome accents grille

Convenience Features:

Air Conditioning: manual air conditioning
 Air Filter: air filter
 Cruise Control: cruise control with steering wheel controls
 Power Windows: power windows with driver and passenger 1-touch down
 Remote Keyless Entry: keyfob (all doors) remote keyless entry
 Illuminated Entry: illuminated entry
 Key Pad: keypad locking
 Integrated Key Remote: integrated key/remote
 Auto Locking: auto-locking doors
 Steering Wheel: steering wheel with manual tilting, manual telescoping
 Adjustable Pedals: power adjustable pedals
 Day-Night Rearview Mirror: day-night rearview mirror
 Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
 Emergency SOS: 911 Assist emergency communication system
 Navigation System: navigation system with voice activation
 Front Cupholder: front and rear cupholders
 Overhead Console: full overhead console with storage
 Glove Box: illuminated locking glove box
 Driver Door Bin: driver and passenger door bins
 Rear Door Bins: rear door bins
 Seatback Storage Pockets: 2 seatback storage pockets
 Audio Media Storage: audio media storage
 Dashboard Storage: covered dashboard storage
 IP Storage: bin instrument-panel storage
 Front Underseat Storage Tray: locking front underseat storage tray
 Rear Underseat Storage Tray: locking rear underseat storage tray
 Retained Accessory Power: retained accessory power
 Power Accessory Outlet: 3 12V DC power outlets
 AC Power Outlet: 1 AC power outlet

Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan, single in-dash CD player
 MP3 Player: MP3 decoder
 Radio Data System: radio data system
 Voice Activated Radio: voice activated radio
 Speed Sensitive Volume: speed-sensitive volume
 Steering Wheel Radio Controls: steering-wheel mounted audio controls
 Speakers: 7 speakers
 Internet Access: internet access
 1st Row LCD: 2 1st row LCD monitor
 Wireless Connectivity: wireless phone connectivity
 Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
 Front Fog Lights: front fog lights
 Cab Clearance Lights: cargo bed light
 Underhood Light: underhood light
 Front Wipers: variable intermittent wipers
 Tinted Windows: deep-tinted windows
 Dome Light: dome light with fade
 Front Reading Lights: front and rear reading lights
 Variable IP Lighting: variable instrument panel lighting
 Display Type: digital/analog display
 Tachometer: tachometer
 Compass: compass
 Exterior Temp: outside-temperature display
 Low Tire Pressure Warning: tire specific low-tire-pressure warning
 Park Distance Control: rear parking sensors
 Trip Computer: trip computer
 Trip Odometer: trip odometer
 Water Temp Gauge: water temp. gauge
 Turbo/Supercharger Boost Gauge: turbo/supercharger boost gauge
 Transmission Oil Temp Gauge: transmission oil temp. gauge
 Engine Hour Meter: engine hour meter
 Clock: in-radio display clock
 Systems Monitor: systems monitor
 Rear Vision Camera: rear vision camera
 Oil Pressure Warning: oil-pressure warning
 Water Temp Warning: water-temp. warning
 Battery Warning: battery warning
 Lights On Warning: lights-on warning
 Key in Ignition Warning: key-in-ignition warning
 Low Fuel Warning: low-fuel warning
 Door Ajar Warning: door-ajar warning
 Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS: four-wheel ABS brakes
 Number of ABS Channels: 4 ABS channels
 Brake Assistance: brake assist
 Brake Type: four-wheel disc brakes
 Vented Disc Brakes: front and rear ventilated disc brakes
 Daytime Running Lights: daytime running lights
 Spare Tire Type: full-size spare tire
 Spare Tire Mount: underbody mounted spare tire w/crankdown
 Driver Front Impact Airbag: driver and passenger front-impact airbags
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
 Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
 Height Adjustable Seatbelts: height adjustable front seatbelts
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
 Side Impact Bars: side-impact bars
 Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
 Ignition Disable: SecuriLock immobilizer
 Security System: security system
 Panic Alarm: panic alarm
 Electronic Stability: electronic stability stability control with anti-roll
 Traction Control: ABS and driveline traction control
 Front and Rear Headrests: manual adjustable front head restraints with tilt
 Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity: max. seating capacity of 6
 Front Bucket Seats: front split-bench 40-20-40 seats
 Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
 Reclining Driver Seat: power reclining driver and manual reclining passenger seats
 Driver Lumbar: power 2-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 450-hp, 6.7-liter V-8 (diesel)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: Consent

Subject: Consideration and approval of a Resolution redirecting General Fund expenses to Impact Fee Funds by approving: (1) a budget decrease of \$39,078 to #101-4500-2130; (2) a budget increase of \$39,078 to #713-4500-2130; and (3) a budget increase of \$2,724 to #216-5006-2145.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City of St. Helena has several funding sources beyond the General Fund. Other funds are listed in the back section of the budget as well as the restrictions on the spending from these funds.

DISCUSSION

City Staff has conducted a review of the various funds as well as reviewed expenses incurred in Fiscal Year 2017/18. Through this review, staff found several expenditures which could be charged to various impact fee funds instead of the General Fund. Staff is recommending various budget adjustments to decrease expenditures from the General Fund and instead redirect them to various Impact Fee Funds. Each adjustment is reviewed below.

General Plan

On January 9, 2018, City Council approved a Professional Services Agreement with Dyett and Bhatia for a not-to-exceed amount of \$336,880 and use of General Fund reserves in the amount of \$336,880. The contract with Dyett & Bhatia includes: General Plan Environmental Impact Report (EIR) for \$284,880, Synchro Model for \$4,000, VMT

EIR Thresholds for \$18,000, and review of an Expanded Planning Area for \$30,000. In reviewing the current Development Impact Fee Study, it was found 11.6% of the General Plan Update costs are allowable expenses to charge to Fund 713 - Civic Improvement Impact Fees. Staff is recommending use of Civic Impact Fees to cover 11.6% of the costs of the General Plan EIR update.

Staff is recommending the following:

1. A decrease of \$39,078 to #101-4500-2130
2. An increase of \$39,078 to 713-4500-2130

Police Department Remodel

A minor remodel was done to the Police Department expand two interview rooms. The total costs for this remodel was \$23,482. In reviewing the current Development Impact Fee Study, it was found 11.6% of the remodel costs are allowable expenses to charge to Fund 216 – Public Safety Impact Fees. Staff is recommending use of Public Safety Impact Fees to cover 11.6% of the costs of the remodel.

Staff is recommending the following:

1. An increase of \$2,724 to #216-5006-2145

A General Fund budget decrease is not being requested as the funds designed for the remodel in the adopted FY 17/18 budget for Government Buildings exceeded the initial estimate of \$20,000.

FISCAL IMPACT

The fiscal impact is a decrease in General Fund expenditures of \$41,802 and an increase in Impact Fee expenditures of the same.

RECOMMENDED ACTION

Staff recommends City Council approve a Resolution approving: (1) a budget decrease of \$39,078 to #101-4500-2130; (2) a budget increase of \$39,078 to #713-4500-2130; and (3) a budget increase of \$2,724 to #216-5006-2145.

ATTACHMENTS

[Attachment 1 - Resolution](#)

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2018-_____

Resolution approving: (1) a budget decrease of \$39,078 to #101-4500-2130; (2) a budget increase of \$39,078 to #713-4500-2130; and (3) a budget increase of \$2,724 to #216-5006-2145.

RECITALS

WHEREAS, City staff has conducted a review of the various funding sources available and found several expenditures which could be charged to various impact fee funds instead of the General Fund; and

WHEREAS, staff recommend certain budget adjustments.

RESOLUTION

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

1. A budget decrease of \$39,078 to #101-4500-2130; and
2. A budget increase of \$39,078 to #713-4500-2130; and
3. A budget increase of \$2,724 to #216-5006-2145.

Approved at a Regular Meeting of the St. Helena City Council on February 27, 2018, by the following vote:

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

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of February 27, 2018

Agenda Section: New Business

Subject: Appeal of administrative decision denying the following: (1) Dismissal of Parking Citation P31099 resulting in a refund of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: William Imboden, Chief of Police

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Pursuant to the St. Helena Municipal Code; Section 1.16.010 and 1.16.020 any person excepting to any administrative decision made by any official of the city pursuant to any of the provisions of this code, may appeal in writing to the City Council by filing with the City Clerk a written notice of such appeal setting forth the specific grounds thereof. Such notice shall be filed with the City Clerk within fourteen (14) days after receipt of written notice of such action appealed from, but in no event late than thirty (30) days after the date of such action.

DISCUSSION

On June 27, 2017, Parking Citation P31099 was issued for parking in a No Parking Zone on Church Street in St. Helena. The fine of \$55.00 was due within ten (10) calendar days and if the fine was not paid within twenty-one (21) days the fine would increase by \$45.00 (Attachment 1).

On September 15, 2017, Parking Citation P31099 was paid via check #4571 in the amount of \$55.00. The date of payment was eighty (80) days after the Notice of Parking Violation(s) was issued (Attachment 2).

On September 21, 2017, the City of St. Helena received notification that check #4571 was returned for not sufficient funds. On September 21, 2017, a letter was sent to Julia Halvorsen stating the check was returned and it was necessary a payment be remitted for the amount of \$121.00 which consisted of: \$55.00 for the citation, \$45.00 for a late fine, and \$21.00 for the returned payment charge (Attachment 3).

On October 31, 2017, Michael Taravella requested, via email to the City Clerk, the City of St. Helena dismiss Parking Citation P31099 which his mother, Julia Halvorsen, received as well as dismiss any additional fees accumulated in the association to this citation (Attachment 4). The additional fees included a \$45.00 late fine and a \$21.00 returned check fee. Mr. Taravella's email did not request the appeal to go to City Council so it was interpreted to be an appeal to the Police Department, as that is the first step in any citation appeal.

On January 9, 2018, Police Chief Imboden responded to Mr. Taravella stating the email to the City Clerk dated October 31, 2017, was four (4) months after the citation and over three (3) months beyond the appeal date for parking citations. Based on that conflict Chief Imboden was unable to act on the appeal of the citation, which is in essence the same as denying the appeal. Additionally, Chief Imboden's response stated the additional fees that accumulated as a result of not paying the citation on time and the insufficient funds fee were also well beyond the date of their appeal (Attachment 5). At the time the initial appeal was received on October 31, 2017, it was given to Chief Imboden as citations are appealed through the Police Department first and if the appeal is denied, then it can be appealed to the City Council. Additional email correspondence between Michael Taravella and Chief Imboden took place on January 9, 2018 and January 18, 2018 regarding the appeal and the appeal process (Attachment 6).

When parking citations go unpaid, the information is sent to the Department of Motor Vehicles (DMV). On January 18, 2018, registration for the vehicle that received the parking citation was being paid at the DMV, at this time the DMV collected the \$55.00 parking citation and the \$45.00 late fine. On January 19, 2018, the \$21.00 returned check fee was paid directly to the City of St. Helena. All fines, late fines, and returned check fees have been paid to the City of St. Helena.

Michael Taravella is asking for an appeal to the City Council for the following: (1) Dismissal of Parking Citation P31099 which would result in a refund of the parking citation fine of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.

FISCAL IMPACT

Granting the appeal refunds to Julia Halvorsen the following: (1) Parking Citation P31099 - \$55.00, (2) Late Fine - \$45.00, and (3) Returned Check Fee - \$21.00 for a total refund amount of \$121.00.

RECOMMENDED ACTION

The City Council may:

A. Approve a Resolution granting the appeal and refund \$121.00 to Julia Halvorsen; or

B. Approve a Resolution denying the appeal for the following reasons:

1. Dismissal of Parking Citation P31099 – The citation was issued for parking on a street clearly marked with unobstructed “no parking” signs (Attachment 9). The vehicle created a hazard to motorists and pedestrians where it was parked. The registered owner, Julia Halvorsen, was not the driver, but she was in the passenger seat. The registered owner can contact the driver for compensation.
2. Refund of \$45.00 Late Fine – The registered owner, Julia Halvorsen, was contacted in writing in July 2017 to notify her the payment was due, and then contacted on the phone in August 2017 to notify her the payment was late and there was now a late fine. The \$55.00 fine was not paid until September 2017. The original check in which the fine was paid was returned not sufficient funds and a letter was sent to the registered owner. The citation and late fine went unpaid until there was an attempt to register the vehicle at the Department of Motor Vehicles which required payment of the outstanding fine of \$55.00 and the outstanding late fine of \$45.00 prior to registering the vehicle.
3. Refund of \$21.00 Returned Check Fee – Resolution 99-23 states it is City Council policy to recover the full cost of providing services to certain individuals for their private benefit. Attachment A of Resolution 99-23 (Attachment 7, page 4) establishes a fee of \$21.00 to be charged for Returned Checks. This fee is established to recover the fees charged by the City’s financial institution to the City of St. Helena for the returned check and cover the administrative costs for City staff.

ATTACHMENTS

[Attachment 1 - Sample Notice of Parking Violation\(s\)](#)

[Attachment 2 - Cash Receipts Proof List 9.15.2017](#)

[Attachment 3 - Halvorsen Returned Check letter](#)

[Attachment 4 - Letter from M. Taravella dated 10.31.17](#)

[Attachment 5 - Response from Chief Imboden to 10.31.17 Letter](#)

[Attachment 6 - Correspondence between Chief Imboden and M. Taravella](#)

[Attachment 7 - Resolution No. 99-23](#)

[Attachment 8 - Resolution No. 2018-](#)

[Attachment 9 - Photo of Street](#)

[Attachment 10 - Resolution No. 2018- Granting Appeal](#)

Attachment 1

NOTICE OF PARKING VIOLATION(S)CITATION NO. **P-**

DATE _____ TIME _____ VIN _____

VEHICLE MAKE _____ MODEL _____ YEAR _____ COLOR _____

LICENSE NUMBER _____ STATE _____ EXPIRATION DATE _____

REGISTERED OWNER _____ ADDRESS _____

LOCATION OF VIOLATION _____

VIOLATION	SECTION	FINE
☐ Overtime	10.16.010	\$ 55.00
☐ By Resolution	10.16.010	55.00
☐ Red Zone	10.16.040A	55.00
☐ Yellow Zone	10.16.040B	55.00
☐ White Zone	10.16.040C	55.00
☐ Green Zone	10.16.040D	55.00
☐ Blue Zone	22507.8 VC	360.00
☐ Parked on Money Way	10.16.050	35.00
☐ Parked in excess of 72 Hours	10.16.060	35.00
☐ Repair on Roadway	10.16.070B	35.00
☐ Outside Space	10.16.090	35.00
☐ Parked in Intersection	22500a VC	55.00
☐ Parked in Crosswalk	22500b VC	55.00
☐ Parked in Driveway	22500c VC	55.00
☐ Parked on Sidewalk	22500f VC	55.00
☐ Excess of 18" from Curb	22502 VC	55.00
☐ Fire Hydrant	22514 VC	55.00
☐ Bus Zone	22500(i)VC	320.00
☐		

Fine includes \$5.00 Assessment Penalty imposed by the County of Napa and the State of California.

OFFICER _____ ID NUMBER _____

NOTICE: You have been charged with a parking violation(s) as indicated above. The fine is due within 10 calendar days. The fine will increase by \$45.00 after 21 days. Non-payment will result in Department of Motor Vehicles withholding vehicle registration privileges. To make payment send check or money order made payable to the CITY OF ST. HELENA, to ST. HELENA POLICE DEPARTMENT, 1480 Main Street, St. Helena, CA 94574. If you wish to contest the citation you must request an initial review by notifying the Police Department within 21 days.

Id493075 (09/13)



AMERICAN PACE SETTER SYSTEMS (530) 621-3688

Cash Receipts

Receipt Listing

User: aprilm
Printed: 02/07/2018 - 12:49 PM
Batch: 00000.00.0000



Rept No	Void	Cust No	Date	Name		Cash	Check	Other	Change	Net Cash	Total
Cust No	Account No		Type	Description	Amount						
00141373		017970	09/15/2017	Julia Halvorsen		0.00	55.00	0.00	0.00	0.00	55.00
017970	PDParkBail		ParkBail	Parking Bail - P31099	42.50	CR: 101-31-50-00-00	Other Police Fines				
017970	PDParkBail		PDParAssess	PD Parking Assessment - P310	12.50	CR: 101-21-50-00-00	Due To Other Agency				
Receipt Totals:					55.00	0.00	55.00	0.00	0.00	0.00	55.00
Void Totals:					0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals:					55.00	0.00	55.00	0.00	0.00	0.00	55.00



City of St. Helena

*"We will conduct city affairs on behalf of our citizens
using an open and creative process."*

Attachment 3

1480 Main Street
St. Helena, CA 94574
Phone (707) 967-2792
Fax (707) 963-7748
www.ci.st-helena.ca.us

September 28, 2017

Julia M Halvorsen
[REDACTED]

COPY

Re: Returned Check for City of St. Helena

Dear Ms. Halvorsen,

Please disregard the prior notice dated September 26, 2017. The City of St. Helena has received notification that our bank was unable to process your check #4571 for your parking ticket P31099 in the amount of \$55.00 due to insufficient funds. There is also a \$45.00 late payment fee for your parking ticket P31099. The St. Helena Police Department has been informed of the outstanding charges.

It is necessary that you remit a payment for the amount of \$55.00, plus a \$45.00 late fee and a returned payment charge of \$21.00 per check for a total of **\$121.00** made payable by money order, cashier's check or cash, no later than 5:00 p.m. Monday, October 16th, 2017. If payment is not made, the information will be turned over to the District Attorney for collection per City Policy.

If you have any further questions regarding this matter or need to make payment arrangements please contact me at (707) 968-2753.

Sincerely,

Jenn Weeks
Finance Department

Cc: St. Helena Police Department

WESTAMERICA BANK

CUSTOMER CHARGE NOTICE

Date: Sep 21, 2017 Advice D-100046

Attachment 3

Acct: 314004532

REASON
NSF

SEQ #
98000082

ITEM AMOUNT
55.00

CITY OF ST HELENA
1480 MAIN ST
ST HELENA CA 94574

1 Item charged totaling \$55.00

121140218

09/21/2017

98000082

This is a LEGAL COPY of your check. You can use it the same way you would use the original check.

RETURN REASON-A
NOT SUFFICIENT FUNDS

67690000296770
[121140218] 09/19/2017

JULIA M HALVORSEN		4571
[REDACTED] D31699		90-78/1211
Pay to the Order of <u>St Adora P.D. Station</u>		Date <u>Aug 11, 17</u>
<u>Fifty Five & 00/100</u>		\$ <u>55.10</u>
BANK OF THE WEST BHP PARIBAS GROUP		Photo Safe Deposit Box
For <u>EMV-566 Lic</u>	<u>Julia M. Halvorsen</u>	
[REDACTED]		

Attachment 4

TO: CINDY TZAFPOULOS, AND THE ST. HELENA CITY COUNCIL

RE: JULIA M. HALVORSEN, RETURNED CHECK FOR PARKING CITATION # P31099, DISMISSAL

To whom it may concern,

My name is Michael Taravella, and I am writing to you, and the City Council of St. Helena, on behalf of my elderly mother Julia Halvorsen, on the advice of Jenn Weeks in the finance department.

My mother, Julia Halvorsen, who is 81, and disabled, was driven in her car by a friend to St. Helena for a lunch date, apparently parked in a restricted zone, where they received the parking citation. My mother has a handicapped placard, which she displayed, as she believed they were parked in a handicapped zone (photo of placard attached). When they returned to the vehicle after the lunch, there was a citation on the windshield.

My mother called the city and attempted to explain that she was innocent of the charge, and that she was unable to afford the fee, as she is on a fixed income, only receiving \$1208 per month from Social Security. There was no consideration or exception given her and she was forced to pay the fine.

My mom has been in failing health over the past year and has been in and out of the hospital several times for Congestive Heart Failure. She also suffers from a mild form of dementia related to medication that she has been taking. She has intermittent short-term memory loss, which makes her unable to focus on important tasks, like balancing her checking account. She also has been a victim of elder abuse from one of her care-givers who over charged her for services, and used her credit card and maxed it out. The result has been devastating to her bank account, which accumulated over \$1300 in return check fees. This has resulted in the "returned check" that she paid for citation (see letter from Jenn Weeks).

Yesterday we visited Bank of the West in Napa, and were able to have a portion of the fees credited back to her. I have also been added to her account so that I can help her pay her bills. The problem is that she was writing checks for groceries and her pharmacy purchase, and utilities, which also were returned unpaid. I am in the process of trying to contact all the payees and make it right with them. She has no money until she receives her social security payment.

In light of her circumstances, I am pleading with you, and the City Council to show some compassion and understanding, and please dismiss the parking citation and associated fees.

Sincerely,

Michael Taravella
Home: 408-254-2327
Cell /Text: 408-806-4488

Attachments:

1. City of St. Helena letter from Jenn Weeks, Finance Dept.
2. Handicapped Placard
3. Letter to Cindy Tzafopoulos, and St. Helena City Council



City of St. Helena

"We will conduct city affairs on behalf of our citizens
using an open and creative process."

Attachment 4

1480 Main Street
St. Helena, CA 94574
Phone (707) 967-2792
Fax (707) 963-7748
www.ci.st-helena.ca.us

September 28, 2017

Julia M Halvorsen
[REDACTED]

Re: Returned Check for City of St. Helena

Dear Ms. Halvorsen,

Please disregard the prior notice dated September 26, 2017. The City of St. Helena has received notification that our bank was unable to process your check #4571 for your parking ticket P31099 in the amount of \$55.00 due to insufficient funds. There is also a \$45.00 late payment fee for your parking ticket P31099. The St. Helena Police Department has been informed of the outstanding charges.

It is necessary that you remit a payment for the amount of \$55.00, plus a \$45.00 late fee and a returned payment charge of \$21.00 per check for a total of \$121.00 made payable by money order, cashier's check or cash, no later than 5:00 p.m. Monday, October 16th, 2017. If payment is not made, the information will be turned over to the District Attorney for collection per City Policy.

If you have any further questions regarding this matter or need to make payment arrangements please contact me at (707) 968-2753.

Sincerely,

2745

Jenn Weeks

Judge review

Jenn Weeks
Finance Department

Cc: St. Helena Police Department

April Mettz

letter to city clerk

*Cindy Tzafopoulos
cityclerk@cityofst-helena.org*

J weeks

Attachment 4



Attachment 5



William T. Imboden
Chief of Police

POLICE DEPARTMENT
1480 MAIN STREET
SAINT HELENA, CALIFORNIA 94574
707-967-2850

9 January 2018

Michael Taravella
chefmichaelt@gmail.com

RE: Parking Ticket Dismissal

Mr. Taravella;

I am writing to you in response to your letter dated 31 October, 2017, addressed to the CITY CLERK wherein you requested the City of Saint Helena dismiss a parking citation issued to your mother, Julia Halvorsen's car, as well as any additional fees accumulated in association to this citation.

The citation in question was issued to your mother's car on 27 June, 2017, for parking in a No Parking zone on Church Street in Saint Helena. While a citation for this type of violation can certainly be contested, the appeal must be within twenty-one (21) days of the citation, and the fine must be paid in full at the time of the appeal (upon a successful appeal the fine is refunded).

Unfortunately, the date of your email to the CITY CLERK (31 October, 2017) was four (4) months after the citation and over three (3) months beyond the appeal date. Based on that conflict alone I cannot act on your appeal of the citation, which is in essence the same as denying the appeal.

The additional fees that accumulated as a result of not paying the citation on time, and then submitting a check with nonsufficient funds to cover it, are also well beyond the date of their appeal. In the case of the nonsufficient funds the City was charged \$21.00 when your mother's check bounced. This penalty is merely being passed on to your mother.

Attachment 5

Pursuant to the Saint Helena Municipal Code; Section 1.16.010 you have the right to appeal my decision in writing to the City Council, by filing with the CITY CLERK a written notice of such appeal setting forth the specific grounds thereof. The notice of appeal must be received by the CITY CLERK within fourteen (14) days of receipt of this letter.

Sincerely;

William T. Imboden
Chief of Police
(707) 967-2850
Wimboden@cityofsthelena.org

A Goal Without a Plan is a Wish

Attachment 6

From: [William Imboden](#)
Sent: Tuesday, January 9, 2018 4:27 PM
To: 'chefmichaelt@gmail.com'
Subject: Citation Appeal

Mr. Taravella;

Please find attached to this email my response to your appeal to the City regarding your mother's parking citation. I apologize for the delay in getting back to you, there was a clerical error in getting it out. Since you did not provide a mailing address we will not be sending a printed copy of this reply.

Sincerely;

William T. Imboden
 Chief of Police
 Saint Helena Police Department
 1480 Main Street
 Saint Helena, CA. 94574
 707-967-2855 Desk
 707-312-1220 Cell

Williami@cityofsthelena.org

A Goal Without a Plan is a Wish

From: Michael Taravella [<mailto:chefmichaelt@gmail.com>]
Sent: Tuesday, January 09, 2018 6:01 PM
To: William Imboden <WImboden@cityofsthelena.org>
Cc: Cindy Tzaopoulos <ctzaopoulos@cityofsthelena.org>; CityCouncil <CityCouncil@cityofsthelena.org>
Subject: RE: Citation Appeal

Dear Chief Imboden,
 Thank you for the response to my request to dismiss the parking citation for my mother, Julia Halvorsen.

Initially I had sent the request for dismissal to the City Council, via the city clerk's office, CINDY TZAFPOULOS. She advised me to do this. She told me that it was no longer in the jurisdiction of the police department because of the time that had elapsed, and to address the City Council, which I thought I had. I don't understand why it went to you. Now you are directing me to start all over and appeal to the City Council, again!

I have attached, again, 1. the original letter from the city clerk, 2. the disabled placard, and 3. my letter of appeal. Can you please explain to me why this didn't go to the Clerk and the City Council in the first place? I addressed the email to Cindy Tzaopoulos, used the email address that she had given me. I am also attaching for reference, 4. your letter denying the appeal to dismiss the citation.

Here is what I sent in the original email to the city clerk, Cindy Tzaopoulos, dated 10/31/17. You can see that I am "appealing" to the City Council to "dismiss the citation", and "fees". Please forward this to

Attachment 6

the city council, or whom ever may have access to them, as I have tried and have obviously failed. I have copied the clerk and the City Council, hoping this will get through.

Thank you, Michael Taravella

"TO: CINDY TZAFPOULOS, AND THE ST. HELENA CITY COUNCIL
RE: JULIA M. HALVORSEN, RETURNED CHECK FOR PARKING CITATION # P31099, DISMISSAL

To whom it may concern,
My name is Michael Taravella, and I am writing to you, and the City Council of St. Helena, on behalf of my elderly mother Julia Halvorsen, on the advice of Jenn Weeks in the finance department.

My mother, Julia Halvorsen, who is 81, and disabled, was driven in her car by a friend to St. Helena for a lunch date, apparently parked in a restricted zone, where they received the parking citation. My mother has a handicapped placard, which she displayed, as she believed they were parked in a handicapped zone (photo of placard attached). When they returned to the vehicle after the lunch, there was a citation on the windshield.

My mother called the city and attempted to explain that she was innocent of the charge, and that she was unable to afford the fee, as she is on a fixed income, only receiving \$1208 per month from Social Security. There was no consideration or exception given her and she was forced to pay the fine.

My mom has been in failing health over the past year and has been in and out of the hospital several times for Congestive Heart Failure. She also suffers from a mild form of dementia related to medication that she has been taking. She has intermittent short-term memory loss, which makes her unable to focus on important tasks, like balancing her checking account. She also has been a victim of elder abuse from one of her care-givers who over charged her for services, and used her credit card and maxed it out. The result has been devastating to her bank account, which accumulated over \$1300 in return check fees. This has resulted in the "returned check" that she paid for citation (see letter from Jenn Weeks).

Yesterday we visited Bank of the West in Napa, and were able to have a portion of the fees credited back to her. I have also been added to her account so that I can help her pay her bills. The problem is that she was writing checks for groceries and her pharmacy purchase, and utilities, which also were returned unpaid. I am in the process of trying to contact all the payees and make it right with them. She has no money until she receives her social security payment.

In light of her circumstances, I am pleading with you, and the City Council to show some compassion and understanding, and please dismiss the parking citation and associated fees."

Sincerely,

Michael Taravella
3553 Donald Court
San Jose, CA 95127
Home: 408-254-2327
Cell /Text: 408-806-4488

Attachment 6

From: William Imboden<<mailto:WImboden@cityofsthelena.org>>
 Sent: Thursday, January 18, 2018 12:59 PM
 To: chefmichaelt@gmail.com<<mailto:chefmichaelt@gmail.com>>
 Cc: Cindy Tzaopoulos<<mailto:ctzaopoulos@cityofsthelena.org>>
 Subject: Citation

Mr. Taravella;

I apologize for the error. I know how your appeal to the City Council got misinterpreted and sent to the Police Department, it has something to do with the fact that it was "cold" to City Hall, and appeared to be requesting a dismissal, and not an appeal of a denial. Typically citations are appealed to the PD first, and then if the appeal is denied they come to the City for Council appeal. This appeared to be a first appeal to us. We did not give you your due credit realizing you were beyond the time frame for a PD appeal, and had gone straight to a Council appeal. Part of the confusion on our end stems from the fact that before you can appeal to the Council the appellant needs to pay the fee (and fines) in full. If the appeal is successful the money is reimbursed. Since there was no payment with your appeal it looked more like a 1st appeal to the PD. Assuming you still would like this appeal to go to the City Council, please remit the full amount of the fee and fines associated with the citation, late fee, and non-sufficient check fee to the Police Department, and I will re-submit your letter to the City Clerk. From there, if there are procedural issues or further questions, her office will contact you.

Sincerely;
 William Imboden
 Police Chief

On Jan 18, 2018, at 1:30 PM, Michael Taravella

<chefmichaelt@gmail.com<<mailto:chefmichaelt@gmail.com>>> wrote:

Thanks Chief for the reply and explanation. Ironically, I paid my mom's vehicle registration today, which included \$100 for the parking violation. See attached Registration and Payment documents. I assume this covers the cost of the citation, and will be forward to the city. Yes, I would still like to appeal to the City Council. I hope this will be sufficient payment information to forward to them, and have the matter settled. Sincerely,
 Michael Taravella

From: William Imboden
Sent: Thursday, January 18, 2018 2:15 PM
To: Michael Taravella
Cc: Cindy Tzaopoulos
Subject: Re: Citation
 Mr. Taravella;

Attachment 6

I am out of the office today so I have asked my Records coordinator to double check that the \$100 fee you paid covers the total fine and fees owed. I don't have that information with me. If that is the case, I will certainly forward your appeal to the City Clerk. I cannot speak for her, or to the procedural necessities to get it in front of the Council. However, I will make sure she knows my Department's needs have been met.

Thank you for your understanding of our process, and your patience.

Sincerely;

William Imboden

2

Chief of Police

Sent from my iPad

On Jan 18, 2018, at 2:17 PM, Michael Taravella <chefmichaelt@gmail.com> wrote:

I will try and contact Cindy.

Thanks,

Michael

Cindy Tzaopoulos

From: William Imboden

Sent: Thursday, January 18, 2018 2:22 PM

To: Michael Taravella

Cc: Cindy Tzaopoulos

Subject: Re: Citation

Mr. Taravella;

My records coordinator tells me your payment has covered the Police Department fines, however there is still the matter of the \$21 fee to the City for the NSF fee incurred.

I am CC'ing the City Clerk as a means of letting her know that the PD's concerns are covered, and seek her input on the next step to get your appeal in front of the City Council.

William Imboden

Chief of Police

Sent from my iPad

Attachment 7

CITY OF ST. HELENA

RESOLUTION NO. 99-23

RESCINDING RESOLUTION NO. 98-116 AND RE-ADOPTING FEES AND CHARGES FOR CERTAIN SERVICES PROVIDED TO INDIVIDUALS FOR PRIVATE BENEFIT

RECITALS

City Council policy is to recover the full cost of providing services to certain individuals for their private benefit. City staff has calculated the proper charges for full cost recovery of certain city services based on a report from the consulting firm of DMG Maximus. A public hearing is necessary in order to increase or set fees for services. The Council has determined the fees outlined in the attached schedule to be fair and reasonable and that the fees to be adopted do not exceed the cost to provide the services requested.

Objections have been raised to charging crime victims for copies of crime reports.

RESOLUTION

The City Council hereby adopts the schedule of user fees as described in Attachment A, a copy of which is attached and hereby made a part of this resolution, to be effective for services rendered as of December 1, 1998.

Effective immediately the Police Chief shall have the discretion to waive copy fees in instances where an individual's personal and primary residence has been broken into or where the crime is directed towards an individual, i.e. assault.

Approved at a Regular Meeting of the St. Helena City Council on March 9, 1999 by the following vote:

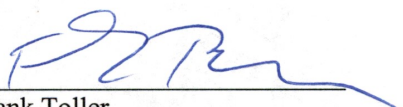
Ayes: Councilmembers Brown, Potter, Savidge, Slavens, Mayor Toller

Noes: None

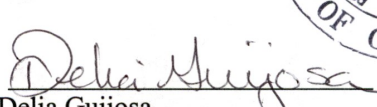
Absent: None

Abstain: None

APPROVED:


Frank Toller
Mayor

ATTEST:


Delia Guijosa
City Clerk





POLICE DEPARTMENT

INTER DEPARTMENTAL MEMORANDUM

Attachment 7
**APPROVED FOR
CITY COUNCIL AGENDA**

DATE: 3/3/99

CITY ADM: SP

DATE: March 2, 1999
TO: Mayor, City Council
FROM: Chief of Police *[Signature]*
SUBJECT: User Fees

The City Council, by resolution, adopts fees to recover the cost of certain services, including copies of police reports at the rate of \$15.00 each. Over the years crime victims have objected to this charge feeling we are rubbing salt in their wounds. Individuals suffer a violation of their freedom and security when they are victims of the above crimes, as opposed to being involved in a traffic collision. The issue of charging for crime reports surfaced again at a recent neighborhood meeting which was held in response to the recent burglaries. The costs of reports are often borne by the insurance companies, but there are many times when the victim needs their own copy, i.e. IRS.

I am not opposed to waiving the \$15.00 fee for those instances where somebody's personal (and primary) residence has been broken into or where the crime is directed towards an individual, i.e. assault. There would not be a huge budget impact if fees were not collected in the above cases.

Any change in policy would not be retroactive.

REQUESTED ACTION:

Rescind Resolution number 98 -116.

Adopt a new resolution to set fees and charges for certain services provided to individuals for private benefit.

00011

Attachment 7

CITY OF ST. HELENA
USER FEE COST RECOVERY FEE SCHEDULE
ATTACHMENT A

FEE NAME	CURRENT FEE
PLANNING/BUILDING DEPARTMENTS	
1. Planning Fee-Planning Director	\$ 119.00 per hour
2. Planning Fee-Asst. Planner	\$ 85.00 per hour
3. Planning Fee-P/W Director	\$ 123.00 per hour
4. Planning Fee-City Attorney	\$ 175.00 per hour
5. 300' Radius Noticing	\$ 125.00 each
6. Fire Inspection Services	\$ 63.00 per hour (1/2 minimum)
PUBLIC WORKS DEPARTMENT	
1. Construction Offsite Inspection	5.0% of value
2. Grading Permit	\$ 235.00
3. Water Turn Off/On-Business Hours	\$ 49.00
4. Water Turn Off/On-After Hours	\$ 83.00
5. Hydrant Rental Fee	\$ 600.00 deposit + 150.00 + usage
6. Encroachment Permit-Minor	\$ 67.00
7. Encroachment Permit-Major	\$ 200.00
8. Encroachment Permit-Caltrans	\$ 67.00
9. Flood Plain Certificate	\$ 115.00
10. Final Map Checking	\$ 100.00 + 87.50 per unit
11. Map Filing	\$ 115.00
12. Fire Service Line Inspection	\$ 250.00
13. Oversized Transportation Permit	\$ 15.00 each or 70.00 annual
14. 5/8" Meter Set	\$ 163.00
POLICE DEPARTMENT	
1. Traffic Accident Report	\$ 14.00
2. Accident Photos	\$ 22.00
3. Photo Enlargement	\$ 22.00
4. *Crime Report	\$ 15.00
5. Clearance Letters	\$ 23.00
6. Police Services Application Processing	\$ 16.00
7. Fingerprint-Resident	\$ 8.00
8. Fingerprint-Non-Resident	\$ 10.00
9. Bike License	\$ 4.00

Attachment 7

CITY OF ST. HELENA
USER FEE COST RECOVERY FEE SCHEDULE
ATTACHMENT A

FEE NAME	CURRENT FEE
10. Dance Permit/Noise Permit	\$ 18.00
11. Bingo Permit	\$ 12.00
12. Solicitor Permit Processing	\$ 12.00
13. Alarm Permit	\$ 22.00
14. Excessive False Alarms	\$ 42.00
15. Concealed Weapon Permit	\$ 25.00
16. Abandoned Vehicle Abatement	\$ 80.00
17. Loud Party Response	\$ 74.00
18. Voluntary Gun Registration	\$ 5.00
19. Recovery of Abandoned Bikes	\$ 10.00
20. DUI Cost Recovery (Police & Fire)	Labor Cost + 34.37% + Material/Equipment
GENERAL AND MISCELLANEOUS FEES	
1. Returned Checks-Admin. Collected	\$ 21.00
2. Returned Checks-Police Collected	\$ 30.00
3. Copies of Documents	\$.15 per page
4. Annual Budget	\$ 30.00
5. Annual Financial Reports	\$ 25.00
6. General Plan	Printing cost + 20%
7. Zoning Ordinance	Printing cost + 20%
8. General Plan Map	Printing cost + 20%
9. Subdivision Ordinance	Printing cost + 20%
10. Audio Tape of Meeting	\$ 15.00 per tape
11. Video Tape of Meeting	\$ 50.00
12. Late Charge on City Invoices	1% per month
13. All Other Staff Services	Labor Cost + 34.37% + Material Costs

* See Resolution recitals

Attachment 8

CITY OF ST. HELENA
RESOLUTION NO. 2018-__

Appeal of administrative decision denying the following: (1) Dismissal of Parking Citation P31099 and refund of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.

RECITALS

- A. On June 27, 2017, Parking Citation P31099 was issued for parking in a No Parking Zone on Church Street in St. Helena; and
- B. The fine of \$55.00 was due within ten (10) calendar days and if the fine was not paid within twenty-one (21) days the fine would increase by \$45.00; and
- C. On September 15, 2017, Parking Citation P31099 was paid in the amount of \$55.00; and
- D. On September 21, 2017, the City of St. Helena received notification the check used to pay Parking Citation P31099 was returned for not sufficient funds; and
- E. On September 21, 2017, a letter was sent to the registered owner, Julia Halvorsen, stating the check was returned for insufficient funds and the total amount due was \$121.00 for: (a) original fine - \$55.00, (b) late fine - \$45.00, and (c) returned check fee - \$21.00; and
- F. On October 31, 2017, the City Clerk of the City of St. Helena received a request from the registered owner's son, Michael Taravella, to dismiss Parking Citation P31099 as well as dismiss any additional fees included; and
- G. On January 9, 2018, the Police Chief for the City of St. Helena responded to Mr. Taravella stating the appeal period for the citation had expired; and
- H. Mr. Taravella has requested an appeal to the City Council to dismiss Parking Citation P31099 as well as dismiss any additional fees included.

RESOLUTION

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

- 1. Denial of appeal of administrative decision for: (1) Dismissal of Parking Citation P31099 and refund of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.

Approved at a Regular Meeting of the St. Helena City Council on February 27, 2018, by the following vote:

Attachment 8

Mayor Galbraith:

Vice Mayor White:

Councilmember Dohring:

Councilmember Koberstein:

Councilmember Ellsworth:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Attachment 10

CITY OF ST. HELENA
RESOLUTION NO. 2018-__

Granting of appeal of administrative decision for the following: (1) Dismissal of Parking Citation P31099 and refund of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.

RECITALS

- A. On June 27, 2017, Parking Citation P31099 was issued for parking in a No Parking Zone on Church Street in St. Helena; and
- B. The fine of \$55.00 was due within ten (10) calendar days and if the fine was not paid within twenty-one (21) days the fine would increase by \$45.00; and
- C. On September 15, 2017, Parking Citation P31099 was paid in the amount of \$55.00; and
- D. On September 21, 2017, the City of St. Helena received notification the check used to pay Parking Citation P31099 was returned for not sufficient funds; and
- E. On September 21, 2017, a letter was sent to the registered owner, Julia Halvorsen, stating the check was returned for insufficient funds and the total amount due was \$121.00 for: (a) original fine - \$55.00, (b) late fine - \$45.00, and (c) returned check fee - \$21.00; and
- F. On October 31, 2017, the City Clerk of the City of St. Helena received a request from the registered owner's son, Michael Taravella, to dismiss Parking Citation P31099 as well as dismiss any additional fees included; and
- G. On January 9, 2018, the Police Chief for the City of St. Helena responded to Mr. Taravella stating the appeal period for the citation had expired; and
- H. Mr. Taravella has requested an appeal to the City Council to dismiss Parking Citation P31099 as well as dismiss any additional fees included.

RESOLUTION

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

- 1. Approval of appeal of administrative decision for: (1) Dismissal of Parking Citation P31099 and refund of \$55.00, (2) Refund of \$45.00 late fine for late payment of Parking Citation P31099, and (3) Refund of \$21.00 returned check fee.
- 2. Authorizing the City of St. Helena to refund \$121.00 to Julia Halvorsen for the approval of the appeal of administrative decision.

Attachment 8

Approved at a Regular Meeting of the St. Helena City Council on February 27, 2018, by the following vote:

Mayor Galbraith:

Vice Mayor White:

Councilmember Dohring:

Councilmember Koberstein:

Councilmember Ellsworth:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk