



**City of St. Helena
Special City Council Meeting
Monday, July 22, 2019 @ 6:00 PM
1480 Main Street, Fire Training Room, St.
Helena (Entrance on Railroad Avenue)
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 "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members:
Anna Chouteau, David Knudsen and Mary Koberstein
4. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
5. NEW BUSINESS:
 - 5.1. Update on City Projects / Issues:

3 - 4

Public Works Related Items

- York Creek Dam Removal
- Downtown "Cultivate St. Helena" Streetscape Project
- Wastewater Treatment Facility Phase 1 Upgrades
- 2019 Paving and ADA Projects
- Hunt Avenue Sidewalk Gap Closure
- Pratt Avenue/Main Striping
- Downtown Restrooms
- Integrated Utility Master Plan
- Bell Canyon Reservoir – Water Audit Litigation Status
- Bell Canyon Intake Tower
- California River Watch
- Hall Winery
- Conservation Easement
- Meadowood Tanks
- Hotel at Freemark Abbey
- Carpenter Water Agreement Negotiations
- Stormwater Maintenance Program Update
- Library Roof Replacement
- Silverado Trail Guardrail Design
- Tennis Lighting Study
- Will-Serve Policy

- Public Works Reorganization
- Black and Veatch Water Engineering Study
- Traffic Calming Update

Planning Department Related Items

- Zoning Code Update
- Farmstead at Long Meadow Ranch Hotel
- Hunter Subdivision EIR
- Design Guidelines
- Review of Planning Projects and Department Staffing Update
- Castellucci Projects
- Vineland Station Hotel
- LAFCO Sphere of Influence and Municipal Services Review
- Compliance Review of Projects with Water Neutrality Obligations

General Items

- Compensation and Classification Study
- Reimagining St. Helena's Civic Spaces Feasibility Planning Update
- Update to Employee Handbook
- Citywide Diversity Training
- Wine Train Plans
- Public Works Reorganization Update
- Planning Director Recruitment

[2019 Planning Building Statistics](#)

5.2. Update on City Council Goals and 2019 Workplan

5 - 15

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Receive and file.

[Staff Report - Pdf](#)

6. ADJOURNMENT

The next Regular City Council meeting is scheduled for July 23, 2019, 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, St. Helena, California on July 18, 2019.



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.

2019 Planning Department Statistics July 22, 2019	
Number of Projects Submitted in 2019 (PL #'s):	31
Entitlements (some projects have multiple):	
Design Reviews	9
Design Review Exemptions	1
Demolitions	6
Use Permits	5
Use Permit Amendments	1
Sign Permits	4
Administrative Sign Permit	3
Lot Line Adjustments	0
Short-Term Rentals- New	1
Short-Term Rental Renewals	4
Appeals	0
Final Maps	1
Temporary Use Permit	2
Tentative Subdivision Map	0
Zoning Compliance Letter	0
Williamson Act	1
Planning Commission:	
Regular Planning Commission Meetings	10
Consent Items brought before PC	16
Public Hearing Items brought before PC	21
Scheduled Matters	7
Financial Information:	
Approx. Fees Collected	\$114,900
Refunds	\$250
Total Fees Collected:	\$114,650

2019 Building Department Statistics July 22, 2019	
Inspections Performed	797
Permits Applied For	266
Total Permits Issued	243
Total Permits Finaled	166
Code Enforcement Statistics:	
Code Enforcement Cases Opened	11
Code Enforcement Cases Closed	7
Financials:	
Total Building Permit Project Value	\$14,846,400
Total Fees Collected	\$467,558



Report to the City Council
Council Meeting of July 22, 2019

Agenda Section: **New Business**

Subject: **Update on City Council Goals and 2019 Workplan**

CEQA **Not a CEQA project**
Determination:

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In early 2019, the City Council adopted three-year goals and established 12-month strategic objectives to guide the organization's work.

DISCUSSION

Consistent with the City Council's direction, a status report has been prepared to provide an update on attainment of the Council's objectives. The attached grid outlines the status of each objective and, where appropriate, includes comments to provide additional information about strategic objectives.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Receive and file.

ATTACHMENTS

[2019 Work Plan v9](#)

COUNCIL APPROVED THREE-YEAR GOALS & 2019 WORK PLAN

LEGEND

GREEN	Work Plan Items Previously Approved/Directed by City Council and in Motion
BLUE	New Work Plan Items
YELLOW	Work Plan Items may not be completed in 2019 due to focus on GREEN and BLUE Work Plan priorities
RED	Work Plan Items that are important but are recommended for the 2020 Work Plan due to competing priorities

GOAL 1: Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health

	DUE DATE	WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
A.	August 31, 2019	City Manager (Lead) + Assistant to the City Manager + Recreation & Library Stakeholders + Council Members Chouteau + Koberstein	Complete Evaluating Library, City Hall, and Conceptual Rec Facility (Reimagine Civic Spaces)				X	Contract awarded May 28, 2019 – Anticipate 5-6 month process.
B.	September 20, 2019	City Engineer + Mayor Ellsworth + Vice Mayor Dohring	Prepare Pratt/Main intersection realignment design and study, including review with Caltrans to reevaluate intersection		X			Study authorized by City Council in August 2018. Planning Council discussion on September 10, 2019 after briefing neighbors and Mayor/Vice Mayor on engineering recommendations.
C.	September 1, 2019	City Engineer + Council Member Knudsen	Initiate construction of the Upper York Creek Dam removal project		X			Water Board permit and US Army Corps permit secured in 2018. Secured CA Dept. of Fish and Wildlife permit July 2019. Planning to advertise project to bid week of July 22 with award of contract planned for August 27.

Revised date: 7.15.19

- 1 -

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
D.	December 31, 2019	City Engineer + Council Member Knudsen	Complete initial draft of Integrated Utility Master Plan for review		X			Contract awarded by City Council on August 14, 2018.
F.	October 31, 2019	City Engineer + Vice Mayor Dohring + Council Member Koberstein	Initiate public engagement process and complete design of Downtown Streetscape Project (Cultivate St. Helena)		X			Completed 2 of 3 public engagement phases.
G.	October 31, 2019	City Attorney + City Engineer + Mayor Ellsworth + Vice Mayor Dohring	Evaluate feasibility of modifications to existing agreements with large water users to establish firm caps in order to safeguard water supply			X		
H.	June 30, 2019	City Engineer	Complete Dam Inundation Mapping & Emergency Action Plan	X				Mapping and plan submitted to the CA Div. of Safety of Dams in May 2019 for review.
I.	April 30, 2019	City Engineer	Initiate design of Phase 1 Upgrades at Waste Water Treatment Plant		X			Council authorized contract with HydroScience Engineers on April 9, 2019 for owner's representative to facilitate procurement of design-build team. Concept plans submitted to City for review in early July 2019.
J.	December 31, 2019	City Engineer (Lead) + Finance Director	Develop approved stormwater program to position City for use of Measure T Funds		X			
K.	August 1, 2019	City Engineer + Napa County Flood Control District	Obtain permits for Dredging Sulphur Creek				X	

Revised date: 7.15.19

- 2 -

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
L.	TBD	Planning & Community Improvement Director (Lead) + Recreation Director + Mayor and Vice Mayor + Two Parks & Recreation Commissioners + Landscape Architect	Develop a community supported plan and funding strategy to renovate Lyman Park post submittal of SHAPE Committee recommendations			X		Meeting held March 15, 2018 to establish and brief members of the Steering Committee for this initiative. Council has postponed planning of improvements until a decision is made on regarding the current City Hall property.
M.	TBD	City Engineer (Lead)	Install wastewater meters for wineries and other users with unique characteristics to improve cost of service/fee nexus (Ad Hoc Utility Rate Committee recommendation)			X		
N.	TBD	City Engineer (Lead) + Finance Director	Assess baseline condition of sidewalks and develop approved program for long term maintenance and repair of City sidewalks			X		

Related CIP Planning/Projects

- Library Roof Replacement
- Complete Design of Paving Projects for 2018-2020
- Repaint Firehouse
- Complete Annual ADA Facilities/Curb Ramps Upgrades
- Complete 2019 Paving Projects
- Hunt Avenue Sidewalk Gap Closure Project
- Complete Guardrail Design on Silverado Trail
- Complete Tennis Court Lighting Upgrade and Resurface Project

Revised date: 7.15.19

- 3 -

GOAL 2: Stabilize, Maintain and Improve Access to Housing

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
A.	May 31, 2019	Assistant to the City Manager + Housing Consultant + Mayor Ellsworth + Council Member Koberstein + Our Town St. Helena	Develop and implement Public Engagement Strategy for prioritization of Housing White Paper recommendations and identify other action ideas				X	Postponed to start date of Assistant to the City Manager
B.	October 15, 2019	Finance Director + Planning Director + Consultant + Council Members Knudsen + Koberstein	Update Housing Impact Fees for workforce housing and consider updates to inclusionary housing ordinance		X			
C.	After adoption of General Plan	Planning Director + Planning Commission + Council Members Knudsen + Koberstein	Initiate Planning Commission review of White Paper regulatory options, housing element implementing actions, and existing residential district regulations that leads to recommended zoning ordinance text and map amendments to facilitate achievement of housing goals		X			
D.	December 31, 2019	Assistant to the City Manager (Lead) + Planning Director + Consultant + Housing Stakeholders + Planning Commission + Mayor Ellsworth + Council Member Chouteau	Begin to quantify housing need and target goals across age and income segments of the community and identify public and private opportunities to address them		X			

Revised date: 7.15.19

- 4 -

GOAL 3: Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication and Regional Collaboration

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
A.	July 31, 2019	Planning Director	Complete City General Plan and present to City Council for Adoption	X				Council adopted General Plan on May 28, 2019.
B.	August 31, 2019	Planning Director (Lead) + Vice Mayor Dohring + Council Member Knudsen	Draft and present citywide design guidelines to the City Council for adoption and provide recommended improvements to design review process				X	Design Guidelines workshops and community survey complete. Staff is currently compiling data from the meetings and survey and will then review Draft Guidelines with design professionals for feedback. It is anticipated additional time will be necessary to complete.
C.	August 1, 2019	HR/IT Director + Consulting Attorney	Complete update to Employee Handbook and present to the City Council recommended updates to City Policies				X	Council directed goal from 2018. Comprehensive update in draft form and will be distributed to bargaining units by March 2019. Document has not been updated since 2005. Meet and confer obligations will extend completion.
D.	June 30, 2019	HR/IT Director + Assistant to the City Manager	Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs				X	Council directed goal from 2018. Draft plan prepared for internal review by City Manager.
E.	June 15, 2019	City Manager + HR/IT Director	Complete Compensation and Classification Study	X				Required by MOU + Unrepresented Resolution

Revised date: 7.15.19

- 5 -

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
F.	September 30, 2019	Planning Director (Lead) + Mayor Ellsworth + Council Member Koberstein	Hold City Council Study Session to analyze options related to developing a robust Code Enforcement Program that is efficient, readily understandable, and predictable				X	Council authorized additional resources to assist with Code Enforcement.
G.	April 30, 2019	Police Chief (Lead) + City Manager	Develop shared services agreement with City of Calistoga for Police/Dispatch services				X	Draft agreement under review
H.	April 30, 2019	Finance Director (Lead) + City Engineer	Develop Leak Adjustment Policy for Commercial Businesses	X				
I.	April 30, 2019	City Clerk	Launch Laserfiche records portal on website	X				
J.	April 30, 2019	Police Chief + SHUSD	Implement Proposition 56 Tobacco Cessation Grant to fund School Resource Officer	X				
K.	June 30, 2019	City Manager + Assistant to the City Manager + Council Member Chouteau + Mayor Ellsworth	Liaison with existing regional dialogue and/or identify options for a regional dialogue on approaches to housing, transportation, environmental impacts, water, etc.				X	Mayor issued proclamation at June 25, 2019 Council meeting committing to a countywide effort to address climate change issues. Regional meetings forthcoming.
L.	December 31, 2019	Planning Director + City Engineer + City Manager + Mayor Ellsworth + Council Member Koberstein	Participate in LAFCO Municipal Services Review + Sphere of Influence Review		X			
M.	June 30, 2019	HR/IT Director	Implement online performance review software solution	X				Software deployed in July 2019.
N.	December 31, 2019	City Engineer + Police Chief	Conduct a public workshop to solicit community feedback on the concept of a comprehensive approach to improving traffic and pedestrian safety			X		On hold due to competing priorities

- 6 -

Revised date: 7.15.19

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
O.	December 31, 2019	Planning Director	Review and document status and scale of three large existing non-conforming businesses within the community			X		On hold due to competing priorities
P.	December 31, 2019	Planning Director (Lead) + Assistant to the City Manager + Vice Mayor Dohring + Member of Planning Commission + SHFD + Water	Introduce pre-application conferences for Planning Applicants			X		On hold due to competing priorities
Q.	TBD	HR/IT Director	Re-skin City website			X		

GOAL 4: Ensure Long Term Economic Sustainability While Safeguarding St. Helena's Unique Culture & Quality of Life								
DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
A.	December 31, 2019	Finance Director (Lead) + City Engineer + Planning Director + Recreation Director + Willdan	Complete and present for City Council adoption Impact Fee Study and cost allocation plan including inclusionary fees and updating housing fees		X			Preliminary City Council discussion held October 9, 2018.
B.	December 31, 2019	Finance Director (Lead) + Assistant to the City Manager + Council Member Knudsen	Present for City Council consideration a policy and procedure to receive charitable gifts and endowments on behalf of the City		X			

Revised date: 7.15.19

- 7 -

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
C.	September 30, 2019	Finance Director (Lead) + City Manager + Council Member Knudsen	Evaluate and present options to increase City revenue for City Council consideration		X			July 23, 2019 Council discussion on General Fund Debt Options and Capacity is related to this task.
D.	September 30, 2019	City Manager (Lead) + Assistant to the City Manager + Mayor Ellsworth + Council Member Chouteau + Chamber of Commerce	Intervene to assist in securing tenants for vacant buildings		X			
E.	April 30, 2019	Planning Director	Develop Pop-Up Retail (Temporarily Uses) Permanent Ordinance	X				
F.	November 30, 2019	City Manager + Assistant to the City Manager + Chamber of Commerce + Mayor Ellsworth + Council Member Chouteau	Refresh branding and reputation of Downtown		X			May require appropriation of funds.
G.	July 31, 2019	City Manager + Consultant + Vice Mayor Dohring + Council Member Koberstein	Investigate feasibility and potential of Enhanced Infrastructure Financing District (EIFD) and recommended steps		X			Initial discussions held at April 24, 2019 City Council meeting.
H.	August 31, 2019	City Manager + Assistant to the City Manager + Recreation Director + Mayor Ellsworth + Council Member Chouteau + Chamber of Commerce	Enhance community event programming in partnership with Chamber of Commerce		X			
I.	May 31, 2019	City Manager + Assistant to the City Manager	Create online marketing portal for vacant commercial space and priority investments				X	Postponed to start date of Assistant to the City Manager

Revised date: 7.15.19

- 8 -

DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
J.	September 30, 2019	Planning Director	Initiate Update to Zoning Ordinance (including consideration of cannabis)		X			Draft RFP to be reviewed by City Council on July 23, 2019 with release planned immediately thereafter.
K.	September 30, 2019	City Manager + Vice Mayor Dohring + Council Member Koberstein	Evaluate options for Adams Street property				X	City Council discussed a recommended RFQ/RFP approach on April 24, 2019. Additional discussion was held on May 28, 2019.
L.	June 30, 2019	Planning Director + Assistant to the City Manager + Mayor Ellsworth + Council Member Chouteau	Develop and Recommend Downtown Façade and Tenant Improvement Program Policy Options for City Council				X	Will require additional time due to competing priorities
M.	November 30, 2019	City Manager + Assistant to the City Manager + Council Member Knudsen	Initiate conversation with existing hotels to discuss opportunities to grow/improve their business (e.g. hotel incentive program)		X			
N.	TBD	Planning Director	Develop and Recommend Parklet's Program and Policy			X		

Revised date: 7.15.19

GOAL 5: Support Thriving Families and Enhance the Safety, Well-Being and Healthy Development of Our Youth								
DUE DATE		WHO	WHAT	STATUS				COMMENTS
				Complete	On Schedule	On Hold	Revised Date	
A.	April 30, 2019	Assistant to the City Manager (Lead) + Mayor Ellsworth + Vice Mayor Dohring	Analyze Institute for Local Government resources and prepare options for consideration of establishing a Youth Commission				X	Postponed to start date of Assistant to the City Manager
B.	May 31, 2019	Assistant to the City Manager (Lead) + Recreation Director + Mayor Ellsworth + Council Member Chouteau	Provide recommendations to enhance participation and engagement of youth and families in St. Helena				X	Postponed to start date of Assistant to the City Manager
C.	June 30, 2019	Consultant + Assistant to the City Manager + Vice Mayor Dohring + Council Member Chouteau	Prepare needs assessment of community youth issues/challenges, opportunities to connect with existing youth organizations/school-based efforts, and provide recommendations for actionable strategies to address issues/challenges				X	Postponed to start date of Assistant to the City Manager
D.	September 30, 2019	Planning Director + Council Member Chouteau	Update Zoning Standards for Daycare and Senior Housing (Residential) for compliance with State law and to improve access		X			

Revised date: 7.15.19

- 10 -